

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

Academic Year 2019/2020 Semester II
Faculty of Commerce and Management Studies
University of Kelaniya

READ THE INSTRUCTIONS CAREFULLY!

Please follow these steps:

1. You should **log in to the EVAL** using the web URL mentioned below.

EVAL Dashboard:

<https://eval.kln.ac.lk/>

2. Student ID and the Exam Admissions will be checked before the examination starting time. Hence students are requested to login to ZOOM, **1 Hour before the starting time of the examination.**
(ZOOM links will be available under the relevant course unit in the EVAL)
3. Students who are **having issues with EVAL** login or any other current exam-related matter can use the above-mentioned ZOOM link.

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

Example:

Online Assessment Zoom link:

Date and Time: **xxth Feb 2022 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

4. 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.**
5. The Question paper will be available **15 minutes before** the scheduled starting time of the paper in the EVAL platform **under 'Online Assessment - Academic Year 19/20 – Semester II'.**
6. Download, complete, and attach the given **cover page** as the first page of the answer script.

7. In your answer script, write the **question numbers, page numbers** and the **student number** on each page as in the template.
8. Mention the **question numbers** clearly.
9. Begin answering each question on a separate page.
10. Do not write on both sides of the answer script.
11. Answers should be **handwritten only**.
12. You should upload the answers by scanning and converting the file into a **single PDF Document**.
13. **Extra 15 minutes** will be given for each paper for uploading purposes.
14. Rename the PDF file with your student number.
(Ex: **BM_2018_001 BACC32112.pdf, CM_2018_001 BCOM32112.pdf**)
15. **Any difficulties experienced by the student should be informed the supervisor immediately.**
16. You will receive a submission status notification (**submitted for grading**) once you submit your answer script (PDF).
17. **EVAL log report will be considered as the student attendance.**
18. If you have not downloaded/viewed the question paper through EVAL, you will be treated as **'absent'**.
19. If you have downloaded/viewed the question paper but did not submit the answer script to the EVAL **within the given time period**, you will be considered as a **'Repeat'** student.
20. Please **Keep the original answer script** with you. Your department may randomly request to send your hard copy of the answer script to check with the uploaded one.
21. Violation of the examination rules or dishonesty in an examination will lead to disciplinary action.

What you need for the Examination:

- a. A **fully charged smart** mobile phone with a 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 EVAL
- 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 before the examination date)**.