

International Islamic University, Islamabad
Office of the Director Examinations

Gen/2020/Exams/2099


24-11-2020

APPROVED ONLINE MID TERM EXAMS POLICY FOR FALL 2020

Following guidelines as approved by Apex Committee (constituted by President IIU) under Chairmanship of VP Academics are shared with all concerned for ensuring smooth conduct of Online Mid Term Exams (Fall 2020) going to commence from 30th November, 2020.

- i) Duration of open book Mid Term Exams shall be 03 hours including 1.5 hour for attempting the paper and rest of the 1.5 hours for uploading of attempted answer sheet on Google class Rooms. Students should receive datasheets/schedule of their mid-term exams, by now.
- ii) All Deans and HoDs shall ensure preparation of Question Papers (devised on the concept of Open Book Exams). There shall preferably be 02 questions for BS / MA programs and 02 for MS / PhD programs. (*Question papers should be devised ensuring that students could conclude/ finish within the time limits*).
- iii) Quality of Question paper in-line with open book examination policy shall be ensured by the concerned HOD and the Dean of the Faculty.
- iv) HoDs shall further ensure that Question Papers should be scheduled and uploaded on GC at least 12 hours before the commencement of each midterm exam.
- v) Students shall be required to upload hand written answer script on loose sheets (with blue ink) within the stipulated time.
- vi) HoDs shall ensure that Results of MID Terms Exams (*containing all the components, 40 marks for Undergrad and 50 Marks for MS/Ph.D students*) should be submitted to respective program offices with signature of teachers in hard form by 11th December positively, so that the same should be made readily available for record and reference.
- vii) Students may be guided in on-going online classes regarding conduct of Mid Term Open Book Exams and to contact their respective Deans/ HoDs and Teachers, in case of any query or problem regarding/during the Online Conduct of Mid Term Exams.
- viii) LMS, Exam and IT teams shall be available for any guidance /assistance as usual.

2. The above mentioned ONLINE OPEN BOOK MID TERM EXAM POLICY is issued with the endorsement by Vice President Academics (Convener Apex Committee) and approval by the competent authority, for information and implementation by all concerned.


(INAM UL HAQ)
DIRECTOR EXAMINATIONS
24-11-2020

Distribution: All Deans/DG IIIE/ HoDs/ Exam and Acad officials/ Assistant Directors Coordination
c.c : SPS to Rector IIU, SPS to President IIU, All Vice Presidents, Convener Apex Committee