

City School of Architecture, Colombo Online Examination General Guidelines

Examination hall copy



Examinations for the Academic Year 2020/2021

Contents

A Quick Guide to Capture On logging in and Moodle Submissions	3
General Guideline for the Online Examination.....	3
What you need for the online examination:.....	3
1.0 Preparation for the Online Examination.....	3
2.0 Sitting an open book exam	4
3.0 During the exam.....	4
4.0 After the exam	5
5.0 In case of an Emergency:.....	6
6.0 Special Notes.....	6
Examination Offences	7
4.2.3.6 Examination Offences and Procedures (General).....	7
4.2.7.3 Examination Offences and Procedures for Summative Assessment Remotely.....	7
Examination offences regarding the Proctoring Tool (Capture On)	7
Examination offences regarding the Moodle Platform.	8

A Quick Guide to Capture On logging in and Moodle Submissions.

http://15.206.207.96/moodle/pluginfile.php/1959/mod_resource/content/1/Final%20-%20Online%20Examination%20Guide%2025.09.2021.pdf

General Guideline for the Online Examination

What you need for the online examination:

- well-lit, stable workspace
- Primary Device - Laptop/ Desktop (fully charged/ with power backup)
- Secondary Device – Mobile device (Phone/ Tab) (fully charged/ with power backup)
- Working scanner application downloaded in your mobile device.
- Primary and secondary source of stable internet connection.
- Working web camera & Microphone built in or Connected to your primary device.
- Close proximity to charging ports
- Stationary – Including Blue/ Black Pens, CR book/ note book for Writing Answers.
- Equipment needed – scanner/ printer as per the student requirement
- Water, Medicine, a snack.

1.0 Preparation for the Online Examination

- 1.1 Make sure that you are thorough with the examination timetable; the date, the time your exam starts and finishes.
- 1.2 Make sure that others are aware that you're taking an exam so that you're not disturbed; consider putting a 'Do not disturb' sign on your door. Angle the camera so that the invigilator can see the writing surface.
- 1.3 Have the commodities you need with you, eliminating the need to get up mid-way during the examination to go search for them.
- 1.4 Try to minimize distractions (for example, turn off social media notifications) and, as far as you can, try to replicate your normal exam mindset.
- 1.5 Have your stationary arranged, answer script papers, cover page, numbered and in order, prior to the examination, to avoid last minute panic. Make sure your Chrome browser is updated.
- 1.6 Be dressed in a presentable, but comfortable manner, as the proctoring tool will capture your images.
- 1.7 It is Mandatory that students log in to the Moodle and proctoring system, and finish initial registering at least 15 minutes prior to the examination.
- 1.8 Students should follow the exact procedure for the registering to Capture On. After registering they SHOULD NOT attempt to close the browser/ share screen/ mute the microphone. This is an examination Offence. Even if the power goes off, you are not allowed to close the browser or shutdown the computer/ Laptop. They should not close the screen either.

2.0 Sitting an open book exam

- 2.1 An "open book examination" is an assessment method designed in a way that allows students to refer to class notes, textbooks, or other approved material while answering questions.
- 2.2 The materials that could be take into/ allow in an open-book exam
 - The student's own notes, readings, reference materials or textbooks
 - Equipment like calculators, drafting tools etc.
 - Accessing internet or any other online resources will be restricted.
 - The student can't copy chunks of text directly from textbooks or notes. It will be considered as plagiarism.
 - The student should rely on his/her own knowledge and understanding as the main source of information and insight for answering the exam questions. To develop this self-reliance, early preparation is key. Any open-book material should be treated as a memory aid and a source of supporting information to help the student to check his/her references, facts or examples.
- 2.3 All answer scripts should be **handwritten** with clear, legible handwriting, clear annotations and sketches as specified on white paper.
- 2.4 It is important that you do not copy directly from notes or books, as the examiner will be able to detect it, and plagiarism software will detect direct copying. **Answer the questions in your own words.**
- 2.5 You are not allowed to copy from materials other than received from your lecturers at CSA or short notes made, based upon the main lecture notes received.
- 2.6 The mobile device should only be used as a secondary back up in case of an emergency- internet hotspot/ scanning the documents/ uploading to Moodle/ Calling an invigilator or Technical support (as noted in the examination Moodle page for the Day).
- 2.7 Students can use the headphone/ earphone mic for sound recordings for Capture On but NOT WEAR it. They can plug it in to the laptop/ desktop, and keep aside.

3.0 During the exam

- 3.1 Students coming into Moodle after 30 minutes of the start of the examination are considered absent and submissions will not be considered.
- 3.2 The 'start 'of the examination is noted by the candidate activity of accessing the examination question paper.
- 3.3 Read the instructions carefully. Take to note the question numbers and pages.
- 3.4 Make sure to fill in the cover page with requested details.
- 3.5 Number each answer script page and write your index number on top of each answer script. DO NOT write your name.

- 3.6 When writing your answers, use black or blue ink and avoid using pencil because it does not show up clearly when using some scanner applications. If you use pencil for diagrams, ensure the lines are black enough to be picked up by the scanner. It may be advisable to use an ink pen or marker wherever possible.
- 3.8 Pay attention to question numbering in your answer script.
- 3.9 Leave clear side margins on your answer pages to allow space for comments by examiner.
- 3.10 Write on only one side of the paper, as this will make scanning easier and clear.
- 3.11 If you find that you're running out of time and still have some answers to write, try to give an outline for how you would answer the question – you are likely to get more marks for the attempt than you will for leaving a blank page.
- 3.12 Make sure only to use the time given to answer the examination paper and not delay to initiate the answer submissions. Your activities will be monitored by the proctoring tool.
- 3.13 Students must **CALL** invigilators or Technical support – not WhatsApp/ text. Students need not take matters to hand and distribute advice via WhatsApp groups. **This is an offence.**
- 3.14 The requirement of using the mobile phone is considered;
 - To resolve technical issue before examination
 - To get invigilator advice for a query regarding a question.
 - technical advice during examination
 - To Scan and transfer documents at the end of the examination.

Therefore, other instances can be called into be questioned at a disciplinary panel.

- 3.15 Occasionally announcements will be made during an exam to clarify or correct a specific question or even warn a student. In such a case, students will hear a “ding ding” sound when a message is posted. Until they go to the Capture On tab and read and close the message, it will keep beeping.

4.0 After the exam

- 4.1 You will be given 30 minutes of buffer time to be used only to upload the answer scripts to the Moodle examination page through the given submission link.
- 4.2 You are to make ONE PDF file of your answer scripts in a scanned manner. However, for modules that have Sections, separate the pdf as per the Sections, with a cover page attached for each.
- 4.3 However, Students should not start scanning and uploading the questions until the submission link becomes active – which is 02 hours after the start of the examination.
- 4.4 You must save the Answer Script PDF File as “Module code_Subject Name_IndexNo_Section (if Applicable)

Example: Module code	: ARCHENV1820
Subject Name	: Environment
Index Number	: CSA/1000/2021

The PDF should be named as: **ARCHENV1820_Environment_CSA-1000-2021_ Section A**

- 4.5 Make sure to get a clear scan/ photographs of your answer scripts. Finalize the images or scans to uploadable PDF format. Transfer to the Laptop/ desktop to upload.
- 4.6 Students should not attempt to close Capture On browser or screen share until they have fully submitted the answers to the Moodle submission links.
- 4.7 Retain the CR book/ Note Pad or the Answer Sheets after the examination, in case it is required for investigation or substantiation.**

5.0 In case of an Emergency:

- 5.1 If you have any subject related query you can contact the supervisor/ invigilator noted in the Moodle examination hall announcement section only, to rectify your issues.
- 5.2 Technical Support numbers will be notified in the Announcement section of the Moodle Examination hall.
- 5.3 For students who may require additional time to upload the answer scripts due to technical error, they will be provided with a solution to upload the papers, on request.

6.0 Special Notes

- 6.1 Students who are habitually late in attendance or late in submissions will be noted for further inquiry.
- 6.2 Students must check the scanned pdf of the Answer script for clarity and any error before they upload the Answer Script PDF to the submission link provided in the Moodle Examination page.
- 6.3 Any form of Examination misbehavior, plagiarism will be taken as an examination offence, and the student will have to present his/herself to the Examination offences board for Examination Offence procedure & inquiry.
- 6.7 Students should make sure the software in Desktop computer/ Laptop as well as scanning device (Mobile/tablet/i-pad etc.) be updated, to avoid the submission of unreadable files to the examiners.
- 6.8 Students should be aware of the scanning quality of their scanning application or scanner. Students can download the latest scanning applications available in Google Play Store or iOS App Store (Apple phones) to their mobile and use it, provided that the scanned document is readable to the viewer.
- 6.9 Students are requested to have the application "Anydesk "downloaded to their desktop computer or laptop in order to assist via remote access in extreme technical problems.
- 6.10 Students are requested to use the Chrome browser for the Moodle as well as the Proctoring tool.

- 6.11 General guidelines for Examination and student discipline as per the CSA by-laws, CSA Examination rules and regulations, etc. will be adhered to, during this online examination.

Examination Offences

4.2.3.6 Examination Offences and Procedures (General)

Definition: passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism and other breaches of assessment or other examination regulations. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so. Also preventing or attempting to prevent another student from being able to be assessed properly.

(a) Examination offences are classified as follows:

- i. Possession of books, notes, documents, unauthorized material or programmable electronic devices etc. (applicable for physical examinations)
- ii. Disorderly conduct that may disturb the smooth conduct of the examination.
- iii. Copying or exchange of notes or answer scripts.
- iv. Attempting to obtain or obtaining improper assistance from any other person or cheating or speaking to any person other than an authorized person.
- v. Impersonation
- vi. Continuing to write after the announcement "to stop writing" by the Chief Invigilator.
- vii. Aiding and abetting in the commitment of any of the above offences.

4.2.7.3 Examination Offences and Procedures for Summative Assessment Remotely

- (i) The examination offences and Procedures for the remote examination will be same as 4.2.3.6 of the EPH /Student Handbook other than Item a) I (Possession of books, notes, documents, unauthorized material, or programmable electronic devices etc.) as the examination will be on an "open book" method.
- (ii) When the examinations are conducted using the Moodle as a virtual platform and the Proctoring Tool (Capture On) as an online proctoring tool, the students committing the following actions either by accident or by intention will be considered as an examination offence and will be subjected to disciplinary inquiry and the penalties as decided by CSA Board of Academic Studies.

Examination offences regarding the Proctoring Tool (Capture On)

- 1) Sitting for the examination without fully registering or partially registered into the Proctoring Tool (Capture On) or if the evidence provided for not doing so is inconclusive.
- 2) Sitting for the examination without proper attire (Smart Casual recommended)

- 3) Covering the face with a Mask/hoodie or Cap or another method/ Covering the Camera/Blocking the microphone/ removing screen share or disconnecting the camera feed on Proctoring Tool (Capture On) in the duration of the examination.
- 4) Visible multiple phone calls/ texting/ internet searches on the duration of the examination other than to the authorized persons.

Examination offences regarding the Moodle Platform.

- 1) Late Arrival to the Moodle after the stipulated time period
- 2) Submission of the answer script after the stipulated time period.
- 3) Periodic breaks /requests to go to the washroom or any other activity without a valid document in support of the student having a medical condition.
- 4) Inconclusive evidence for technical failures