

**UNIVERSITY OF COLOMBO, SRI LANKA**

**FACULTY OF LAW**

**BACHELOR OF LAWS (LL.B.) PROGRAMME 2020/2021**

**Information and Instructions Guide for Undergraduates**

**Year-End Online Examinations**

The information and instructions provided in this Guide should be read with the Examination Manual of the University and the Academic Programmes (Special Provisions) By-Laws 2020. In the event of any inconsistency between this Guide and the By-Laws, the By-Laws will prevail.

Kindly note that all undergraduates who are sitting for online examinations at the Faculty of Law are expected to have read and understood the information and instructions provided in this Guide. Any questions or clarifications may be directed to SAR / Faculty of Law or Coordinator, Examinations / Faculty of Law.

**(a) Mode and Structure of Examination**

- i. The year-end examination will be a written and open-book examination. It will be conducted online. Candidates will be required to answer THREE (03) questions out of SIX (06) in 3 hours.
- ii. None of the questions at the Examination will be compulsory.

**(b) Marks**

- i. A total of 70% is allocated to the Examination. [The balance 30% is allocated for the two continuous assignments as per the By-Laws no 5 of 1997].

**(c) Time Duration**

Candidates are required to write their answers within three hours (03). An additional time period of two hours (02) is allocated for uploading the answer script to the Learning Management System. The total duration of each Examination will be five hours (05). No further time will be provided. Each examination will commence at 9.00 am and conclude at 2.00 pm.

Kindly note that two hours has been allocated for uploading the answer script in consideration of the subject matter and format of the examination.

Candidates are responsible for the timely completion of each examination, including for uploading the answer script to the Learning Management System within the time provided and no later than 2.00 pm. Candidates are advised to manage their time reasonably so that any unforeseen technological or internet connectivity issues that may arise may be resolved within the time allocated.

#### **(d) (A) Pre-Examination Preparation**

1. Please ensure that you access and download the soft-copy of your **Admission Card from the SIS**, at least one week prior to the examination.
2. Please download the **Declaration Forms from the LMS (General Form and Subject Specific Forms)**.
3. **Please download the Standard Front Page from the LMS.**
4. Kindly ensure that you are appropriately prepared to face the examinations. Prior preparation would include having suitable writing papers, black ballpoint pens, appropriate electronic devices, compatible technology, internet connectivity and access to the **Learning Management System**.

#### **(d)(B) Procedure to be followed on the Day of the Relevant Examination**

1. On the day of the examination, you are required to upload the **SIGNED** and scanned copies of the Admission Card (both sides) and the two Declaration Forms (General and Subject Specific) on the **two separate portals** provided on the Examination Paper Page on LMS for the relevant subject.
2. You are required to upload these documents between 8.00am -8.45am on the day of each examination. **Please note that the submission of the SIGNED Admission Form (BOTH sides) and the Declaration Forms prior to the examination is compulsory.**

3. Please ensure that you have the official contact details of the Coordinator Examinations (Faculty of Law), the Designated Supervisor of each examination and Assigned Invigilators for each examination. The relevant phone numbers will be provided on each Examination Page on the LMS

**(e) Alternative to Online Examination**

1. Any candidate who, for any reason, is unable to take the Online Examination, may sit for the Examination in person at the Examination Hall of the Faculty of Law.
2. Any candidate who wishes to sit for the Examination in person should contact the SAR / Faculty of Law and register for the same prior to the Examination.
3. The in person examination will be an open-book written examination for the duration of three (03) hours.

**(f) The Examination**

1. Each examination will be for the duration of three (3) hours. An additional period of two (02) hours has been allocated to provide time for uploading the answer scripts as prescribed.
2. The examination paper will be available via the Learning Management System portal at 8.55 am. Candidates are required to download the question paper on an appropriate device (a desktop, laptop etc) and commence the examination.
3. Each examination will be for three (3) hours from 9.00 am to 12 noon. Any candidate who continues to write on the answer script after 12 noon will be deemed to have committed an examination offence.
4. On or before 2.00 pm, candidates are required to upload the answer script with **Standard Front Page** to the Learning Management System. A drop box will be created in the LMS for uploading the answer scripts (This will be similar to the online submission of assignments for continuous assessment).
5. The Law Faculty will operate a hotline for each examination. The Coordinator of Examinations, the Designated Supervisor of each examination and Assigned Invigilators will be contactable via this hotline. In addition, candidates may contact them by official email or on

WhatsApp. Relevant contact information will be provided prior to the Examination.

**(g) Specific Steps to be followed during Examinations**

1. Log in to the Learning Management System no later than 8.45am on the day of the examination. By 8.55 am you may click on the link for the question paper and download it.
2. Use the common front page (which will be provided on the Learning Management System) as the first page of your answer script.
3. Write your answers in a **A4 Size** paper (ruled/lined paper or otherwise).
4. As is the case of an in person examination, you **are not allowed** to word-process or type-set your answers. This rule does not apply to any candidate who has been exempted by the University under applicable By-Laws (eg- due to visual impairment). Please note that **only hand-written answer scripts will be accepted.**
5. Please write your **INDEX NUMBER** on the top of each page of the answer script on the right hand side. Please number the pages of the answer script using the following format:  
Eg: - if it consists of 25 pages as "1 of 25, 2 of 25" etc. or "1/25, 2/25" etc..
6. The total number of pages should be indicated on the front page of the answer script.
7. Please ensure that your handwriting is legible and that the scanned image of the answer sheet is clear / readable. You are advised to use black colour ballpoint pen to writing your answer script.
8. Please scan/ take photos of the answer script and convert it to a single PDF file. Please note that the Learning Management System does not permit individual pages to be uploaded separately.
9. Please note that only acceptable file format is PDF. You will not be permitted to upload your answer script as a JPEG/JPG or any other form.
10. Upload the answer script to the drop box in the Learning Management System by using the drop box no later than 2.00 pm.
11. Candidates will receive an acknowledgement of their submission after 2.00 pm.

### **(h) Troubleshooting**

1. In the event of technical problems during the examination (downloading the question paper, uploading the answer script etc) candidates shall immediately contact and inform the designated Supervisor via the hotline or, WhatsApp number. Please take a photo of the answer script and submit it via the email account created for that purpose.
2. Please note that any answer script submitted after the stipulated time period **will not be accepted** for evaluation.

### **(i) Examination Misconduct**

1. All rules relating to examination misconduct apply during Online Examinations. Candidates are hereby reminded in particular of the following rules.
  - Please refrain from obtaining any form of assistance in writing your answer or in providing assistance to another candidate.
  - Please refrain from taking screenshots of answers, exchanging them with any other person, or copying and pasting questions and/or answers through any other media.
  - Please refrain from posting any requests for clarification of subject matter related to the examination.
  - Please note that any form of plagiarism is an examination offence
2. Please note that action will be taken against any candidate if found guilty of any examination misconduct.

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