

### **Instructions for Students Sitting for UCTIT and UTEL**

1. Two model online e-Tests for UCTIT (University Certificate Test for Information Technology) and UTEL (University Testing English Language) are provided for users/students. Accesses to model tests are available throughout the testing period.
2. User could login into model e-Test of UCTIT or UTEL from any computer connected to Internet, through the following the URL <http://etest.e-learning.lk>. **However, user will not be able to access the real test of UCTIT or UTEL outside the university network.** In UTEL, listening and reading skills will be assessed and therefore user needs headphones.
3. The user name for students to login for model test will be given by your university UDG IT and English Coordinators. (You will be able to get the names of the Coordinators of your university from your respective IT unit and ELTU)
4. All model tests are also time restricted tests similar to the real test. When the e-Test has started, the time counter indicates the remaining time to complete the test. When the time is over, the test will be automatically submitted for marking and your score will appear at the end of the test. Model e-Tests could be repeated several times without any restriction. However, real test couldn't be repeated in this academic year but able to sit in next academic year.
5. A user will be given two hours to complete 50 MCQs in this e-Test. During the test, user is not allowed to access any application tool or communicate with another party online. (During the real test, a special programme will be used to control your access and monitor your activities).
6. User is not allowed to change the given password. If the password is not working for a given username, please contact your coordinator/s for assistance.
7. **Students are able to apply for UCTIT and UTEL through the Examination Division of your university or the place instructed otherwise by the respective Coordinator/s.** You are able to get the application form the above place or download from the login page (<http://etest.e-learning.lk>).
8. Students are kindly requested to submit **correctly completed application form** to the Examination Division/ or the place instructed otherwise by the respective Coordinator/s of the relevant university or faculty (please note some of the details you are providing in the application will appear in the final certificate. Therefore please fill the application form accurately).

9. Name and the index number (which is the login name) for the real test will be displayed where the e- Test is conducted in your respective university. And the test time table (UCTIT and UTEL separately) will be announced in advance by the respective Coordinators.
10. Students are advised to reach the e-Testing lab at least 15 minutes before the test. In the real test, once you login into the system, **please verify your name and national identity card number that appears on the top right hand corner of the test page.** If it is incorrect, please notify your supervisor before the test start. During the test, your identification will be verified by supervisor/invigilator and you will have to sign the attendance sheet.
11. User needs the supervisor password (quiz password) to start the real test. The supervisor will provide this password after verifying your identity.
12. In the e-Test, every page contains 5 questions and the test consists of 10 pages for 50 MCQs (multiple choice questions). A MCQ may have one or more correct answers and you are supposed to identify **all correct choices to receive the full marks (i.e. 2 marks) of the question.** You may loose marks if you select wrong choice/s in a MCQ. However, the minimum mark for a MCQ is 0.
13. Although the e-Test is **2 hours for UCTIT** and **1 hour for UTEL**, students could finish the test at any time by pressing the **“Submit All and Finish”** button which appears in the last page (e.g. 10<sup>th</sup> page in the UCTIT) of the test.
14. When you move to next page, all your answers in the current page is automatically saved and you can come back to verify your answers before the end of test. By pressing the button **"Save without submitting"**, you can save all your answers in the current page without moving to next page.
15. User will receive a sheet of paper with question numbers to note down anything with respective questions during the test. On the other side of the same paper, you can provide your feedback about the online test for UCTIT. If you observe any questions which are difficult to answer or understand, please write those question numbers and give comments (*positive & negative*) in this feedback sheet.
16. **It is important that students clearly identify the interface before they start the test.** Hence, it is recommended for students to try the model test before they take the real test to identify and learn the interface of eTest.