



# UNIVERSITY OF TECHNOLOGY NOWSHERA

## Shuhada-e-APS, UoT

### Standard Operating Procedures for Assessment and Evaluation during Semester Spring 2020

#### 1. Grading Criteria/Marks Break Down

The marks distribution for assessing the theory courses in the Spring 2020 semester will be as follows:

- |   |      |
|---|------|
| a. Sessional (Assignments and quizzes etc.) | 35 % |
| b. Mid-Term Examination:                    | 15 % |
| c. Final Term Examination:                  | 50 % |

#### 2. Sessional (Assignments and quizzes etc.)

- Course Instructors are required to schedule at least 06 quizzes and assignments each so that their evaluations become reliable.
- Instructors are required to schedule and allocate time to these quizzes in such a way so as to obtain responses from the maximum number of participating students.

#### 3. Mode of Mid-Term Examination

Oral examination will be conducted by the instructor for each student individually **preferably** with one other faculty member of the department and to ensure fairness/transparency, the session must be recorded. Oral examination should be conducted online remotely. In case of any internet connectivity issue, the student should inform his/her instructor prior to the commencement of oral examination. The instructor will make the necessary arrangements in consultation with the head of the relevant department for the conduction of oral examination keeping in view the current situation and adopting preventive measures accordingly.

Oral examination will be conducted by each department from 20th July, 2020. Students will be informed one week prior to the commencement of oral examination.

#### 4. Mode of Final Term Examinations

##### a. In-Class, Paper Based Examination

Since the online examinations are a less reliable measure of evaluating the competency level of the students, the preferred mode of conduction of Final Examination is in-class held at the University's premises with the following SOPs:



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- i. These examinations are to be staged sequentially, with one batch (semester) at a time, so as to ensure that only one fourth (1/4th) of the students are present in the campus at any one time thereby ensuring social distancing measures.
- ii. The conduction of in-class paper-based examination is subject to the opening of the Campus in light of Government decision.

### **b. Online Examination**

In case the University stays closed for a longer period of time, online examination will be conducted with the following SOPs:

1. Measures will be taken to reduce the possibility of cheating. Moreover, online students' attendance will be ensured.
2. The Final online Examination will consist of the following two parts:
  - i. Oral examination having 50% of Final Examination marks. Oral examination will be conducted by the instructor for each student individually along with one other faculty member of the department to ensure fairness/transparency and the session must be recorded.
  - ii. For the remaining 50% of the Final Examination marks, depending on the nature of the subject, examinations will be conducted in any one or a combination of the following forms:
    - Multiple-choice questions (MCQs), by including inbuilt measures (i.e. scrambling and timing questions etc.) to make the evaluations more reliable
    - Open book examination
    - Reflection paper
    - Class presentation and/or audio-visual presentation
3. The type of examination will be decided by the course instructor in consultation with the Head of Department and will be communicated to the students at least 15 days prior to their examination.
4. Training of the teacher for designing the questions and generating clear instruction for the students for conduction of each examination will be the responsibility of the individual department. Office of the Head of respective department and Assistant Registrar (Academics) will facilitate and provide necessary guidelines.
5. Students with internet connectivity problems will be asked to come to the Campus and take the exams/quizzes and viva voce. However, permission will be taken from HEC/Government for such arrangements. In case of no provision for such arrangements for the inaccessible students, the remaining assessments will be conducted after the normalization of the current situation.



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Based on the recommendations of the Committee (Section 5b-iii), if 'I' grade is assigned to the student, he/she will be promoted to next semester with no impact on CGPA/ grades. For students having 'I' grades, their remaining assessment will be conducted later-on and 'I' Grade will be replaced by an appropriate letter grade accordingly.

### 5. Withdrawal (W)/Incomplete (I) Grade Options

#### a. Course Withdrawal

If a student wants to withdraw a course or courses based on any genuine reason, the following will be applicable:

- i. In such a case, the course(s) will be treated as “withdrawn” and 'W' grade will be assigned in order to promote the students to next semester with no impact on CGPA/ grades.
- ii. The student has to re-register the “withdrawn” course(s) in subsequent semesters when it is offered by the University.
- iii. Fee shall not be charged again by the University for re-registration of course(s) for the students who are interrupted in the ongoing semester due to Covid-19 pandemic.
- iv. Student will not be allowed to register a course in the next semester for which the withdrawn course is a pre-requisite.
- v. For all such cases, the student has to fill the Course Withdrawal Form (Form-A) (available from the download section of [www.uotnowshera.edu.pk](http://www.uotnowshera.edu.pk)). The concerned students will submit filled and signed Form-A to the Head of the Department for onward process.
- vi. The deadline for course withdrawal shall be announced by the concerned Department. No applications for withdrawal shall be entertained after the due date.

#### b. Incomplete (I) Grade

- i. In case a student is unable to take the Final Term Examination in Spring 2020 Semester (in specific course (s)) due to any genuine reason, he/she will be given the option of Incomplete (I) Grade.
- ii. The student will submit written application to the Semester Coordinator within due time as announced by the Department, with proper justification to apply for the 'I' grade in a course(s).
- iii. Requests for 'I' grades shall be referred to the following Committee:

**Concerned Head of Department (Convener)**

**Program Coordinator of the Department (Member/Secretary)**

**Deputy Controller Examination (Member)**



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This committee will affirm the student's claim and a decision will be made accordingly on a case to case basis.

- iv. Based on the recommendations of the Committee, if 'I' grade is assigned to the student, he/she will be promoted to next semester with no impact on CGPA/ grades.
- v. For students having 'I' grades, their Final Term Examination will be conducted later- on and 'I' Grade will be replaced by an appropriate letter grade accordingly.

### 6. Lab Courses

The following will be applicable to the Lab courses offered in the current Semester (Spring 2020):

- i. The assessment of the remaining labs of the semesters will be conducted through simulation software/ virtually or video-demonstrations ensuring the quality, along with the verifiable evidences after normalization of lockdown situation.
- ii. The students other than final year/semester enrolled in lab courses, provision of grade 'I' (deferred assessment) will be considered/assigned to promote to next semester with no impact on CGPA/ grades. The same shall be included later-on after its physical accelerated teaching & assessment at normalization of the lockdown situation and accordingly the 'I' Grade will be replaced by a Letter Grade.

### 7. Grading Criteria for Lab Courses

- i. The marks distribution for assessing the lab courses in the Spring 2020 semester will be as follows:

a. Sessional (Lab performance, lab tasks, lab reports etc.):	25 %
b. Mid-Term Oral Examination:	15 %
c. Final Term Examination:	30 %
d. Final Term Viva:	30 %
- ii. For 6th semester students, the assessment of lab performance, Final Examination and viva-voce will be conducted through online platform. The Final Viva-Voce Examination will be conducted by the instructor along with other faculty member of the department.
- iii. For students of the remaining semesters, the Lab performance and Lab reports will be assessed during the lab sessions. The Final Lab Exam and Viva-Voce shall be conducted on Campus when the University opens officially after normalization of the lockdown situation. In such cases, 'I'



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grade will be assigned in order to promote the students to next semester with no impact on CGPA/grades.

### 8. Assessment of Projects

- i. The weekly progress of the Final Projects will be assessed by the concerned supervisors virtually, i.e., through video presentation/relevant software/ simulation etc. or physically keeping all preventive measures imposed.
- ii. Mid and final Viva-Voce examination of the projects will be conducted through online platform by the project evaluation committee.
- iii. In case the project of a student is not complete as per the observations/remarks of project evaluation committee, the students will be assigned 'I' Grade which will be converted to the appropriate letter grade at a later stage after re-assessment (Viva-voce examination) by the same Committee.

### 9. Grading System

Relative grading will be used for online examination.

### 10. Grievance Mechanism

- a. The following Online Assessment's Grievance Committee is constituted for students facing difficulties/having complaint related to the above assessment policy:

<b>(i) Assistant Registrar (Academics)</b>	<b>(Convener)</b>
<b>(ii) Assistant System Administrator</b>	<b>(Member/Focal Person)</b>
<b>(iii) Head of Department</b>	<b>(Member)</b>
- b. Mechanism for lodging the complaint is as follows:
  - i. The student having any complaint/issue related to the online assessment will fill the Online Assessment's Grievance Form (Form-B) attached (available at the download section of [www.uotnowshera.edu.pk](http://www.uotnowshera.edu.pk)).
  - ii. Student will submit the filled form to Assistant System Administrator, UoT Nowshera via email: [uotitdept@gmail.com](mailto:uotitdept@gmail.com) with a copy to Assistant Registrar (Academics), UoT Nowshera via email: [complaintsacad@uotnowshera.edu.pk](mailto:complaintsacad@uotnowshera.edu.pk)
- c. Mechanism for resolving the complaint is as follows:
  - i. The Online Assessment's Grievance Committee will acknowledge the receipt of complaint by sending a confirmation email to the concerned student.
  - ii. The Online Assessment's Grievance Committee will resolve the issue/complaint within three (03) working days and will inform the student.



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### 11. Policy Related to Plagiarism & Cheating During Online Assessment

Any type of collaboration between the students during the online examination/assessment will be considered as an attempt of cheating.

- a. Every student taking online examination/assessment must abide by the following code of conduct:
  - i. Student taking online examination/assessment must login only from his/her own account.
  - ii. Answers to assignments, quizzes, exams, projects, Complex Engineering Problems, Problem-Based Learning and reports must be student's own work (except for assignments that explicitly permit collaboration).
  - iii. Student will not make solutions to assignments, quizzes, exams, projects, Complex Engineering Problems, Problem-Based Learning and reports available to anyone else.
  - iv. Student will not engage in any other collaboration/activities that will dishonestly improve his/her results/grade or dishonestly improve or hurt the results/grades of other students.
- b. Any student found violating the above rules will be strictly dealt with in accordance with the examination rules/regulations of UoT Nowshera.



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**Form A**

**Course(s) Withdrawal Request Form**

Note: To be filled in by the student and submit it to office of the Head of Department

<b>Student's Name:</b>	
<b>Student's Registration No.:</b>	
<b>Department:</b>	
<b>Semester:</b>	
<b>Course(s) to be Withdrawn:</b>	
<b>Student's Cell No.:</b>	
<b>Student's Email ID:</b>	

I hereby agree to willingly withdraw the above mentioned courses of Spring 2020 semester due to \_\_\_\_\_ at my end. It is requested that these courses of Spring 2020 semester may be considered as withdrawn. I will be bound to re-register and pass these withdrawn courses of Spring 2020 semester in the subsequent semesters.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(For office use Only)**

Application receiving date: \_\_\_\_\_

Verified and signed by semester coordinator: \_\_\_\_\_

Signature of Head of Department: \_\_\_\_\_



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## Form B

### Online Assessment's Grievance Form

Note: To be filled in by the student and submit it to Assistant System Administrator, UoT Nowshera via email: [uotitdept@gmail.com](mailto:uotitdept@gmail.com) with a copy to Assistant Registrar (Academics), UoT Nowshera via email: [complaintsacad@uotnowshera.edu.pk](mailto:complaintsacad@uotnowshera.edu.pk).

<b>Student's Name:</b>	
<b>Student's Registration No.:</b>	
<b>Department and Semester:</b>	
<b>Student's Cell No. and Email ID:</b>	

Please type your complaint in the space given below.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(For office use Only)**

Complaint received on: \_\_\_\_\_

Comments of the Online Assessment's Grievance Committee

Head of Department (Name and signature): \_\_\_\_\_

Assistant Registrar Academics (Name and signature): \_\_\_\_\_

Assistant System Administrator (Name and signature): \_\_\_\_\_