



IIUI/Conduct/Exam/2021- 3143

June 16, 2021

GUIDELINES FOR TEACHERS FOR THE TERMINAL EXAMINATION (SPRING 2021)

Terminal Examinations for Spring Semester 2021 will commence w.e.f. **June 21, 2021**. As per decision of the Apex Committee, examination shall be conducted online (through LMS). In this context, a few guidelines have been devised for the facilitation of faculty members, regarding the mechanism of online examination which must be followed in letter and spirit: -

GENERAL GUIDELINES:

1. **Prevention Lists:** The students who have neither participated in the synchronous or asynchronous mode of online classes nor submitted any assignment, or appeared in Mid-term examination, will be declared **prevented** by the subject teacher and prevention list shall be submitted to the examination section, as per previous practice.
2. **Availability of Examination Committee/subject teacher during Examination:** Date-sheet for Terminal Examination along with contact numbers of the concerned subject teachers and examination committee nominees have been uploaded on LMS. Apex Committee for Teaching/Learning has made it **mandatory** for the subject teachers and departmental Examination Committee to remain available/online till the finishing time of paper, to address queries related to the Examination. However, students may also be advised to contact LMS and Examination team (s) for queries related to uploading of answer-sheets.
3. **Uploading of Question paper and Answer sheets by the teachers:** The teachers are required to upload **two** files in Google Classroom for their respective courses in the Google Classroom: one file is the **Question Paper** (in PDF format) and second file is the Answer booklet (in Word format), as per approved sample already shared. However, students will submit their answer booklet through **Google Forms**: Teachers are supposed to create a Google Form for their respective course(s) (as explained in the tutorial) and share the link of the Google Forms along with the Question Paper and Answer-sheet template, in the Google Classroom.
4. **Submission of Answer-sheet by the students:**
 - a) Students must be informed that Maximum time to download question paper, attempt and submit/ upload answer sheets, is **6 HOURS**: 3 hours for attempting the paper and 3 hours for uploading the same in LMS.
 - b) Delay in the submission of the answer-sheet shall lead to cancellation of paper.
 - c) Students must be advised and restricted through Google Form (settings) that they can only upload their answer-sheets once, and they will not be able to re-upload any amended version.
 - d) Students must be advised to upload/submit the Answer scripts/sheets (in Pdf format only) through the **Google Forms** and check the **'turned in' or 'mark as done' field in the Google Classroom of the course, as time restriction of 6 hours cannot be implemented/ followed in Google Classroom.**
5. **Use of Unfair Means:** Students must be guided to abide by the notified code of conduct for the examination. The approved policy for Unfair Means and plagiarism must strictly be followed and implemented. In addition, students must also be intimidated that submitting/uploading their answer-sheets through email Ids of other students shall also be treated under the category of using unfair means during examination and shall be dealt accordingly (under UMCC rules).



RESULT SUBMISSION AND TABULATION GUIDELINES:

6. The teachers shall submit and share the results (answers scripts record) through LMS, for examination record. However, hard copy of Award lists shall be furnished in examination section, with signatures and stamp of respective HoDs/Chairpersons or Deans of the faculty, as per routine practice. The results must be shared with the examination section on the faculty email ids: provided in the following table:

7.

S. No	Faculty	Result Email
1	Arabic	fa.results@iiu.edu.pk
2	Basic & Applied Sciences	fbas.results@iiu.edu.pk
3	Engineering & Technology	fet.results@iiu.edu.pk
4	Languages & Literature	fll.results@iiu.edu.pk
5	Management Sciences	fms.results@iiu.edu.pk
6	Social Sciences	fss.results@iiu.edu.pk
7	Shariah & Law	fsl.results@iiu.edu.pk
8	Usuluddin/Islamic Studies	fui.results@iiu.edu.pk
9	International Institute of Islamic Economics	iiie.results@iiu.edu.pk

8. Uniform (approved) grading criteria shall be followed for all batches/semesters.
9. (Mid-Term and Terminal) Marks must be in round figure, not in decimals.
10. Separate award lists shall be furnished/prepared for (all) different batches. The provision for this has been enabled on dashboard (for award list).
11. While tabulation of results, if a teacher finds that some students are not being shown in the award list (dashboard), they can press '**Refresh**' button to ensure that all students are included in the award list. Teachers should also carefully uncheck the students' names from the award list, who did not appear in the examination.
12. Teachers must ensure that all students join their Google Classroom (s) and submit their answer scripts through their university email IDs.
13. Students' responses/answer-scripts must be collected (and marked) through Google Forms only.
14. Papers must be marked (in PDF) using '**comment**' icon. Unmarked papers shall not be accepted by the examination section.
15. There should not be a mismatch in number of **marked answer sheets** and **number of students in G-Drive and Award list**.
16. Teachers are required to verify total number of students appearing in exam and answer-sheets submitted in G-Drive. Accordingly, the correct URL of G-Drive and Excel sheet copied from Google forms must be copied on the Award-list (Dashboard).
17. In case of rejection of Award list, the objection must be resolved and result should be re-submitted within two working days.

Jalil



Important

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18. As per approved policy for result submission, results must be submitted to the Examination Branch within 72 hours, after the conduct of each paper according to announced/uploaded date-sheet.
19. The results once submitted to the examination section cannot be accessed for any change by the department/concerned teacher.
20. In case of any mistakes, the teacher should forward the result correction matter/request through the office of HoD/Chairperson/Dean to the examination section and will be able to make corrections after approval.
21. Claim bills of all part-time teachers (visiting faculty) will only be processed, after submission of results (of respective courses).
22. Before submission of results to the examination branch, the concerned HoDs/Chairpersons shall ensure that results are prepared and processed as per above guidelines. These guidelines/tabulation policies must be communicated to all faculty members, particularly visiting faculty.
23. Cooperation in this regard shall be highly appreciated.


Nosheen Syed

In-charge (Examinations)

Distribution:

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