## ONLINE APC CONDUCTING GUIDELINES FOR CANDIDATES (REV 1)

### GENERAL

- Mode of conducting APC for all Candidates for a particular session would be decided by the Governing Council.

- Online APC mode will only be considered under exceptional circumstances.

- All other guidelines applicable to conducting APC shall prevail.

- IQSSL is not liable to issue APC results for any candidate, who have not complied with below specified guidelines and/or in violations thereof, in any of or whole APC process, including any technological, electronic communications or other failures of the candidates' APC appearing and submissions.

- In addition to the general rules and regulation of the APC procedure, a candidate who commit any of the followings will be subjected to suspension from APC's for a specified period and/or annulment of membership granted in addition to any other relevant disciplinary actions, as decided by the Governing Council.
  - violation of the rules of the online APC,
  - assistance to fraudulent act during the online APC, any evidence of unauthorized recording, dissemination of any recording of online APC, and
  - other violations, defaults and fraudulent acts to gain undue advantage for APC.

### PREPARATON FOR APC

- Candidate should select a quiet environment without any noises or disturbances.

- The Candidates must keep two (02) properly working devices in possession during the full duration of APC presentation and viva with two separate properly working Internet connections with unlimited data facilities (E.g.: two alternative service connections).

- The Candidate may keep a back-up device for any emergency use, within visible range to the APC panel.

- The Candidates must ensure the computer (PC/Laptop) camera and microphone are in working condition; if not should find alternatives such as an external camera, microphone etc.

- No wearable devices are allowed, e.g.: headphone, headset, earphones etc.

- Keep one device (preferable your laptop) with the camera for conducting presentation and viva via Zoom meeting. The camera should be set to show a half of the body and hands of the candidate. (Figure 1).
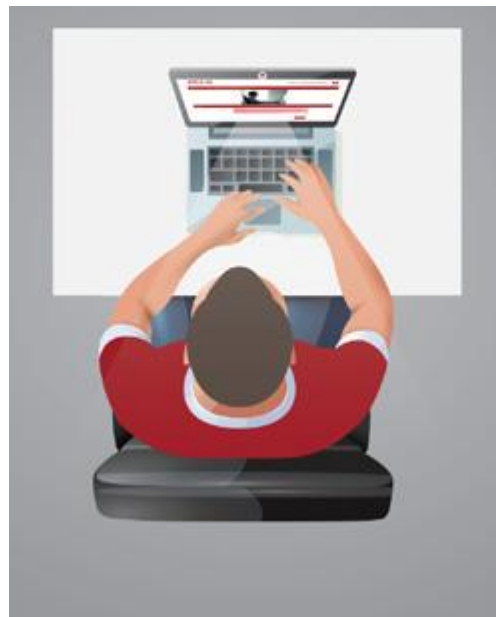
- No virtual backgrounds are allowed.



Figure 1

- The candidate's face should not be blocked by any other kind of devices and/or wearables.

- The second device with the camera shall log in to the zoom meeting without audio (microphone and speaker should be switched off). This external camera must provide a perspective of the PC/ laptop, keyboard, mouse (if any) and view behind the laptop (Figure 2).

Mobile phone stationed behind with 45⁰

Blank walls/ Covered openings

Working desk should have only the computer and the necessary computer accessories
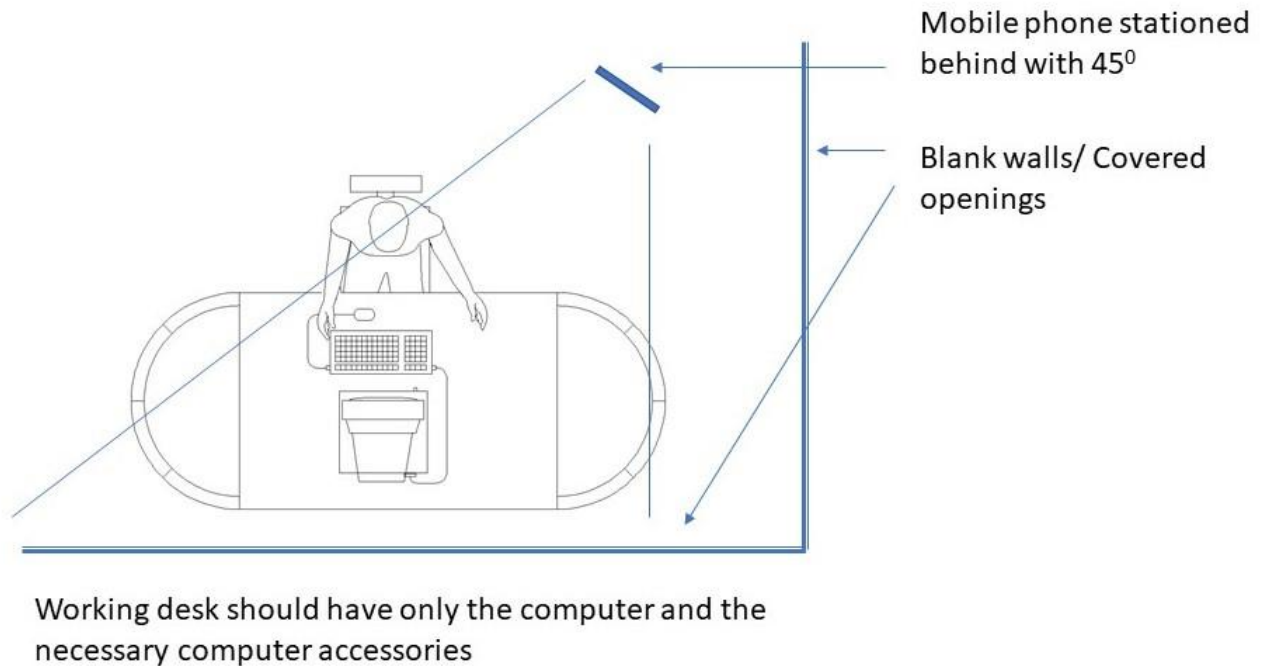
Figure 2

- Candidates have to keep the devices fully- charged to use continuously during the APC process.

- Candidates must ensure a stable, uninterrupted internet connection during the presentation and viva. Also, must arrange an alternative solution in case of contingency.

- Candidates must ensure a stable and uninterrupted power supply (electricity) during the examination. Also, must arrange an alternative solution in case of contingency.

- Candidate dress code shall be formal unless otherwise advised by IQSSL.

## BEFORE APC

- Candidates shall be log in to the Zoom meeting 15 minutes before the APC presentation and viva begin.

- Candidates shall rename themselves in Zoom as:

  o  < Name with initials>

- o E.g.: Jayamanna M.T.U. and membership number

- Candidates shall show the National Identity Card/ Passport through camera to the APC panel members before the APC presentation and viva begin.

- Candidates will only be allowed to appear for APC after the verification of identity as above mentioned.

- Candidate shall show the APC appearing room or location from cameras when asked to do so. An Administrator appointed by IQSSL may contact the candidate prior to the interview to check the preparation of the room and to advise any changes. Notwithstanding the above, the final decision whether to allow the candidate to continue the viva voce will be that of the APC panel.

- All Candidates shall keep their cameras on throughout the duration of the APC presentation and viva.

## VIVA ROOM / ENVIRONMENT

The Candidates must confirm:

1. No other person is in the room while the candidate is participating in the APC presentation and viva for the whole duration.

2. The lighting in the room must be bright enough to be considered "daylight" quality and must enable to clearly see the candidate while at presentation and viva for the whole duration.

3. The room must be quiet for the whole duration. Sounds such as music, television, animals, pets, vehicles, peddlers, phones. etc are not permitted.

## INTERRUPTIONS DURING PRESENTATION AND VIVA

1. In case of any interruption during the presentation and viva, the candidate is allowed to continue the presentation and viva only if the candidate re-joins to the presentation and viva within 03 minutes from the start of the interruption of both the devices, and within 05 minutes from start of interruption of single device.

2. Number of reconnecting attempts shall be limited to two (02).

3. If any interruption/any issue occurs prior to the APC presentation and viva, the candidate can immediately inform via contacting the IQSSL coordinator or APC Observer

### CANDIDATES' RESPONSIBILITIES

During the presentation and viva, the Candidates **must NOT.**

1. Communicate with any other person by any means.

2. Use a mobile phone for any reason.

3. Share any information with any other persons.

4. Copy, screenshot, or in any way record the presentation and viva.

The presentation and viva are confidential. Therefore, it cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time.

For any clarifications regarding the online APC process, please contact the IQSSL Secretariat via iqssl@sltnet.lk

### SUBMISSION OF DOCUMENTS

1. Candidates shall submit PDF copies of each document as one document.

2. Candidates shall name the file in <APC month & year - Candidate Name - Document name> before sending.

   o E.g.: **APC Sep 2021- Jayamanna MTU – APC Forms**

3. Candidates shall upload the files to designated drive before the deadline of submission.

4. Late submissions are not accepted allowed by the system.

5. Instruction for uploading has been annexed to the guideline separately

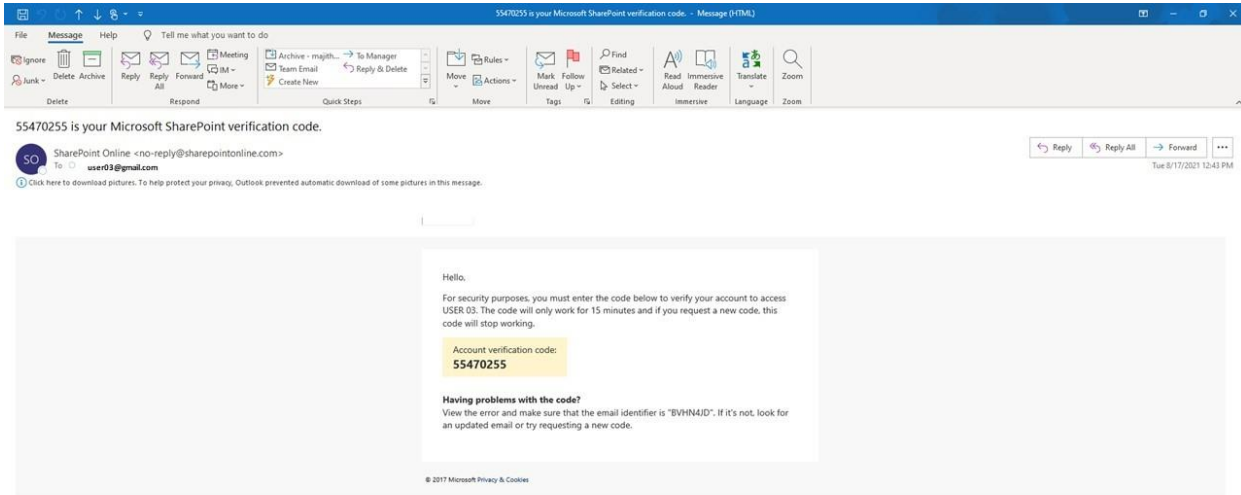## DOCUMENT UPLOADING GUIDELINE

### Step 01



1. Candidate will receive an email to the email address provided in his/her application at the registration with a link to upload the submission
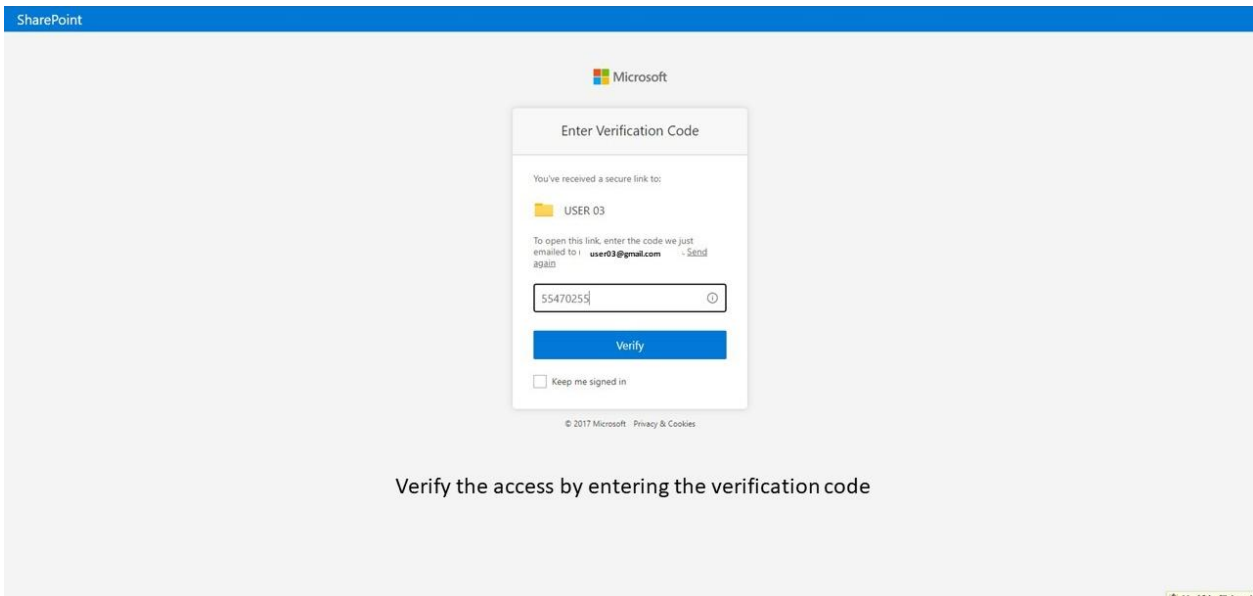2. Click open

### Step 02



Candidate will request to authenticate the entry by obtaining code sent to the same email address

Step 03



Verification code will be sent to the same email address (if the email is not in the in box, make sure to check the spam folder)

Step 04



Verify the access by entering the verification code

Step 05



1. Candidate will grant access to the assigned folder, which will expiries on submission deadline
2. Candidate requires to upload all the submissions before deadline in PDF format