

NOTIFICATION

Subject: SOPs for Online Examination

Online Academic Council (OAC) in its meeting held on May 15, 2020 has approved the following SOPs for Online Examination Spring 2020 (Mid semester examination of semester II and Final Semester examination of semester IV, IV, VII and X).

Mode of Examination

HEC has very kindly allowed Universities to take online examination therefore, it has been decided in the meeting of Online Academic Council (OAC) that Online Open Book Examination of Finals and Mid Term followed by Viva will be taken through Google classrooms and Google meet. . In case if any student is not comfortable in submitting the paper on Google form/MS Word he/she can submit the image of his handwritten paper.

Grading Criteria

Detail of revised grading criteria is a under:

- Mid Term: 30 marks
- Sessional: 30 marks
- Finals: 40 marks
 - Open Book Online Exam: 20 marks
 - Online Viva: 20 marks
- Practical 50 marks
 - Theory: 20 marks
 - Online Viva: 30 marks

Students and Teacher Guide

Open-book exams allow to take notes, texts or resource materials into an exam situation. They test students ability to find and apply information and knowledge, so are often used in subjects requiring direct reference to written materials, like law statutes, statistics or acts of parliament.

In this regards, Guides for both Faculty and Students for the preparation of Online Open Book Examination have been prepared and attached as Annex-A and Annex B respectively.

Distribution of Marks

Online Open Book Exam will consist of 2-4 Open Book Questions (20 marks from theory and 20 marks related to written of practical including marks of Lab Manual where applicable).

Duration of Examination

Duration of Examination will vary from course to course. Duration of any Online Open Book Exam shall not exceed from 4 hours. Duration will be mentioned at the front page of the exam paper

Viva Examination

Online Viva will be taken by the concerned faculty members through Google meet recorded session (20 marks from theory and 30 marks related to practical where applicable). Duration of Online Viva for each student shall be up to 3-5 minutes. Examination will notify group wise schedule of Online Viva at least one week before the Online Viva. Recording of the session will be mandatory otherwise marks of Viva will not be awarded.

Submission of Question Papers

All faculty members will prepare and share the Open Book Exam with Examination Department as per the guidelines provided in Faculty Open Book Examination Guide. Deadline of submission of Theory Papers is May 22, 2020 and practical paper is June 1, 2020.

Indiscipline in Open Book Online Examination

At the end of online open-book exam, all students will be asked to agree to the following pledge:

"I acknowledge the Indiscipline for Online Open Book Exam and I hereby confirm that the submitted work is entirely my own and I have not (i) used the services of any agency or person(s) providing specimen, model or ghostwritten work in the preparation of the work I submit for this open book examination; (ii) given assistance in accessing this paper or in providing specimen, model or ghostwritten work to other candidates submitting for this open-book examination. "

In the context of online open-book examinations:

- The University considers that accessing the question paper via any other means than directly, via the designated online platform, and/or sharing the question paper with other students, falls within its definition of cheating and of acting dishonestly.
- The University reserves the right to use software applications, such as TURNITIN, to screen submitted work for matches either to electronic sources or to other submitted work.

Controller of Examination will forward cases of unfair means to Committee notified by the Rector on the recommendation of Controller of Examination which deals with Unfair Means and Notify decisions/warning letters to students using unfair means during examination after approval of Rector.


Additional Registrar

Cc:

- Rector
- All Concerned

(for information please)