POLICIES & PROCEDURES MANUAL
SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

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Policy Statement
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

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Policy & Procedures of Examinations & Assessment for Spring 2020 Semester

1. **Preamble**

   The guidelines provided by HEC state that the purpose of examinations is to reward students for actions that will make them successful in their future lives. Examinations and assessments are an integral part of the teaching. Attempts to eliminate examinations will have severe repercussions for quality of education and student achievement. Based on guidelines provided by HEC, this document outlines the policy and procedure for conduction of examinations and assessments.

2. **Introduction**

   The teaching activity of Spring Semester 2020, of all undergraduate programs, except BBA and BSc (Technologies), and that of post graduate courses was completed at the time of closure of the university by the government. During the lockdown period the classes of postgraduate students were conducted online according to HEC guidelines. The online classes of BBA and BSc (Technologies) programs are scheduled to restart from 1st June 2020. The following procedure, is intended to be applicable for conducting of examinations and assessments of all undergraduate and post graduate programs of Spring 2020 Semester where allowed by HEC / accrediting councils. This document has been prepared in line with the HEC's Guidelines # 6 for Examination & Assessment. Salient points of HEC's policy have also been reproduced in this document for quick reference and are presented in Section 3 of this policy. However, it may be clearly understood that all of these options are not being implemented at SSUET. The Examinations and Assessments at SSUET for Spring Semester 2020 will be carried out according to the methods, or combination of these methods, stated in Sections 4 and onward of this document. The Online Accreditation Committee, on recommendation of the concerned Chairperson, will approve the method of examination for each course.

   The following procedure, is intended to be applicable for conducting of examinations and assessments of all undergraduate and post graduate programs of Spring 2020 Semester allowed by HEC, Policy Guidance No. 6. dated 21st May 2020.

3. **Assessments Options allowed by HEC.**
   - Open Book Exam (or take home exam)
   - End of Semester Written Work
   - Oral Exam and Presentations
   - In class exam with social distancing
   - Pass/ Fail Option

3.1 Open Book Exam (or take home exam)

3.1.1 Open Book Exams

All students get the take-home open- book exam at the same time, and must submit it back within the normal time required to complete the exam (e.g. 2 hours).

3.1.2 Open Book Exam (Slot within Timed Window)

Students get the take-home open-book exam for a time window (e.g. 24 hours) and can take the test for the specified duration(e.g.2hours) at any time. Once the student starts the test, they must submit with the stipulated time period.

3.1.3 Open Book Exam (Timed Window)

All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 24 hours). In contrast to option 3.1.1 above, this requires writing essays, reflections in response to specific prompts in a slightly longer time period etc.

3.2 End Semester Written Work

3.2.1 Research Paper
Students are asked to write research papers on specific areas covered in the course, normally involving original research using materials other than prescribed in the course.

3.2.2 Annotated Anthology, Bibliography, or Literature Review

Instead of writing a research paper, students are asked to prepare an annotated bibliography or literature review on an assigned or approved problem or topic. They will be required to read the works, evaluate them and their usefulness to the topic, and provide an explanatory / evaluative paragraph for each work in their own words and a comparison of the viewpoints.

3.2.3 Reports, Memos, Op- Ed Style Articles

Involves active thinking, as these are normally written with an intended audience in mind. This method allows an opportunity to synthesize and apply course knowledge and skills. It can be a cumulative exercise, drawing on a large part of material covered in the semester (or a specific area or topic).

3.2.4 Reflection Paper

Students may be asked to write a reflection paper that discusses their perspective and intellectual path during the course. This provides an insight into their understanding and involvement in the course.

3.3 Oral Exam and Presentations

3.3.1 Class Presentations
To be conducted over video- conferencing platforms, students may be asked to give course presentations (e.g. for 10 minutes each, followed by a few questions from faculty and other students). Presentations may be based on displayed (or circulated) slides, but can also be oral presentations without slide decks.

3.3.2 One-on-One Oral Exams
Can be scheduled over a video- conference platform. A timetable can be announced, where each student logs into the platform with the faculty member for a defined time-slot (e.g. 15-20 minutes).

3.3.3 Audiovisual Presentations
The student may be allowed to submit recorded material (audio/video presentation) to be assessed by the faculty member.

3.4 Discouraged Methods (Not generally viable under present conditions)
- Closed Book Exams
- Multiple Choice Questions

4. Instructions for Open Book Exams at SSUET
The teacher may decide to allow Open-book/Take Home exams. This allows students to take notes, texts or resource materials into an exam situation. The design of such exams is very different from the design of closed book tests. The underlying principle is that answering questions requires application of knowledge rather than recalling memorized information. While the test will be designed so that the student may access course materials (or possibly the web), special precautions will be needed to guard against (a) plagiarism and (b) unpermitted collaboration. Students must be warned against this.

Open-book exams usually come in two forms:

4.1. Traditional sit-down / limited-time exams, with varying degrees of access to resources and references.

4.2. Take home open-book exams students do at home. Question(s) are handed out, answers are attempted without help from others, and the exam is returned within a specified period of time (often the next day).

4.3. Considerations for Faculty members / Examiners when designing open book exams

4.3.1 Questions in open book exams need to be devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

4.3.2 Make use of case-based exam questions that require students to apply critical reasoning skills in response to a trigger scenario.

4.3.3 Devise clear and unambiguous questions to limit student confusion and time spent interpreting the question so students can spend their time making use of their textbook or memory aid to effectively answer the questions.

4.3.4 Devise questions that require students to apply and make use of the information from their textbook or notes rather than simply requiring them to locate and re-write this information.

4.3.5 Design your questions and overall exam paper with the learning outcomes in mind i.e. what skills and knowledge are being assessed?

4.4. Example ways of designing open book exam questions

4.4.1 Structure your exam questions around problem-based scenarios or real-world cases, requiring students to apply their skills and knowledge to the given problem or scenario.

4.4.2 Provide information or background information on a given topic or area of study.

4.4.3 Present relevant qualitative or quantitative data and then ask students interpretative and application questions – What does the data show? What relevance does this data or does the scenario have in terms of [component of current topic]? What other factors could potentially affect this data? How would you test for these?

4.4.4 Structure content or topic questions in a way that tests for an ability to apply, analyze, evaluate, create, synthesize, interpret etc.

4.5. Instructions for students for "final exam (take home)"

Students can access their "final exam (take home)" according to the dates announced by Examination Department or announced on LMS.

5. Assessments – In Class Exam

5.1 When campuses reopen and allowed by the Government, universities could schedule the exam week at that time. This may have an impact on the schedule for promotion and start of the next semester.

5.2 Alternatively, government's permission could be solicited to hold exams earlier under social distancing rules. This method can be applicable only if allowed by the government.

5.3 The rules will have to be drawn up carefully

5.4 The problem will be to ask students to return to campus for a week during the lock down, arranging their transport and housing.

6. Instructions for In-Class Examination at SSUET

Standard Operating Procedures (SOPs) under the Social Distance Policy for examinations is as below:

6.1 This method can be applicable only if on-campus/ in-class examination is allowed by the government.

6.2 All Examination Centers and inside Examination Hall/Class room sanitize before the examination.

6.3 No small / large gatherings should be allowed on Examination Centre before and after the Exam. During the Examination, safe distances should be maintained between all candidates at all time.

6.4 Each candidate will bring own Mask and water bottle, whereas Hand Sanitizer at Examination Hall / Class Room will be arranged by the Examinations Department.

6.5 Temperature of each candidate shall be measured at the entry point of Examination Centre by a team of invigilators to monitor candidates at entry point.

6.6 It is recommended to wear a mask and wash your hands before entering the Examination Center.

6.7 The duration of Exam shall be reduced from three hours to two hours.

6.8 The examination paper structure may be changed/ reviewed, the paper could be designed by MCQ type and short answer (EMQ) type question.

7. **Assessments – The Pass/ Fail Option**

   7.1 Based on the evaluation results in any particular course, OAC may decide to allow the students to opt for a Pass/Fail grade instead of a letter grade.

   7.2 In this case, the student's CGPA doesn't change.

   7.3 Pass/ Fail is a cruder method and is more suitable for evaluating under limited information conditions.

   7.4 Some students may have a problem if they are hoping to improve their grades.

8. **Instructions for – The Pass/ I-grade Option**

   8.1 In case the student opts for Pass/Fail option, the student will have to submit a written request, with justification, through concerned teacher, to Online Accreditation Committee. The request should be submitted 7 days before the date of examination. The OAC will inform the student about its decision within 4 days.

   8.2 The rules for grading in this case shall be as follows:

   8.2.1 Based upon the sessional assessment of individual students of Spring Semester 2020 students, they will be graded as either **'P'** (*for Pass)* or **'I'**(*for incomplete)* in their respective courses.

   8.2.2 'P' grade to be awarded to individuals having satisfactory performance in their respective sessional assessment. Such courses with 'P' grade will not be considered in calculating CGPA. These students will however, be given the option to get their 'P' grade converted to 'I' grade provided that they apply to OAC for the same within two weeks after the announcement of the result, and then they will have the opportunity to get appeared in the examination of same course when arranged in subsequent semester.

   8.2.3 'I' grade to be awarded to individuals having unsatisfactory performance in their sessional assessment. These students will have the opportunity to get appeared in the examination of same course when arranged in subsequent semester.

9. Examination Assessment Policy for Spring 2020 Examinations

Approach	Duration of Mid Term Examination	Duration of Final Examination	Mode of Examinations	Category of Courses	Technology Platform	Maximum Marks
Reflection Paper / Reports / Memos / Articles	• 1 Hr. • 03 hrs time window but specified period 1 hr for completing the exam All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 3 hours).	• 2 Hrs. • 06 hrs time window but specified period 2 hrs for completing the exam All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 6 hours).	Online/Take home	**Stream-I (Social Sciences, Islamic Studies, Pakistan Studies & English)**	LMS	**30**
Open Book Exam (Timed Window)	• 1 Hr. • 03 hrs time window but specified period 1 hr for completing the exam All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 3 hours).	• 2 Hrs. • 06 hrs time window but specified period 2 hrs for completing the exam All students get the take-home open-book exam at the same time, and must submit it back within a stipulated time period (e.g. 6 hours).	Online/Take home	**Stream-II (Domain Courses / Core Course / Technical Courses)**	LMS	**30**
Open Book Exam (Timed Window)	• 1 Hr. • 02 hrs time window but specified period 2 hrs for completing the exam	• 2 Hrs. • 04 hrs time window but specified period 2 hrs for completing the exam	Online/Take home	**Stream-III(Mathematics, Physics, Chemistry & Biology)**	LMS	**30**

	All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 2 hours).	All students get the take-home open- book exam at the same time, and must submit it back within a stipulated time period (e.g. 4 hours).				
Project + Oral Exams		One week for project submission & 15 minutes for oral Exams		**Lab Course (Where online examination is possible)**		**20**

Note:
1. 20 Marks based on student performance during the semester.
2. In compliance with HEC directive, Closed Book Exam and Multiple Choice Questions are strictly banned in every type of Online Examination.

9.1 Detailed Procedure for conduction of Online Examinations

9.1.1 The Spring 2020 Mid Term & Final Examinations will be held online on LMS.

9.1.2 The IT department will provide full support to students and teachers for conduction of exams, which includes training of students and faculty members.

9.1.3 IT department will conduct a Training session with sample Open Book Take Home Exam to verify the student's readiness for the examination. The Training session has to be attended by every student and concerned faculty members.

9.1.4 The list of Courses with enrolled students and their contact details will be provided by the respective departments.

9.1.5 The examinations timetables will be prepared by the respective departments

9.1.6 The teachers will upload the Open Book question paper in LMS at least 02 days prior to the scheduled examination.

9.1.7 The Question Paper can be viewed by the Examination Committee which includes Deans, Director QEC and Registrar. The Committee will verify the format/ standard of the question paper.

9.1.8 The result will be compiled by the course teacher and will be submitted in examination department through concerned Chairperson.

9.1.9 The viva voce examinations may be conducted via Zoom by the faculty members.

9.2 Notes for All online Examinations

9.2.1 For Engineering Programmes, mode of Exam will be according to the policy announcement by PEC.

9.2.2 Laboratory/Studio Examinations will be conducted according to policy announced by respective accreditation councils.

9.2.3 Any student who is late at start of examination will be allowed equivalent extension of time in completion of exam. The maximum extension is limited to 30 minutes for a 2 hour examination.

9.2.4 No student will be allowed to take the examination if the student does not start within first 30 minutes after commencement of examination.

10. Policy for Ph.D./MS Thesis

Detailed Policy for Ph.D. / MS Defense as per HEC COVID-19 Policy Guidance No. 6a

This policy briefs the steps for Ph.D. and MS Students for their Thesis Defense during Covid-19 Period.

10.1   For Ph.D. Degree Programs:

10.1.1 After completion of the course work, the student will apply online for the Comprehensive (written and oral) examinations.

10.1.2 The examination will be held online as per university examination policy, notified separately.

10.1.3 The examination department will announce the result and the PG Office will place the result in online BASR Meeting for approval.

10.1.4 The student will be informed about the confirmation of PhD Candidacy and then he/she will defend the Research Proposal in an open seminar which will be held online. The result will be reported to the online BASR meeting for approval.

10.1.5 Then the student will start the research work with supervisor in regular GEC meetings.

10.1.6 The students, who are about to submit their PhD Thesis, will have to submit the report of their GEC Meetings along with the draft copy of their PhD Thesis, to the Assistant Registrar III (PGP Office) through email for external evaluation.

10.1.7 The external evaluation process will take place as per university approved policy.

10.1.8 If the evaluation report found satisfactory, the Public Defense will be held online.

10.1.9 The result of the Public Defense will be reported to the online BASR Meeting for approval and the degree will be awarded by the examination department after fulfilling all degree requirements.

10.2   For MS Degree Programs:

10.2.1 The MS student may opt for Thesis Option after fulfilling the course work requirements as per rules.

10.2.2 The student has to select supervisor and MS Thesis Topic. This will be approved in online BASR Meeting.

10.2.3 Then the student will submit detailed synopsis as per university format, it will be submitted to the BASR for approval.

10.2.4 Then the student will start the research work with supervisor in regular meetings.

10.2.5 The students, who are about to submit their MS Thesis, will have to submit the draft copy of MS Thesis and fulfilling other university requirements, to the Assistant Registrar III (PGP Office) through email for external evaluation.

10.2.6 The external evaluation process will take place as per university approved policy.

10.2.7 If the evaluation report found satisfactory, the Thesis Defense will be held online.

10.2.8 The result of the Thesis Defense will be reported to the online BASR Meeting for approval and the degree will be awarded by the examination department after fulfilling all degree requirements.

11. Grievance Mechanism

A "**Student Facilitation Center**," headed by Director Student Affairs (DSA), is already fully functional at SSUET. This center provides a one-window facility to students for resolving problems and difficulties faced by the students. DSA after receiving any complain or problem from the students directs it to the relevant person/department. An active follow up mechanism is in place. The students are informed about the decision/result of their complaints by DSA in minimum span of time. The center also handles and solves the problems and grievances faced by the students in connection with examinations and IT related issues. A special IT Support Team has been formed to handle the issues related to online education.

11.1 Grievance Comes before the Scheduled Exam

11.1.1 IT department will conduct a mock session at least a week before each scheduled exam. All enrolled students in a particular course and the course teacher must attend that session.

11.1.2 If there is any genuine problem arises during the mock session, the student should contact the Director Students Affairs Office with proper justification through email at academic.inquiry@ssuet.edu.pk

11.1.3 The student submits their grievance application at Director Students Affairs Office.

11.1.4 The Director Students Affairs will forward the application to the grievance committee comprising of relevant Dean of faculty who will be the Convener, concerned Chairman of the Department and Controller of Examination.

11.1.5 The Grievance Committee will recommend the decision to the Vice Chancellor for approval.

11.1.6 The Grievance Committee informs the decision within 7 days.

11.1.7 The committee may allow the student to opt for I grade if justified in the application otherwise student is awarded F grade.

11.2 Grievance Comes after the Scheduled Exam

11.2.1 On the day of exam, if student fails to connect into the LMS due to any justified reason, he/she must submit an application to the Director Student Affairs with proper justification, highlighting the area of residence, internet service provider and load shedding details in the area (if any).

11.2.2 The grievance committee will verify the student grievances mainly considering the similarity in problems faced by other students, considering the previous academic record of the student, student's attendance in that course through online classes.

11.2.3 The committee may allow the student to opt for I grade if justified in the application.