

Guideline for Candidates for Proctored Examinations

Before the exam

1. You need to have the following items for the exam:
 - a. Student Record Book/ Identification Card
 - b. A Zoom account created with a GSuite email address (@eng.pdn.ac.lk)
 - i. The screen name should be your Registration Number + Name
 - c. Smart mobile phone with Zoom and a document scanning software installed (you must connect to your Zoom exam room using the mobile phone)
 - d. Writing paper (Some exams may ask you to write answers on paper, and scan and upload at the end of the exam. You must use a second mobile phone for scanning and uploading. If you cannot find a second mobile phone, you must obtain permission from your course coordinator to use Zoom from your computer)
 - e. A computer (laptop computer with a working battery, or a PC with backup power) with Windows or MacOS. You may also have backup computers ready
 - f. Only if you are permitted to use Zoom on your computer:
 - i. Zoom software installed on your computer
 - ii. A microphone and a detachable webcam
 - g. SEB (Safe Exam Browser) installed on your computer
 - h. Access to the FoEOAS Exam LMS (<https://foeoas.pdn.ac.lk/>)
 - i. Familiarity with FoEOAS and other tools by taking at least one mock exam
 - j. Sufficient internet connectivity, data package and power
 - k. Download the **Safe Exam Browser** version 3.1 [for Windows](#) or version 2.2.2 [for MacOS](#) and Install. Other versions of SEB are not supported by FoEOAS.
2. On the examination day, you must be logged in to Zoom and FoEOAS LMS **30 min before the exam**.
3. You are allowed to keep refreshments to be consumed during the exam.
4. If you encounter **interruptions** during the exam attempt due to technical issues, you are allowed to resume the exam while the exam is in progress (no extra time will be given for minor interruptions). You must report any such interruption to your course coordinator. If an issue cannot be resolved quickly by yourself, your supervisor will refer you to the Technical Support staff. With your supervisor's approval, you may leave the Zoom exam room and immediately join the Technical Support Zoom. If you are entitled for extra time, your supervisor will inform you.

Faculty of Engineering, University of Peradeniya

Start of the exam

- On the examination day, as the first step, you should open Zoom in your mobile phone, login using your GSuite account (@eng.pdn.ac.lk). You may use Zoom on your computer **only if your course coordinator has permitted you to do so**.
- Join your assigned Exam Room at least 30 minutes before the exam start time, using the Zoom meeting link given on the course page for the exam (your Exam Room is specified in your admission card).
- Please make sure you have switched on your microphone and camera. Your supervisor will check your identity during the exam. You will have to communicate and make sure your audio and video are working fine.
- When the supervisor requests, show your surroundings by turning the camera around.
- Make sure you place your phone in such a way that your workspace is clearly visible through the camera.
- Make sure you have your **Record Book / ID** with you.
- Only if you are allowed to use Zoom on your computer, **minimize your Zoom application window**.
- Then log in to FoEOAS (with a regular web-browser) by following “Log in using your account on **Faculty of Engineering e-Learning System**” using your FEeLS credentials and visit the course page for the exam.
- Go to the exam link (Moodle Quiz activity) and download the “Quiz Configuration” by clicking on the button.
- Double click on the “config.seb” file you downloaded. Safe Exam Browser will open and you will be navigated to the FoEOAS login page.
- Inside SEB, log into FoEOAS by following “Log in using your account on the **Faculty of Engineering e-Learning System**” using your FEeLS login credentials.
- 3 minutes before the exam: If your device is having the correct SEB version and the “config.seb” file is not altered, you will see the “Attempt Quiz” button. If you do not see the “Attempt Quiz” button, try reloading the page. If you still don’t see the button, report it to your supervisor. **Do not click on the “Attempt Quiz” button until your supervisor tells you to do so**. Your examination time will start when you click on the “Attempt Quiz” button.

Faculty of Engineering, University of Peradeniya

End of the exam

- Remain in the Zoom exam room until your supervisor informs that you may leave.

- **Only if the exam instructs you to write answers on paper:**
 - An upload time will be given at the end of the exam
 - You must remain within the camera view for this procedure.
 - Make sure you have written your registration number and page numbers on all pages of the answer script.
 - Upon the supervisors command, show all pages of the answer script through the camera on Zoom.
 - Upon the supervisors command, scan your answer scripts. Use a scanner application on a mobile phone **(If you are using your mobile phone for Zoom, you must use a second phone for scanning)**.
 - Upload the scanned answers using the submission link provided on FoEOAS.
 - Verify all your files are uploaded.
 - You are allowed to use mobile phones only for this activity.