<u>User Guide - Online Assessment (Open Book/ Case Study)</u>
Academic Year 2018/2019 Semester II
Faculty of Commerce and Management Studies
University of Kelaniya

<u>READ THE INSTRUCTIONS CAREFULLY!</u>

<u>Please follow these steps:</u>

1. You should **log in to the CAL/LMS** using the web URL mentioned below.

    CAL/LMS Dashboard:

    Department of Accountancy: http://lms.kln.ac.lk/doa/

    Other Departments: https://cal.kln.ac.lk/login/index.php

2. Students who are **having issues with CAL/LMS** login or any other current exam related matter, can use the ZOOM link provided as a supporting system.

    Note: ZOOM login name should be your **Student Number**

    Example:

    Online Assessment Zoom link:

    Date and Time: **xxth Jan 2021 08:30 AM**

    Topic: Business Economics - BFIN 11114 /BFIN 11013(R) Examination

    https://learn.zoom.us/j/64883041077?pwd=MWRycGw0UU5ScGNSQ0pYS2N6eFhndz09

    Meeting ID: xxxxxxx
    Passcode: xxxxxxx

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3. Any difficulties with log in or accessing the course module should be informed to the supervisor **at least 30 minutes before the regular starting time of the assessment.**

4. Question paper will be available **15 minutes before** the scheduled starting time of the paper in the CAL/LMS platform **under 'Online Assessment'.**

5. Download, complete, and attach the given **cover page** as the first page of the answer script.

6. In your answer script, write the **page numbers** and the **student number** on each page as in the template.

7. Mention the **question numbers** clearly.

8. Begin answering each question on a separate page.

9. Do not write on both sides of the answer script.

10. Answers should be **handwritten only.**

11. You should upload the answers by scanning and converting the file into **single PDF**.

12. **Extra 45 minutes** will be given for each paper for uploading purposes.

13. Rename the PDF file with your student number.
    (Ex: BM_2018_001.pdf, CM_2018_001.pdf)

14. Any difficulties experienced by the student should be informed to the supervisor immediately.

15. You will receive a submission status notification (**submitted for grading**) once you submit your answer script (PDF).

16. **CAL/LMS log report will be considered as the student attendance**.

17. If you have not downloaded/viewed the question paper through LMS/CAL, you will be treated as **'absent'**.

18. If you have downloaded/viewed the question paper but did not submit the answer script to the CAL/LMS **within the given time period**, you will be considered as a **'Repeat'** student.

19. Please **Keep the original answer script** with you. Your department may randomly request to send your hardcopy of the answer script to check with the uploaded one.

20. Violation of the examination rules or dishonesty in an examination, will lead to disciplinary action.

What you need for the Examination:

    a. A **fully charged smart** mobile phone with camera

    b. Laptop/ PC (To speed up the process) - optional

    c. "**Images to PDF converter**" app installed in the smartphone

    d. Internet connectivity

    e. Logging access for CAL/LMS

    f. A4 sheets + Ballpoint Pen

    g. Calculators - optional

How to upload the answer sheet

1. Scan or take **CLEAR** photos of the pages.

2. Convert the images to **single PDF** format including the cover page using "**Images to PDF converter**".

   E.g. CamScanner

Android: https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en&gl=US

iOS: https://apps.apple.com/us/app/camscanner-pdf-scanner-app/id388627783

   E.g. Tap scanner

Android: https://play.google.com/store/apps/details?id=pdf.tap.scanner&hl=en&gl=US

iOS: https://apps.apple.com/us/app/scanner-app-to-pdf-tapscanner/id1382564905

The above apps are given as examples. You can even use other similar apps available on Play Store. (**Please download and check the app prior to the examination date**).