

Semester III Examination 2021

For 2019/2020 Batch

- It is decided to conduct your Semester III examination as an online-open book examination.
- The duration of the examination for each subject will be given in the time table and the examination paper. You will be given an additional half an hour to download the question paper and scan and upload the answer script. The examination time is scheduled to start at 9.00 am each day. You have to log on to session at least 15 minutes before the scheduled time.
- Any answer scripts which are not submitted through online within the given time period, will not be counted for paper correction.
- During the examination period, candidates should not be allowed to take any assistant from anybody. If so, it will be considered as an examination offence and disciplinary actions will be taken according to the performance criteria of IET.
- Throughout the examination period, candidate should join to the relevant online session and keep the camera turn on. Otherwise, particular candidate will be treated as an absentee for the examination. Those candidates can sit for the particular subject or whole examination with next batch as his / her first attempt if there is an acceptable reason approved by Board of Study of IET.
- Candidate should be ready to unmute the microphone and communicate with the supervisors or invigilators assigned to supervise him/her during the examination.
- Candidate also should be ready to turn his camera and show his / her working area, if the candidate is asked to do so by the supervisors or invigilators assigned to supervise him/her during the examination. No body other than the candidate should be in the vicinity.
- Your background should be a plane wall and it is prohibited use any background effect. There should not be any lighting effect in your background so that you are clearly visible.
- Answers should be in your own hand writing. Your handwriting should be clear and legible.
- Your answer script in “pdf” format named with your index number should be sent to,

- i. Teams account
- ii. Relevant e-mail address provided in the exam paper. (use only your IET email account to email. Emails received from personal emails accounts are not accepted)

Note: The document you upload, should be clear and legible. (You may use cam scanner or any other similar application or scanner)

- The hard copy of your answer script should be sent through registered post to the following address on the same day of the examination, for each subject separately. (Please note that the letter should be registered on the same day of the examination.)

**Deputy Principal (Academic),
Institute of Engineering Technology,
Temple Road, Katunayake.**

- The *name of the subject with the subject code and the index number* should be written on the top left-hand corner of the envelope. Please use envelopes larger than A4 size for sending answer scripts.
- You should use the standard front page and inner pages for writing answers, which you may download from the IET website.
- Please note that your index number and name should be written clearly on each page of your answer script. You should not alter or strikethrough or use correction fluid when writing your index number and name.
- Each page should be numbered and signed by the candidate. If a page missing any of index number, name, signature of candidate and correct page number will not be evaluated.
- You are not allowed to use correction fluid (tippex) at any instance.
- You have to face an individual Viva Voce Examination for each subject after the online examination. (If necessary)
- Marks allocated for written paper and viva will be mentioned in the relevant question paper. Both written paper and viva should be got through simultaneously to pass final evaluation. (45% for each)

- If you are identified as “copied”, disciplinary actions will be taken against you as per the performance guidelines of IET.
- In any case that the online submitted answer script and the answer script sent through registered post is non-identical, it will be considered as an exam offence and disciplinary actions will be taken against you as per the performance guidelines of IET.
- Students who are failed to submit softcopy of answer script within given time period or are not able to participate under acceptable reason approved by Board of Study of IET are considered as absentees for the examination and those candidates can sit for the particular subject or whole examination with next batch as his / her first attempt.
- For any misconduct/examination fraud, the supervisor has sole authority to take appropriate disciplinary action.
- The Board of Study of IET has the sole authority & responsibility on the decision of conducting online exams.

You may need followings for the online examination:

- A fully charged smart mobile phone with camera or laptop / Desktop with camera
- Proper scan facility (mobile phone or scanner)
- Proper internet connectivity
- Login access to “Microsoft Teams” with timely updated software
- Scientific calculator
- Downloaded front page for each subject
- Downloaded No of required inner pages for each subject