

Online Examinations - Guideline for FoEOAS Administrator

T_i : The exam start time for the i^{th} course
 T_0 : $\min(\{T_i\})$
 $[T_i-7d]$: 7 days before the exam start time
 $[T_i+2h]$: 2 hours after the exam start time

Before the exam

1. **[$T_0 - 10$ days]** Receive the exam schedule from the AR (the list of courses will be given by the AR/Eng in the [template](#) for bulk creation).
2. **[$T_0 - 10$ days]** Create a new folder for the current examinations in the shared drive: [Faculty of Engineering Online Exams](#). Add a copy of the master sheet template. Provide AR with access to the master sheet.
3. **[$T_0 - 10$ days]** Prepare FoEOAS front page for the exams. Put up relevant notices.
4. **[$T_0 - 10$ days]** Prepare a team of Technical Support staff to be available on the exam days. Technical support staff must be familiar with Zoom, Moodle and Safe Exam Browser.
5. **[$T_0 - 10$ days]** Create a LEARN Zoom link for Technical Support.
 - a. **Turn off** the waiting room
 - b. **Turn on** auto recording
 - c. Make it a recurring meeting
 - d. Add the link to the FoEOAS front page
 - e. Instruct the Technical Support team to join the meeting on all exam days (starting at 30 minutes before exams)
6. **[$T_0 - 10$ days]** Create a chat group for Technical Support.
 - a. Use an easily and freely accessible platform such as Whatsapp
 - b. Add a joining link to the FoEOAS front page
 - c. Instruct the Technical Support team to monitor the group and answer queries by candidates
 - d. Instruct the Technical Support team to be online on all exam days (starting at 30 minutes before exams)

Faculty of Engineering, University of Peradeniya

7. **[T₀ - 10 days]** Create courses in FoEOAS for the scheduled exams (the details would have been provided by the AR/Eng in the prescribed format for bulk upload).

On the exam day

1. **[T₁ - 30 min]** Start the Technical Support Zoom meeting and provide co-host permissions to Technical Support team members. Make sure to record the meeting video.

During the exam

1. Candidates may join the Technical Support Zoom seeking help. Provide support to get their issues resolved. Keep a log of notes about all such cases in the master sheet.
2. Once issues are resolved, inform the candidates to rejoin their Zoom exam room immediately.
3. Upon chief invigilator's request, give extra time to candidates through FoEOAS using user overrides (*Quiz Administration>User overrides*).
4. When required, assist the chief invigilator to verify whether candidates have completed their submissions.

After the Exam

1. Upload the Technical Support Zoom video recording to the relevant folder in the Faculty of Engineering - Online Exams shared GSuite drive.
2. Analyse the following user activity logs for each individual exam, and prepare a report on request:
 - FoEOAS user activity related to each exam
 - Zoom user activity related to each exam room (Zoom administrative data logs may be request from LEARN)
 - Technical support Zoom and chat user activity (Zoom administrative data logs may be request from LEARN)
3. **[T₁ + 7 days]** Share the data analysis report with AR/Engineering, and assist with the decision making process.