

ONLINE ASSESSMENT / EXAMINATION POLICY

THE UNIVERSITY OF HARIPUR

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THE UNIVERSITY OF HARIPUR, HARIPUR

Document Overview

Title	Policy for Online Assessment / Examination
Doc Revision #	1
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1. Purpose and Scope

The Online Examination Policy (OEP) the University of Haripur contain the provisions for examinations / assessments that are scheduled using online system. The University of Haripur semester rules and regulations will be followed unless otherwise mentioned in this policy.

2. Commencement

This policy shall come into force at once. The same will be published on the university website for the information of all concerned.

3. Cases not provided for

The online Academic Council, the University of Haripur will decide the cases not provided for in the Online Examination Policy.

4. Students Attendance

Due to the special nature of online teaching, compulsory attendance of 75% will be waived off for the students.

5. Make-up Test/ Reappear Examination:

Make up test (in-class examination at the university) will be given on the request of those students who have fulfilled all requirements for appearing in the Final Term Examination but could not appear for any genuine reason according to the provisions available in the semester rules, The University of Haripur. The same facility will be extended to the students who fail in the current semester. The failed students, however will be allowed to re-appear after paying the relevant dues.



6. Assessment procedure:

6.1.Evaluation Breakup For undergraduate students:

Evaluation Category	Distribution of Marks	Nature of evaluation
Mid-term exam	25%	Online Open book exam
Sessional exam	25%	Online Assignments
Final exam	50%	Online exam (MCQ-based)

6.2.Assignments:

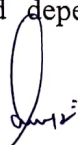
A minimum of two assignments will be circulated to the students through LMS portal with clear deadlines, total marks, and instructions for completion of assignments. The students will have to prepare the assignments in their own handwriting, take a picture of it and upload the same as pdf file using the student portal (The instructor will ensure discouraging copy-pastes). The assignments can be submitted via email or in hard form with the concerned teacher. The assignments will be marked online (entering marks obtained) by the instructor. The LMS system will calculate the percentage and record the result according to the weightage mentioned in the table above.

6.3.Mid-term exam (Open book exam):

Open book exam is an assessment system in which students are permitted to consult books, class notes, or other helping materials. Tests will be made available for 24 hours, but once opened, these have to be submitted within 3 hours. The students will write the response in their own handwriting, take a picture of it and upload the same on LMS portal.

There will be a single essay-type question (25 marks) asked from each student. The question needs to focus on testing higher order learning (analytical or critical skills) rather than testing the memorization or superficial knowledge. The instructors may provide background information and ask the students to interpret it and apply it in the real life situation. Care needs to be taken to avoid direct questions which can be copied and pasted from internet or other resources. It should rather involve critical thinking on part of the students.

In order to discourage mutual sharing, multiple questions will be prepared by the instructor which can randomly be assigned to the students. The number of questions prepared for each course would depend on the number of enrolled students for that course. A general



formula, however, will be to prepare one question per 5 to 7 students. Thus for class of 30 students 5-6 questions need to be prepared by the course instructor. These questions will be uploaded by the course instructor according to the given deadlines.

6.4. Final online examination (online):

Final examination will be an online MCQ based test with at least 50 MCQs covering the entire range of syllabus (The number can be reduced where numerical problems are involved). Each instructor will be required to upload at least 100 MCQs (25% from each quarter of the syllabus) along with the answer key. The paper will be made available to the students via LMS portal according to the assigned datesheet. The questions (as well as the choices) will be shuffled for each student by the system. The MCQs will appear for a specified interval of time allowing the student to enter the right choice and will be saved. In case of a network issue, the student will be able to continue the test from the point where connectivity was lost.

In order to test the system and to acquaint the faculty and students with the online exam, a trial test will be conducted 2-3 weeks before the actual exam. Any problems faced during the trial test will be taken care of in the final exam.

6.5. Final exam for graduate students (MS, M. Phil., Ph.D.):

A regular in class Midterm+ Final examination will be carried out which would account for 75% of the total exam weightage. The exam would be conducted following all the required SOPs. The sessional marks (25%) would be awarded on the basis of online assignments as mentioned above.

7. Schedule for assessment:

Activity Name	Dates
Online Submission of questions for open book exam	July 15, 2020
Mid Term Exam (Open book)	July 20, 2020
Sessional exam (assignments)	To be received and marked before July 30, 2020
Uploading of Final Exam MCQs by the instructors	Before July 20, 2020.
Trial online test	July 25, 2020
Terminal Examination	5 th to 13 th August, 2020
Display of Result	15 th August, 2020
Make-up/Reappear exam	20 th August, 2020

8. Special provisions:

Students who do not want to opt for online assessment may freeze their semesters. The university will relax the deadlines for semester freeze application as well as minimize the financial obligations on part of students.

The students (Bachelors programs) having genuine concerns of connectivity (to be verified by the department) and want to appear in person for the examination will be facilitated for in-class examination with required SOPs. Such students will inform IT Services through their respective heads of department at least a week before the examination date. However this facility will be restricted to minimal possible level.

9. Responsibilities:

9.1. Student Responsibilities

- i. Download and prepare course material uploaded by the relevant instructor for each registered course.
- ii. Be aware of the assessment policy for Online Students
- iii. Stay in regular contact with the course instructor regarding timely completion of assignments, presentations and oral examination.
- iv. Avoid all those acts that qualify as “unfair means during the assessment process.
- v. Ensure his online presence during the assessment process as per assessment schedule.
- vi. Provide advance intimation, in case of his/her inability to appear in online exam.

9.2. Instructor Responsibilities

- i. Upload all the lectures according to the provided schedule according to the quality standards (as certified by the committee).
- ii. Interact with the students to respond to their queries using LMS system.
- iii. Ensure completion of assessment tasks according to the provided schedule.



9.3. Responsibilities of IT Services

- i. Ensure the availability of all the hardware and software resources need for assessment process.
- ii. Provide training/technical guidance to the faculty and staff regarding the process of online assessment.
- iii. Trouble shoot any technical problem arising during the process of online evaluation.

10. Obligatory requirements for students coming to the University

The students will have to bring an affidavit confirming that:

- a. They are visiting the university on their will and will be responsible for consequences
- b. They are free from any symptoms of Covid-19
- c. They will strictly follow the SOPs circulated by The UOH regarding safety against Covid-19.

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