

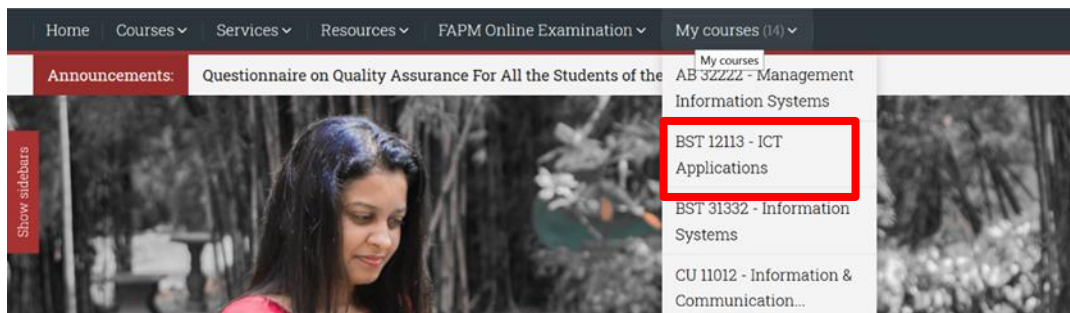
Instructions for Online Examination based on e-Learning Gateway (LMS)

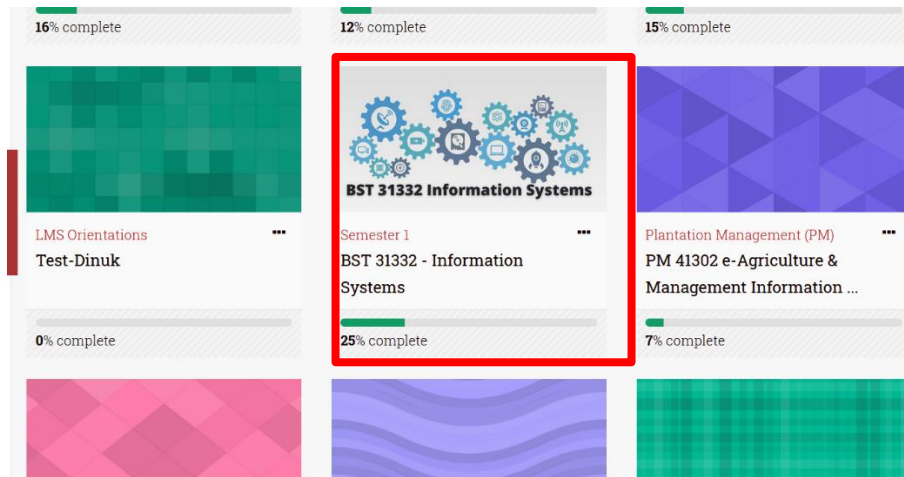
Semester I-Year 1-Examination B.Sc. Food Quality Management (External), July 2021, Academic Year 2020/21

Faculty of Livestock, Fisheries & Nutrition, Wayamba University of Sri Lanka

1. General Information

- 1.1. Given the ongoing Covid-19 pandemic, the semester II examination of the Faculty of Livestock, Fisheries & Nutrition, Wayamba University of Sri Lanka will be conducted online on e-Learning Gateway (Learning Management System) of Wayamba University of Sri Lanka, Makandura (URL: <https://lmsm.wyb.ac.lk>).
- 1.2. To access the examination, you must log into your eLG (LMS) account with your **Index Number** (Username) and the **password**.
- 1.3. Make sure you have, in addition to your smartphone, a computer device (PC) equipped with an audio system, webcam and microphone, and an Internet connection.
- 1.4. Download an app for scanning documents (e.g. Microsoft Office Lens,). See the Instructions on 'Installing and Setting up Microsoft Office Lens' attached herewith.
- 1.5. You should make necessary arrangements to access a stable internet connection during the examination period. If possible, though not necessary, keep two internet connections/service providers.
- 1.6. You must check your eLG (LMS) profile before access the examination. You must complete your profile with correct and updated details (Eg: NIC number, Quality profile picture, Telephone number, email address, etc).
- 1.7. You must check whether your account on eLG are working properly before each examination. If you cannot log in to the account, you must use the automatic password reset method or contact the administrator of eLG immediately. Please visit the following URL to see steps to recover a forgotten password (<https://lmsm.wyb.ac.lk/local/pages/?id=13>).
- 1.8. Common Notices about online examinations will be posted on FLPN Examination Instructions 2021 page. You can access the page from your eLG Dashboard or main menu.
- 1.9. Examination questions and submission links will be available on the current page of the course in eLG. Students can access their 2nd semester course pages from the dashboard or My courses menu.





2. **GENERAL RULES**

- 2.1. Events resulting from a deliberate intention of the student to cheat in the exam: the exam will be cancelled (please note that you will have to abide by Examination bylaws of the Wayamba University of Sri Lanka available at https://flfn.wyb.ac.lk/?page_id=2241).
- 2.2. Every student/candidate must sign the 'Student declaration' attached herewith prior to the examination and submit to the AR/FLFN.
- 2.3. If the student is caught cheating or any form of academic misconduct, the exam will be cancelled.
- 2.4. If the student's workstation is abandoned before the end of the examination, regardless of the time of the interruption, the exam will be cancelled.
- 2.5. If other people are present and/or interact with the student, the exam will be cancelled.
- 2.6. In the events resulting power failure or unexpected events beyond the student's control (such as illness), the examination will be cancelled, and a makeup exam will be arranged with a short notice and decision to hold a makeup examination will be taken by an examination board.
- 2.7. To certify the student's identity,
For identity checks during the exam, you (the candidate) should show a valid Student ID card, or other suitable, valid identity document to the Supervisor/Invigilator. Students should therefore keep their Student ID card or suitable valid identity document handy. In case of any doubts of identity, or for additional checks, the Supervisor/Invigilator may carry out a verification at the end of the test, inviting the students concerned to stay logged in for longer.

3. EXAMINATION CONDUCT

- 3.1. Students must log in to eLG 15 minutes before the scheduled examination time.
- 3.2. Only registered students (including repeaters) can access and attempt the examination. If you have doubt about your registration, please contact AR/Faculty of Livestock, Fisheries & Nutrition for assistance.
- 3.3. Only one submission attempt is available for each student. Any additional attempts should only be used in the event where a serious technical issue has occurred and, in this context, evidence supporting this will be required (Decision on offering any additional attempts will be taken by an Examination Board appointed for this purpose).
- 3.4. You are not permitted to obtain assistance by any means or ask for help from or give help to any other person.
- 3.5. You are not permitted to take screenshots, record the screen, copy and paste questions or answers or otherwise attempt to take any of the content of this exam out of the exam for any purpose.
- 3.6. You are not permitted to share the any of the content of this exam via social or any other printed/electronic media and if you found guilty results will be withhold and disciplinary actions will be taken against you as per the Examination bylaws of the University.
- 3.7. During the exam, you might need to turn on your webcam and microphone whenever you are asked to do so by the Supervisor/Invigilator.
- 3.8. During the exam you can interact only with the Supervisor/invigilator via eLG messages/chat, Zoom chat and or phone.
- 3.9. You cannot submit the exam before the scheduled end time.

4. Nature of the Exam

As you are already aware, you will receive Multiple Choice Questions, Structured Essay and Essay questions depending on the course module/subject that you are registered for the exam.

4.1 How to attend the MCQ

4.1.2 General Information

- A. The examination will comprise of Objective type Multiple Choice Questions (MCQs)
- B. All questions are compulsory and each carry **one point five marks**.
- C. The total number of questions, duration of examination, will be different based on the course, the detail is available on your screen.
- D. The Subjects or topics covered in the exam will be as per the Syllabus.
- E. There will be **NO NEGATIVE MARKING** for the wrong answers.

4.1.3 Instructions and Information

- A. On computer screen every student will be given objective type Multiple Choice Questions (MCQs).

- B. Each student will get questions and answers in different order selected randomly from a fixed Question Databank.
- C. The students just need to click on the Right Choice / Correct option from the multiple choices /options given with each question. For Multiple Choice Questions, each question has four options, and the candidate must click the appropriate option.

4.2 How to attend the Structured Essay Questions

4.2.1 General Information

- A. The examination will comprise of short answer type Structured Essay Questions (SEQs) and questions will appear on the computer screen.
- B. The total number of questions, duration of examination, will be different based on the course, the detail is available on your screen.
- C. Marks allocated for each question will be displayed along with the question.
- D. The Subjects or topics covered in the exam will be as per the Syllabus.
- E. Read the instructions given under section 4.3 below (excluding 4.3.1.A) that you must follow when answering SEQs.

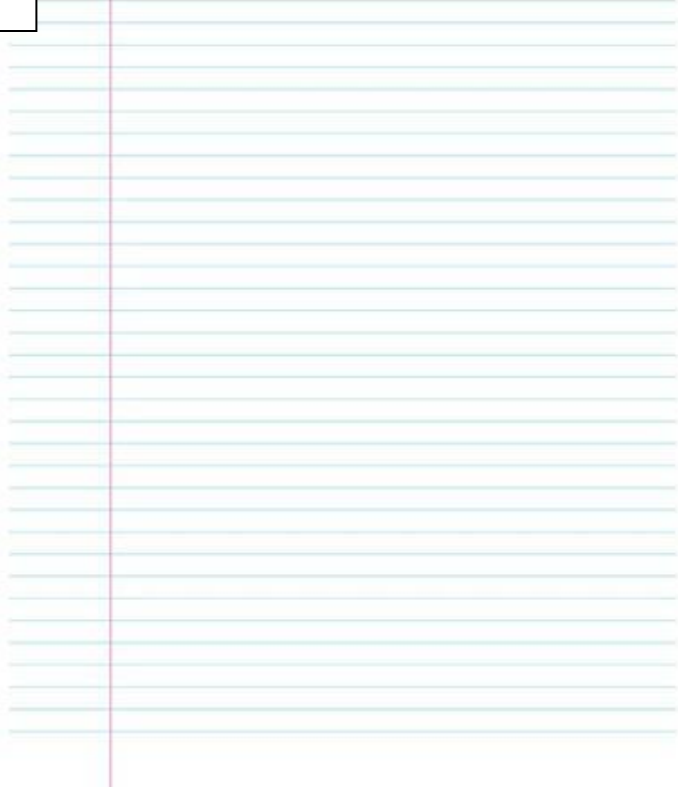
4.3 How to attend the Essay Questions.

4.3.1 General Information

- A. There will be one or two essay type questions depending on the course module/subject that you are registered and so the duration of examination may vary from half an hour to one hour. The detail is available on your screen.
- B. To write the answers for essay questions only use lined sheets (E.g.: foolscap paper - size 203x330 mm). You will need to have an adequate number of lined sheets with you.
- C. Handwritten answers should only be submitted. Write your answers clearly with a blue or black ballpoint pen.
- D. **Write your answers only on lines** and leave one inch margin on both left and right sides of this paper.
- E. **Do not write your answers on both sides of this paper** (write only one side of the paper) as it would reduce the legibility of your answers.
- F. Format for page numbering: if the total pages of your answer script is 6, then, in the top of the first page write, 1 of 6 or Pg.1/6, and in the second page 2 of 6 or Pg.2/6 and so on (see the template shown below).

Write the index number on top left-hand corner.

Write the page number on top right-hand corner. Ex: 1 of 5 or Pg 1/6



Leave 1" margin and do not write anything on top, left, right and bottom margins other than the index number and page numbers as shown here.

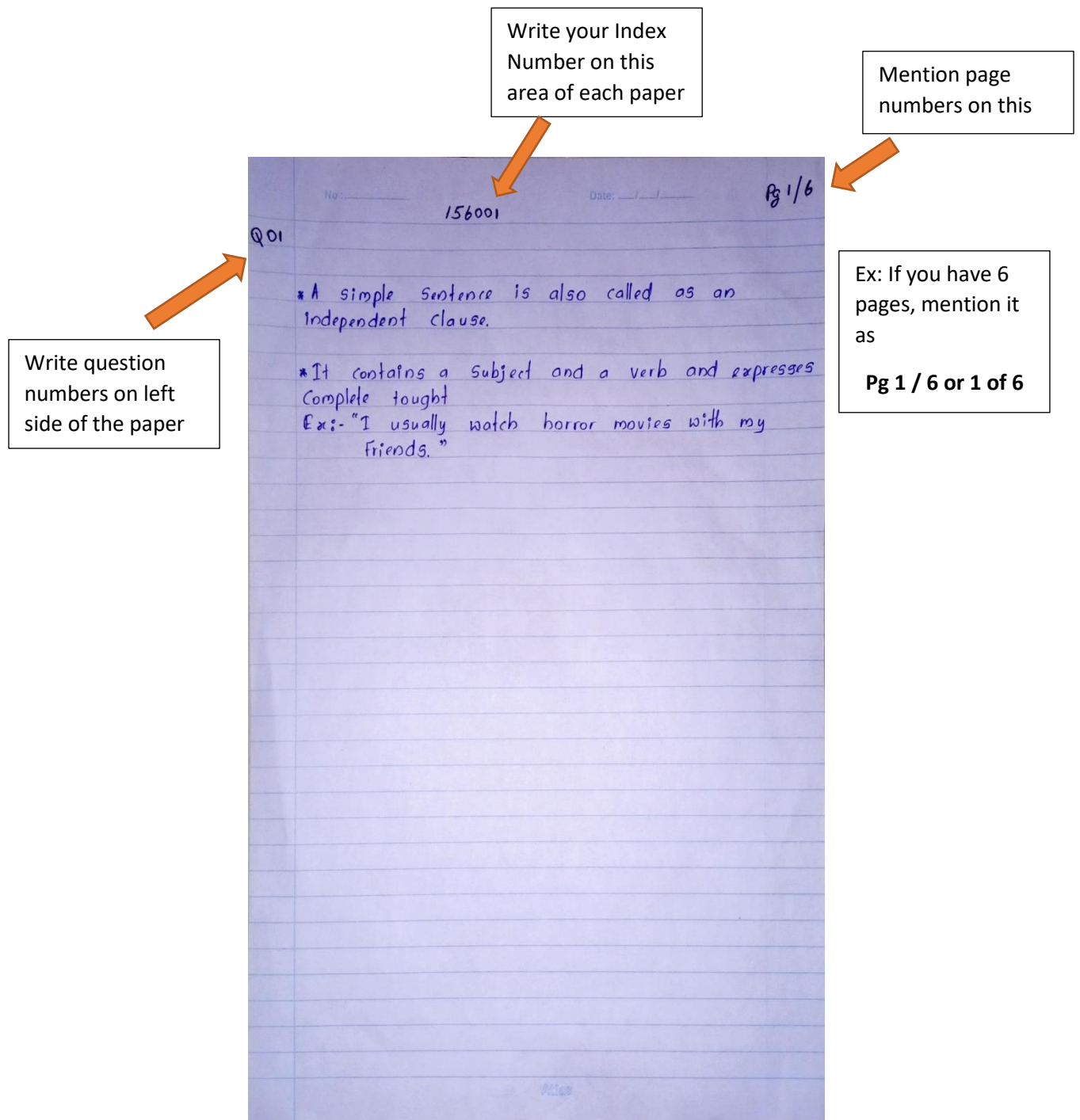
G. **IMPORTANT** - You must mention the Question number on your answer script as shown in the below screenshots.

Question 1
Not yet answered
Marked out of 1.00
Flag question

Write this Question Number on your Answer sheet

Q 04
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Do Not Write this Question Number



5. At the end of the Examination

5.1. Students must submit handwritten answer scripts as a scanned PDF file to the given assignment link on the eLG. Use Microsoft Office Lens-PDF Scanner or similar software to create your answers as PDF file (Installation and setting up Microsoft Office Lens are attached as a separate document herewith).

- 5.2. Students must mention their University Index Number on each answer sheet and question numbers before upload to the assignment link (see the screenshot shown above).
- 5.3. Students must rename their PDF file as follows:
- File Name – University Index Number_Course Code**
 - Example file name – 166001_AB11012.pdf**
- 5.4 The assignment link will be opened at the start of the examination.
- 5.5 After the examination (after the allocated time), students have additional 15 minutes to upload their scanned PDF answer sheets.
- 5.6 If you are sked to (in case of failure to upload to eLG), you must send your PDF answer sheet to flfnexam@wyb.ac.lk within 30 minutes after the examination.

6. PDF Answer sheet submission steps

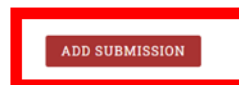
- 6.1. Click on the submission link of the examination.
- 6.2. You will see the submission details. You should click on ADD SUBMISSION button to add your PDF file.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 10 February 2021, 12:00 AM
Time remaining	6 days 11 hours
Last modified	-

Submission comments

▶ Comments (0)



- 6.3 Once you click on ADD SUBMISSION button. You must follow 4 steps to submit your PDF answer sheet.
1. Accept submission statement.
 2. Type number of pages.
 3. Attach PDF answer sheet.
 4. Save your file.

Online text

This submission is my own work, except where I have acknowledged the use of the works of other people.

10 pages

Type the number of pages of your answer sheet here

File submissions

Maximum file size: 500MB, maximum number of files: 2

You can drag and drop files here to add them.

Attach PDF answer sheet

Accepted file types:
Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf
PDF document .pdf

SAVE CHANGES ANCEL

01

02

03

04

6.4 You can drag and drop the PDF file to upload area or follow the steps below.

File submissions

Maximum file size: 500MB, maximum number of files: 2

You can drag and drop files here to add them.

Accepted file types:
Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf
PDF document .pdf

File picker

Recent files

Upload a file

Private files

Wikimedia

Attachment

Choose File No file chosen

Save as

Author

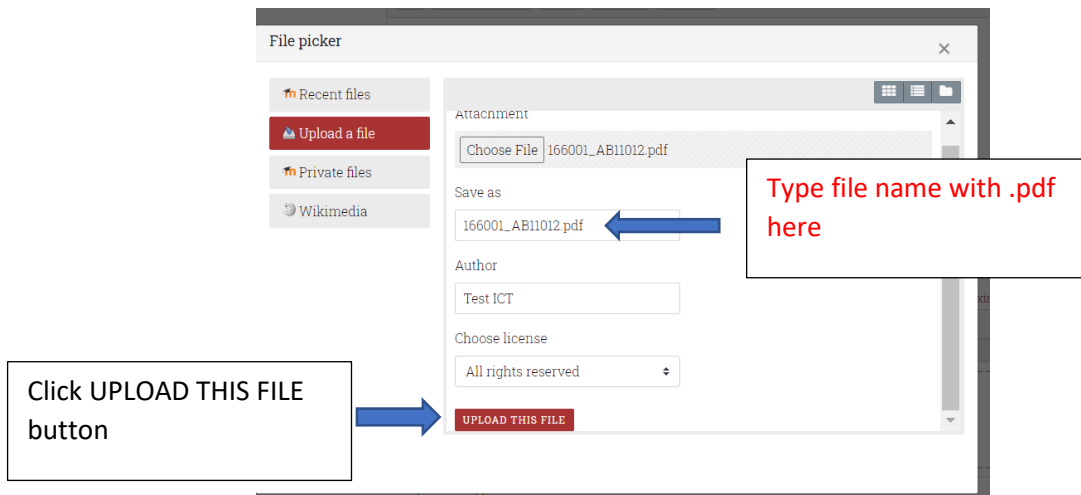
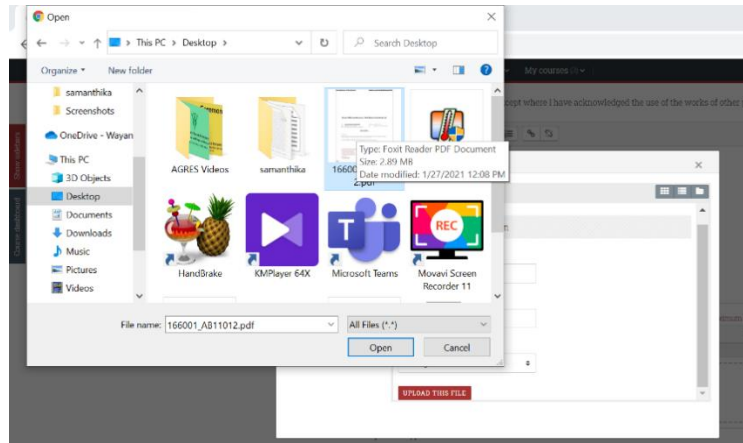
Test ICT

Choose license

All rights reserved

Click Upload a file and Choose file

6.5 Select PDF file.



Online text

File submissions

Maximum file size: 500MB, maximum number of files: 2

Accepted file types:
Document files: .doc, .docx, .epub, .gdoc, .odt, .ott, .pdf, .rtf
PDF document: .pdf

Click SAVE CHANGES button

6.6 Make sure to check your submission status after saving. If you submitted successfully, status should be **Submitted for grading**. And make sure the PDF answer sheet is attached.


Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 10 February 2021, 12:00 AM
Time remaining	6 days 11 hours
Last modified	Wednesday, 3 February 2021, 12:43 PM
Online text	+ 10 pages
File submissions	166001_AB11012.pdf 3 February 2021, 12:43 PM

6.7 After successful submission of your answer scripts, you will receive message through LMS from the examination staff to indicate that all the pages you submitted are legible and in order. You must wait and see the message. Once you received a message “your answer scripts were received successfully” the examination will be completed. If your answer


scripts are not in order examination staff will send you a message or contact you over the phone.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 4 February 2021, 8:14 PM
Time remaining	Assignment was submitted 4 mins 45 secs early
Last modified	Thursday, 4 February 2021, 8:09 PM
File submissions	 166001_AB11012.pdf 4 February 2021, 8:09 PM

Submission comments

▶ Comments (1)

 Mr. GWDD Fonseca - Thu, 4 Feb 2021, 8:48 PM
your answer scripts were received successfully