

Student Guide
Alternative Final Examination, BMS (Hons) Degree
Levels 3 and 4 - Academic Year (2019/2020)
Faculty of Management Studies (FMS), Open University of Sri Lanka

1. Proposed Alternative Assessment Strategy

FMS propose to conduct an Open Book Examination using **Exams OUSL** (exams.openlearn.lk) as a method of submitting the handwritten answer scripts. Students will answer the question papers in their own premises. The FMS will dispense the password protected question papers to students through **Exams OUSL** so that students could download them into their own device (PC/Laptop/Smart Phone). The password will be released to the **Exams OUSL** just before the commencement of the final examination. Students will have to provide answers to the question papers during the stipulated time frame according to the timetable given and upload the answers scripts to **Exams OUSL**.

2. What You Need Before the Examination:

1. A fully charged **smart phone** with a camera (or Laptop/PC with a document scanner);
 - 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 in to your smartphone well in advance and get familiarized with them before the examination.
2. Internet connectivity
3. Access to the **Exams OUSL**.
4. Downloaded Question Paper (password protected MS Word document)
5. A4 sheets/ A4 size ruled sheets /Graph Papers (only for quantitative courses)
 - a. Write the Course Code, Title, Registration Number, and Index Number on top of **each page**, and the page number at the bottom of **each page**)
6. **Black** Ballpoint Pen to write the answers. (**Do not** use a **Blue/Red Pens** to write down answers)
7. A clock to manage your time.

3. Instructions for the Alternative Paper-Based Final Examination

1. 02 hours before the commencement of the Examination, the password protected Question paper will be made available on the relevant course in **Exams OUSL**.
2. 10 minutes before the examination begins, the password required to open the question paper will be displayed on the **Exams OUSL**.
3. Open the question paper, which you have already downloaded, using the password. And follow the instructions given in the question paper carefully.
4. The duration of the examination paper is 02 hours.
5. Answer the question paper using pre-prepared A4 sheets and a BLACK ballpoint pen.
6. Write only on a single side of the A4 paper (do not write on both sides)
7. The maximum number of pages you can write is 15. (**Do not** go beyond 15 pages)
8. **Additional one (01) hour** will be allocated for the steps involved in uploading your answer script into the **Exams OUSL**.

9. Once you finish 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)**
(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>)
10. **Rename** your PDF document with your “**Registration Number**” before the submission. Make sure you **check** the Registration Number **twice**. The FMS will not take any responsibility of the PDF documents named **erroneously**.
11. 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.
12. Any format other than PDF will not be accepted for evaluation.
13. Upload your **single PDF document** in to the Drop box appeared in the relevant course on **Exams OUSL**. You will receive a submission status notification when you submit your answer.
14. Please note that, if you wait until the very end of your time to start uploading your answer script, you may go over the deadline.
15. If you **do not submit the answer script on time**, you will be considered as “**absent**” for the final examination. And will be offered Grade “RE”
16. **Retain the original answer sheets with you to be submitted to the university on request.**
17. Suspicious performances leading to examination offences will be addressed seriously and will take disciplinary actions.
18. Students are **not allowed to get together** or get **support from any party** to answer the question paper during the examination period. Any violation of **general examination bylaws** of OUSL will lead to disciplinary actions.
19. A **Help Desk** will be arranged for each final examination that is been held. The Help Desk will be operational during the examination time period. Help Desk can be contacted through, **Telephone, E-mail, Zoom and Google Meet**. The relevant details of the Help Desk will be displayed on the respective courses in **Exams OUSL** along with the Question paper.
20. A separate **E-mail address** will be provided to the students in order to submit the answer script (as an alternative/secondary method) in case if they cannot upload the question paper in to the **Exams OUSL** due to some technical difficulties. The relevant **E-mail address** will be displayed on the respective courses in **Exams OUSL** along with the Question paper.
21. A Mock Examination will be conducted in order to familiarize students with this newly proposed method of final examination. Make sure that you follow all the instruction given above when it comes to the mock examination also. Make sure that you write the answer script in your **own hand writing**.
22. The date and the time of the Mock examination will be informed through **MYOUSL/ Exams OUSL/E-mail**.

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.