

User Guide - Online Assessment (Quiz/ Open Book/ Case Study)

Faculty of Commerce and Management Studies

University of Kelaniya

READ THE INSTRUCTIONS CAREFULLY!

Please follow these steps:

1. You should **log in to the CAL/LMS** using the web URL mentioned below.

CAL/LMS Dashboard:

<https://cal.kln.ac.lk/login/index.php>

2. Students who are **having issues with CAL/LMS** login or any other current exam related matter, can use the ZOOM link provided as a supporting system.

Note: ZOOM login name should be your **Student Number**

Example:

Online Assessment Zoom link:

Date and Time: **xxth Jan 2021 08:30 AM**

Topic: Business Economics - BFIN 11114 /BFIN 11013(R) Examination

<https://learn.zoom.us/j/64883041077?pwd=MWRycGw0UU5ScGNSQ0pYS2N6eFhndz09>

Meeting ID: xxxxxxxx

Passcode: xxxxxxxx

3. Any difficulties with log in or accessing the course module should be informed to the supervisor **at least 30 minutes before the regular starting time of the assessment.**
4. Exam related documents and links will be available in the CAL/LMS platform under '**Online Assessment**'.
5. Exams will be started at 9.00 am/ 2.00 pm and conducted in two stages. (Online Quiz **and** Open Book/ Case Study)
6. **ONLINE QUIZ** will be available from 9.00 am/2.00 pm and the duration will be informed in due course.
7. **Open Book/ Case Study** will be available soon after the quiz and the duration will be notified in the paper.
8. The question paper will be available **15 minutes before** the scheduled starting time in the CAL/LMS platform **under 'Online Assessment'**.
9. Please refer to the **User Guide-Online Assessment (Open Book/ Case Study)** for next steps relating to uploading the answer script.

What you need for the Examination:

- a. A **fully charged smart** mobile phone with camera
- b. Laptop/ PC (To speed up the process) - optional
- c. **“Images to PDF converter”** app installed in the smartphone
- d. Internet connectivity
- e. Logging access for CAL/LMS
- f. A4 sheets + Ballpoint Pen
- g. Calculators - optional

How to upload the answer sheet

1. Scan or take **CLEAR** photos of the pages.
2. Convert the images to **single PDF** format including the cover page using **“Images to PDF converter”**.

E.g. CamScanner



Android: <https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en&gl=US>

iOS: <https://apps.apple.com/us/app/camscanner-pdf-scanner-app/id388627783>

E.g. Tap scanner



Android: <https://play.google.com/store/apps/details?id=pdf.tap.scanner&hl=en&gl=US>

iOS: <https://apps.apple.com/us/app/scanner-app-to-pdf-tapscanner/id1382564905>

The above apps are given as examples. You can even use other similar apps available on Play Store. (**Please download and check the app prior to the examination date**).