CENTRE FOR DISTANCE & CONTINUING EDUCATION UNIVERSITY OF PERADENIYA

<u>Instructions to the students for the BA 100 level examination</u> (Online open book take home examination- 2018 batch)

We expect to conduct BA 100 level examination (2018 Batch) in the month of July as an online (Open book take home examination) examination. You are supposed to strictly adhere to the below instructions.

- 1. Time table indicating scheduled date and time to view/download the question papers and the deadline to upload the answer scripts will be displayed on CDCE website in advance.
- 2. Admissions will also be uploaded along with the time table. Students should take printout of their admissions and sign them as they finish taking each subject. After the completion of the whole examination upload the scan copy of the duly fill the admission to CDCE LMS and send the original one to the CDCE by registered post.
- 3. Please note that the given time for downloading the question papers and uploading the answer scripts are different per subject, therefore pay your special attention to the given time table.
 - 4. Students should access CDCE LMS using username and password given in advance.
- 5. After downloading the question papers, students are strictly advised to log out from CDCE LMS.
 - 6. Students will be strictly advised to write answers in white color A4 size half sheet papers.
- 7. All answer scripts should be scanned using any suitable scanner/ scanning app as a single PDF document. One single answer script should not exceed 5MB (megabytes) in size.
- 8. Students should keep the original answer scripts safely with them to be able to produce to CDCE upon request.
- 9. Students are advised not to combine photos of answer scripts to generate the PDF answer script other than using a scanning app to scan the pages.
- 10. When students upload the answer scripts, the answer scripts relevant to the subject should be renamed as given below. Eg: Subject code Username (SOCE101 aeba20180000)
- 11. You cannot upload more than one file per subject, if you want to replace, you should delete previously uploaded file and upload the updated answer scripts before the deadline.
 - 12. Specific instructions pertaining to each paper shall be given in with the paper itself.
- 13. Students are strictly advised <u>not to exceed the page limit</u> mentioned in each paper. Excess pages will not be read when marking your answers.
- 14. Students should write your registration number, course code, medium and page numbers in the top left of each answer script and put your signature in the left bottom of each answer script.

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- 15. All the answers should be hand written. Type written answers will not be considered.
- 16. Please note that answer scripts that cannot be uploaded to the system before the deadline will not be accepted at all.
 - 17. Any answer scripts sent though emails will not be accepted.
- 18. When uploading answer scripts, you can avoid congestion and errors in the online system by uploading the answer scripts as soon as they are written without waiting for the deadline.

 Avoiding any last minute traffic will ensure your answers are correctly uploaded to the system.
- 19. Students should always remember to **click on "Save Changes" button** in order to save your answer scripts in the system.
- 20. Instructions to download question papers and upload answer scripts have been given to students in four video tutorials which are prepared in English with Sinhala and Tamil subtitles. These tutorials are already available in the CDCE website. Strictly advice you to watch them before taking the exam(https://cdce.pdn.ac.lk/).
- 21. While students are free to refer to learning materials to compile answers to questions in a open-book take-home examination of this kind, special care must be taken to properly identify and cite all direct quotations and indirect references to internet and other sources from which such material has been derived.
- 22. Students should be aware that strict disciplinary actions will be taken against anyone who engages in any form of examination fraud or cheating, including unacknowledged copying from books and online sources (plagiarism), copying from peers, sharing of answers and impersonation.
- 23. With the permission of the Dean/ Arts, CDCE is planning to borrow the regulation which is already adopted by the Faculty of Arts to initiate disciplinary action against students related to examination offences of Open-Book Take-Home Examination.
- 24. Students who will not be able to take online examination, can take the next available 100 level examination as a proper attempt.
 - 25. Please see https://cdce.pdn.ac.lk/dload/BA 2021/obth/FAQ2.pdf for FAQs

We wish you good luck for the examination.

For more information:

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