

## Instructions to Prepare for e-Tests of FIT Programme

### Requirements

You **must have** the following equipment and conditions to take the e-Tests of the FIT programme.

- You should have a computer with a camera and a mobile phone as a secondary device.
- Download and install the latest version of Zoom Client on both devices: the computer and the mobile phone.
- Create a Zoom account using your email address registered in the FITVLE (Double check the profile page of the FITVLE to make sure that your registered email address is an active email address).
- Place your computer on a table and sit on a chair.
- Place your mobile phone on a side table or a back cupboard – the camera on your computer and the phone camera should cover all 360 degrees of angle (We should be able to see you from the front and the back)



Sit facing the window or light a bulb in front of you.

- You should be in a closed and quiet room (Your environment will be checked before the exam, and any disturbance or guests inside the room will not be tolerated).
- Use your computer and mobile phone to access the relevant Zoom link shared via FITVLE.

### Rules and Conditions of online e-Test

1. During the exam, remember that you have to do the test while keeping your computer screen shared and cameras (one on the computer and the phone camera) and microphones on while using Zoom. We'll monitor and guide you through this process.

2. An invigilator will closely monitor your movements. Any unauthorized behaviours such as looking away from the screen, moving forward or backward, using an unauthorized device or material will be considered an examination offence.
3. The whole session will be recorded, and if you find guilty of an offence, you'll not be allowed to sit for future examinations. Therefore, we strictly advise you not to make any attempts to cheat. If you have any issues, you can send a chat message using the chat room in Zoom or raise your hand and speak out. We can help you.

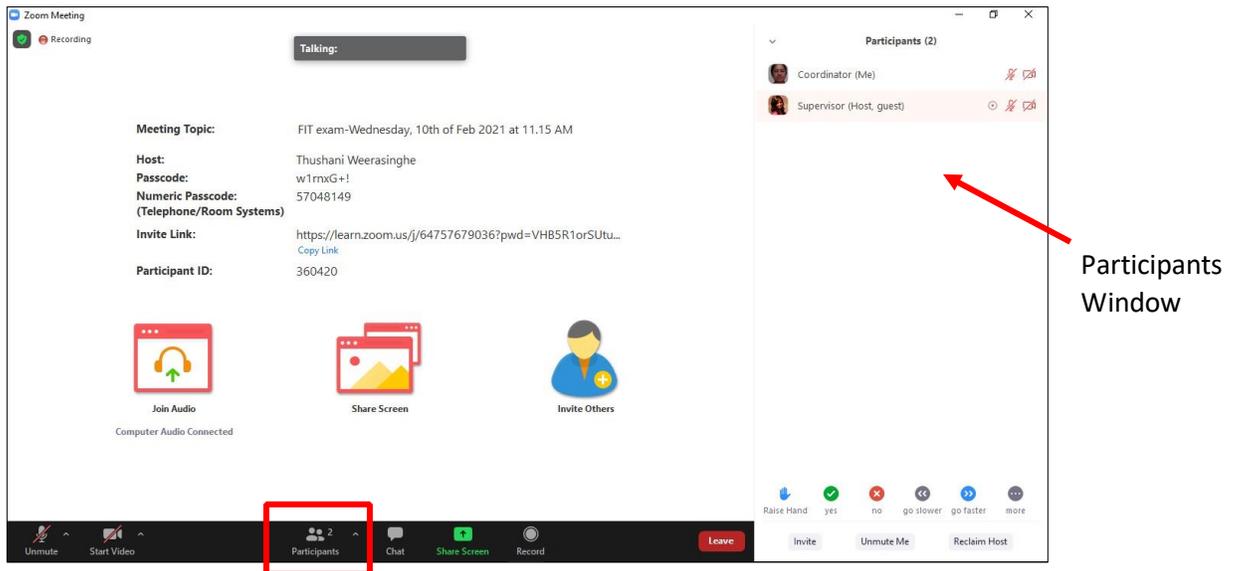
### Technical Problem solving

If you encounter any problem during Zoom installation or the examination, then send an **email to [admin@fit.bit.lk](mailto:admin@fit.bit.lk)** and copy to [elc@ucsc.cmb.ac.lk](mailto:elc@ucsc.cmb.ac.lk)

### Instructions to be followed during the exam

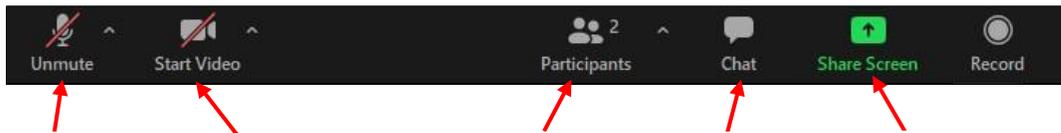
- ✦ Double-check whether you are ready with the following.
  - Installed Zoom client on both devices: Computer with a camera and a Mobile phone
  - Have a web browser such as Google Chrome and Firefox installed on the computer.
  - Have the National Identity Card with you
  - You are not hungry and thirsty
  - Informed the members in the house not to come to the room where you are seated.
  - Keep the room door closed during the exam
  - Have enough lighting inside the room- the light should come from the front, not from the back.
- ✦ Click on the Zoom link we have published in the FITVLE to attend the exam. You'll be kept in a waiting room until we start the checking/authorization process.
- ✦ While being there, check whether your microphone and the cameras are working. You can test your microphone before the exam starts using the "Test Audio" button.
- ✦ Soon after you are admitted to the examination, change your name to the FIT registration number. To do so,

1. Click on the “Participants” button at the bottom of the Zoom interface. Then you’ll be able to see the list of participants (participant’s window) on the right-hand side of the screen. You will see your name at the top of this list.
2. Place the cursor on your name.
3. Click on the “More” and select “rename”.



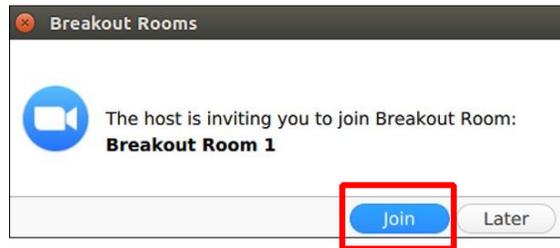
FIT Online Examinations

- ✦ Bottom button line of the zoom interface.



To mute/unmute the microphone.    To start/stop the video    To view the participants list    To text what you want to say    To share your screen

- ✦ Click on the “video” and “microphone” buttons to make them start/unmute. Keep them switched on(active) throughout the whole session. We should be able to see and hear you during the entire session.
- ✦ After verifying your FIT registration number, you’ll be assigned to a breakout room. Then, you will get a message asking you to join the breakout room. Click on the “Join” in the message box to enter the breakout room.



- ✦ In the breakout room, an invigilator instructs the steps to start the exam. **Wait for the invigilator's instructions to start the exam.**
- ✦ When you join the exam, you should show your Identity card to the invigilator for the authentication process.
- ✦ You will be instructed to access the examination system at **vbg.bit.lk**
- ✦ **Log in to the system using the username (FIT number) and the password (NIC number).**
- ✦ You are not allowed to leave your seat due to any reason during exam time.
- ✦ If you encounter any technical issues such as a network disconnection, as soon as you get the connection, access the same Zoom link we sent you and follow the above steps as soon as possible.
- ✦ Finally, **you are strongly advised to be joined at least 15 minutes before the start time of the examinations.**

Best Wishes for the examinations!!!

eLC Team