

Online Open Book Examination Guide for Students

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. Furthermore, grading criteria for mentioned semesters has also been revised. 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

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 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. 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.

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.

Definition

An "Open Book Examination" is an assessment method designed in a way that allows students to refer to class notes and summaries or a "memory aid", textbooks, or other approved material while answering questions. Open book exam focuses on understanding of the unit materials and ability to synthesize and apply information in specified situations.

Why Open Book Exams

Open-book exams allow you to take notes, texts or resource materials into an exam situation. They test your 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.

Preparing for an open-book exam

Please take the necessary practical steps to be ready beforehand:

- A space which is quiet and free from interruptions, with:
 - A desk
 - A comfortable chair
 - Adequate lighting
 - An internet-connected computer with Microsoft Word or equivalent
- A way to monitor your time, e.g. regular alarms to alert you
- Your books, notes, and other resources
- Drinking water and snacks, etc.

Make sure you:

- **Prepare thoroughly:** study all the topics to be tested as thoroughly as you would for an ordinary exam.
- **Understand your texts:** familiarize yourself with texts and their layout so you can use your exam time efficiently.
- **Create summaries:** write summaries of key points on separate sheets of paper.
- **Create data/formulae sheets:** list data and formulae on separate sheets of paper for easy access (where applicable).
- **Compile your own notes:** organize your “open book” so you can locate what you need as quickly as possible.
- Don't spend too much time thinking about model questions or model answers. The key is to be flexible and adaptable.

The Indiscipline for Online Open Book Exams

When you submit your exam answers at the end of your online open-book exam, you 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.

Exam Submission

Remember: You can only submit your exam response once.

Important Considerations for Online Open Book Exams

- First answer the questions that you know without extensive referral to materials.
- Know the basic answers and, if necessary, look up an exact formula, a numerical value, or supporting evidence for your answers.
- There may be sufficient time to quickly refer to materials, but not to learn something new – such as how a formula works, or the relationships between various course concepts – from your materials during the exam.
- Copying long passages or quotes is a waste of time; instead, paraphrase and condense any information you find in your materials.
- Aim for concise, well-supported answers.
- If you have time for review at the end, you may check your materials more extensively to verify accuracy or to find additional points.

