

Student Guide
Open Book Examination, BMS (Hons) Degree
Faculty of Management Studies, Open University of Sri Lanka
Levels 5 and 6; Academic Year (2019/2020)

1. What You will Need to do Before the Examination:

1. A fully charged **smart phone** that has a camera. If you are using a Laptop/PC, make sure you have a document scanner.

If you are using a smartphone with a camera.

- a. Install a word processing app on your smart phone (we recommend “Microsoft Word: Write and edit docs on the go” or “WPS Office”) in order to open/view the Password Protected Question Paper)
 - b. Install a document scanning app on your smart phone (we recommend “Microsoft Office Lens” or “Adobe Scan”) in order to scan your answer sheets and create a single PDF document)
 - c. Please make sure that you download above apps into your smartphone well in advance and get familiarized with them before the examination.
2. Ensure an uninterrupted Internet connectivity for the whole duration of the examination.
 3. Ensure you have access to the **(Exams.OpenLearn.Lk)**.
 4. Ensure you have access to your **OUSL Email Account**. (Ex. S12345678@ousl.lk)
 5. Downloaded Question Paper (password protected MS Word document)
 6. Make sure you have an adequate number of A4 sheets/ A4 size ruled sheets /Graph Papers (only for quantitative courses)
 - a. Write the Course Code, Title, Registration Number on top of **EACH** page, and the page number at the bottom of **EACH** page)
 7. Ensure you have a **Black** Ballpoint Pen to write the answers. (**Do not** use a **Blue Pen** to write down answers)
 8. Ensure there will be A clock nearby to help you manage the time during the examination.

2. Instructions for the Alternative Paper-Based Final Examination

1. 01 hour before the commencement of the Examination, the password protected Question Paper will be made available on the relevant course in **Exams.OpenLearn.Lk**.
2. 10 minutes before the examination begins, the password required to open the question paper will be displayed on the **Exams.OpenLearn.Lk**.
3. Open the question paper, which you have already downloaded, using the password and follow the instructions given in the question paper carefully.
4. Duration of the examination paper is 03 hours. This 03-hour time period includes the time students will need to organize their answer scripts and submit them to **Exams.OpenLearn.Lk**.

5. An additional **30 minutes** will be provided to the students to upload the answer script without a penalty, however, answer scripts submitted after **3 ½ hours** will be accepted subject to **penalty** marks deducted from total marks earned.
6. Please note that, answer scripts submitted after **3 ½ hours** will only be accepted through the official email given in the relevant course page on the **Exams.OpenLearn.Lk**.
7. Answer scripts submitted after **5 hours** from the commencement of the examination will not be accepted for evaluation.
8. Answers must be written on pre-prepared A4 sheets using only a **Black** ballpoint pen.
9. Write only on a single side of the A4 paper (do not write on both sides). All answer scripts should be numbered, and question numbers must be clearly indicated.
10. The maximum number of pages you can write is 15 (please **do not** go beyond the 15 pages).
11. Once you have finished answering the question paper, you need to scan each page that you would like to submit as your final answer script. Scan and compile all your pages into a **single PDF document** using the mobile app you downloaded previously (Microsoft Office Lens” or “Adobe Scan”). Please remember to check that all pages are included in the correct order as expected in the PDF document before you submit it. **(Make sure that your PDF document is less than 10 MB in size and renamed with your Registration Number)**

(Please visit following link to learn how to scan your answers script using Microsoft Office Lens.)

<https://drive.google.com/file/d/15Jk4i6iBo5wYBHsXIQ2M0ejuaJfcFs1Z/view?usp=sharing>

12. Make sure that you take **clear and legible** photos of handwritten answer sheets when you create the PDF document. Illegible PDF documents will not be acceptable for evaluation.
13. Any format other than PDF will not be accepted for evaluation.
14. Upload your **single PDF document** through the Google Drive link provided in the relevant course on Exams.OpenLearn.LK. You will be given only one attempt to upload your answers and multiple files cannot be uploaded. You are required to sign in to your OUSL Email Account when the file (answer script) is uploaded.

Username for OUSL Email: Your Student ID Number@ousl.lk

(Initial) Password: Your NIC Number

Email login guide for students - <https://reginfo.ou.ac.lk/letters/eGuide.pdf>.

For any login inquiry send an email to hmgun@ou.ac.lk

15. Make sure that enter your Course Code, Registration Number, NIC number, Name, and Telephone Number correctly in the **Answer Script Submission Form**.
16. You are only getting a **single attempt** to upload your answer script. Therefore, make sure that you follow all the given instructions before adding your file.
17. **Please note that, if you wait until the very end of your time to start uploading your answer script, you may go over your deadline.**

18. For all the courses in Level 6 and MSU5509 in Level 5, a **viva-voce examination** will be conducted (through Zoom) on a subsequent date for the students who appeared for the OBE mode final examination and duly submitted answer scripts as per the above guidelines.
 - a. Students who submitted answer scripts as per the above guidelines are required to be successful in the *viva-voce* examination to obtain **pass grades** for the respective course(s).
 - b. If a student fails to appear for the *viva-voce* examination of a course for which he/she duly submitted answer scripts, then he/she will be considered as absent for the final examination of that course and he/she will be accordingly offered Grade “RE” for that course.
19. **You are required to retain the original answer scripts with you to be submitted to the university on request.**
20. Suspicious performances leading to examination offences will be addressed seriously and will lead to appropriate disciplinary action.

3. Student-support for the Alternative Paper-Based Final Examination

1. A Help Desk will be arranged for each final examination that is been held. The Help Desk will be operational **only during the examination time period**. Help Desk can be contacted through, *Telephone/ E-mail and Zoom/Google Meet*. The relevant details of the Help Desk will be displayed on the respective courses in **Exams.OpenLearn.Lk** along with the Question paper.
2. A separate E-mail will be provided to the students to submit the answer script in case if they cannot upload the question paper into **Google drive** due to **late submission or a technical issue**. The relevant Email address will be displayed on the respective courses in **Exams.OpenLearn.Lk** along with the Question paper.
3. A Mock Examination will be conducted in order to familiarize students with this newly proposed method of final examination. The dates and the time of the Mock examination will be informed through **MYOUSL/ Exams.OpenLearn.Lk /E-mail**.

Students who wish to sit for the examination through the online mode are expected to submit his/her consent using the [Google form](https://forms.gle/MT5xY5RStmPkgwLs6) given below.

<https://forms.gle/MT5xY5RStmPkgwLs6>

Those who do not wish to sit for the examination through the online mode are allowed to sit for the examination at a future date when the physical examinations could be conducted for the respective courses. Students who do not submit any response through the Google form and absent for the scheduled online examinations are automatically considered as those who do not wish to sit for the examination through the online mode and they will be enrolled for the physical examinations as prescribed above.

Every student who sits the final examination should follow these instructions sticky. The FMS will not take the responsibility in case of failure to comply.



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