

**UNIVERSITY OF COLOMBO, SRI LANKA**  
**FACULTY OF LAW**  
**DEPARTMENT OF PUBLIC & INTERNATIONAL LAW**

**DIPLOMA IN PUBLIC LAW (DPL) 2021/2022**  
**Information and Instructions Guide for Students**

**Final Examination (Online) – Semester II**

The information and instructions provided in this Guide should be read with the Examination Manual of the University and the Academic Programmes (Special Provisions) By-Laws 2020. In the event of any inconsistency between this Guide and the By-Laws, the By-Laws will prevail.

Kindly note that all students who are sitting for online examinations at the Faculty of Law are expected to have read and understood the information and instructions provided in this Guide. Any questions or clarifications may be directed to Coordinator, DPL/ Head, Department of Public & International Law, Faculty of Law.

**(a) Mode and Structure of Examination**

- i. The semester-end examination will be a written and open-book examination. It will be conducted online. Candidates will be required to answer TWO (02) questions out of FIVE (05) in 2 hours.
- ii. None of the questions at the Examination will be compulsory.

**(b) Marks**

- i. A total of 60% is allocated to the Examination. [The balance 40% is allocated for the continuous assignment as per the By-Laws no 5 of 1997].

**(c) Time Duration**

Candidates are required to write their answers within two hours (02). An additional time period of one hour (01) is allocated for uploading the answer script to the Learning Management System(LMS). The total duration of the Examination will be three hours (03). No further time will be provided. The examination will commence at 9.00 am and conclude at 11.00 am.

Kindly note that one hour has been allocated for uploading the answer script in consideration of the subject matter and format of the examination.

Candidates are responsible for the timely completion of the examination, including for uploading the answer script to the Learning Management System (LMS) within the time provided and no later than 12.00 noon. Candidates are advised to manage their time reasonably so that any unforeseen technological or internet connectivity issues that may arise may be resolved within the time allocated.

**(d) (A) Pre- Examination Preparation**

1. Please ensure that you access and download the soft-copy of your **Admission Card from the LMS**, at least one week prior to the examination.
2. Please download the **Declaration Forms from the LMS (General Form and Specific Form)**.
3. **Please download the Standard Front Page from the LMS.**

4. Kindly ensure that you are appropriately prepared to face the examinations. Prior preparation would include having suitable writing papers, black ballpoint pens, appropriate electronic devices, compatible technology, internet connectivity and access to the **Learning Management System (LMS)**.

**(d) (B) Procedure to be followed on the Day of the Relevant Examination**

1. On the day of the examination, you are required to upload the **SIGNED** and scanned copies of the Admission Card and the two Declaration Forms (General and Specific) on the **two separate portals** provided on the Examination Paper Page on LMS.
2. You are required to upload these documents between 8.00am -8.45am on the day of the examination. **Please note that the submission of the SIGNED Admission Form and the Declaration Forms prior to the examination is compulsory.**
3. Please ensure that you have the official contact details of the Course Coordinator (DPL), the Designated Supervisor of the examination and Assigned Invigilators for the examination. **The relevant phone numbers will be provided on the Examination Page on the LMS**

**(e) The Examination**

1. The examination will be for the duration of two (2) hours. An additional period of one (01) hour has been allocated to provide time for uploading the answer scripts as prescribed.
2. The examination paper will be available via the Learning Management System (LMS) portal at 8.55 am. Candidates are required to download the question paper on an appropriate device (a desktop, laptop etc) and commence the examination.
3. The examination will be for two (2) hours from 9.00 am to 11.00 am. Any candidate who continues to write on the answer script after 11.00 am will be deemed to have committed an examination offence.
4. On or before 12.00 pm, candidates are required to upload the answer script with **Standard Front Page** to the Learning Management System (LMS). A drop box will be created in the LMS for uploading the answer scripts (This will be similar to the online submission of assignments for continuous assessment).
5. The Law Faculty will operate a hotline for the examination. The Coordinator of the Course, the Designated Supervisor of the examination and Assigned Invigilators will be contactable via this hotline. In addition, candidates may contact them by official email. Relevant contact information will be provided prior to the Examination.

**(f) Specific Steps to be followed during Examinations**

1. Log in to the Learning Management System (LMS) no later than 8.00 am on the day of the examination. By 8.55 am you may click on the link for the question paper and download it.
2. Use the common front page (which will be provided on the Learning Management System) as the first page of your answer script.
3. Write your answers in a **A4 Size** paper (ruled/lined paper or otherwise).
4. As is the case of an in person examination, you **are not allowed** to word process or type-set your answers. This rule does not apply to any candidate who has been exempted by the University

under applicable By-Laws (eg- due to visual impairment). Please note that **only hand-written answer scripts will be accepted.**

5. Please write your **INDEX NUMBER** on the top of each page of the answer script on the right hand side. Please number the pages of the answer script using the following format:  
Eg: - if it consists of 25 pages as "1 of 25, 2 of 25" etc. or "1/25, 2/25" etc..
6. The total number of pages should be indicated on the front page of the answer script.
7. Please ensure that your handwriting is legible and that the scanned image of the answer sheet is clear / readable. You are advised to use **black colour ballpoint pen** to writing your answer script.
8. Please scan/ take photos of the answer script and **convert it to a single PDF file. Please note that the Learning Management System (LMS) does not permit individual pages to be uploaded separately.**
9. Please note that only **acceptable file format is PDF. You will not be permitted to** upload your answer script as a **JPEG/JPG or any other form.**
10. Upload the answer script to the drop box in the Learning Management System (LMS) by using the drop box no later than 12.00 pm.
11. Candidates will receive an acknowledgement of their submission after 12.00 pm.

**(g) Troubleshooting**

1. In the event of technical problems during the examination (downloading the question paper, uploading the answer script etc) candidates shall immediately contact and inform the designated Supervisor via the hotline number. Please take a photo of the answer script and submit it via the email account created for that purpose.
2. Please note that any answer script submitted after the stipulated time period **will not be accepted** for evaluation.

**(h) Examination Misconduct**

1. All rules relating to examination misconduct apply during Online Examinations. Candidates are hereby reminded in particular of the following rules.
  - Please refrain from obtaining any form of assistance in writing your answer or in providing assistance to another candidate.
  - Please refrain from taking screenshots of answers, exchanging them with any other person, or copying and pasting questions and/or answers through any other media.
  - Please refrain from posting any requests for clarification of subject matter related to the examination.
  - Please note that any form of plagiarism is an examination offence
2. Please note that action will be taken against any candidate if found guilty of any examination misconduct.

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