

Mechanism /Procedure of Open Book Examination for Fall 2020,

Prepared in perspectives of decisions made by the Apex Committee to be followed by all concerned in letter and spirit

1. Date-sheet for all the courses offered by a department shall be shared well before the commencement of online examination. The Chairpersons/HoDs shall ensure clash-free date-sheet to enable students to attempt online examination for all the registered courses. Date -sheet must be finalised and submitted through Dean of the Faculty at datesheets@iiu.edu.pk for online display (on LMS and University website by exam/ IT section), latest by **6th January 2021**. Date sheet should be prepared on the format circulated by the office of Director Examination.
2. Fee defaulters are advised to clear/submit their all pending dues before 11th January, 2021 to avoid any issue for appearing in the terminal examination.
3. Examination Committees shall be constituted and notified at departmental level to oversee examination process. The Committee to be notified with duty hours, contact details of members, their email ids for information of all students of the department and the examination section. The Committee shall ensure smooth conduct and completion of examination process.
4. Examination Section, IT section and LMS team shall remain available to assist the departments, faculty members and students for troubleshooting during online examination.
5. Owing to the current scenario 75% mandatory Attendance requirement shall not be based on routine class attendance, rather class assignments, students' responses and other activities will be counted in for their attendance. Students living in remote areas (especially with internet connectivity issues) will have access to uploaded material on their ease/availability of internet and will interact through assignments.
6. Deans/HoDs shall ensure that question paper is designed in line with the open book policy for online examination, without any compromise on quality. In order to have better quality of open book question paper, Training of Teachers for preparation of Open Book Question Paper for Terminal Examination should be imparted by the faculty at their own.
7. Number of questions in paper shall also be determined by the faculty. In addition to that each faculty shall have its own pattern/template as regard to question and number of questions in paper which shall also be shared with examination and same pattern/template shall be followed across the faculty.

8. Instructions regarding source material for open book examination shall be announced explicitly, well before commencement of examination: source material for open book examination should be from the same material stored in e-folders for the course.
9. Maximum time for attempting and submitting online examination paper shall be **06 hours**.
10. If a student is unable to submit the answer book within the given time limit i.e. **06 hours**: 3 hours for attempting the examination and 3 hours for uploading the answer sheet, then Deans/HoDs may decide regarding the submission of paper, in emergent cases.
11. HoDs shall guide and advise their teachers to devise Question Papers on True essence of an OpenBook Exam ensuring that the same could be attempted /solved by the students in 3 hours so that remaining three hours could be spent /utilized in uploading the response, comfortably.
12. Question papers shall be saved in the Google Classroom as **scheduled post** at least **48 hours** before the commencement of examination date; so that it becomes available to the students on the date and time announced in the date-sheet. Answer Booklet format (**in MS Word format**) for the course shall also be shared by the teacher, as shared by the examination directorate.
13. There will be only one format for submitting examination response: i.e. **hand-written in blue ink/ colour**. After completing the examination, students shall scan the pages of solved examination paper through a cam-scanner (software), will paste the scanned pages/images in the MS Word answer booklet format for the course (shared by the teacher). They will then convert it in PDF document and submit/upload it through Google Forms link (shared by the teacher in Google Classroom/LMS).
14. Cheating/copied or plagiarised content, consulting with fellow students and uploading the answer-sheet through email IDs of other students, shall be considered under the category of unfair means and be dealt with as per rules of Unfair Means Control Committee (UMCC). Teachers may report such matters to the examination section through their chairpersons/ HoDs.

15. Students shall be made to understand notified code of conduct and advised to check/tick the honesty pledge (given in the Answer Booklet), before submitting the solved examination paper. Penalties shall be implemented as per notified policy of Unfair Means Control Committee (UMCC) in case of breach of the pledge.
16. The university has a clear policy regarding facilitation to the handicapped students during examination process. Such students may be advised by the departments to seek prior approval for helper/writer, through email, from examination section as per policy and practice.
17. The Teacher shall mark the paper and post the result in the LMS system/automated award list and shall email the results on the faculty-specific email address (es) shared by the examination section. Hard Copies of Award lists shall be sent to the examination section with the signatures of HoDs/Chairpersons /Deans.
18. Results in soft copy (through LMS/GC) shall be submitted to the Examination section with single approval of HoD or Dean. Time limit shall be 72 hours. Deans and HoDs shall ensure that inordinate delays in submission of results are discouraged. Suitable action including locking the option for such teachers to submit their result after considerable delay may be taken. HoDs are also advised to verify results before submission to the Examination section.