



INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
Office of the Director (Examinations)

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Important

IIUI/Conduct/Exam/2021

January 05, 2021

GUIDELINES FOR TEACHERS FOR THE TERMINAL EXAMINATION (FALL 2020)

Terminal Examinations for Fall Semester 2020 will commence w.e.f. January 18, 2021. As we all know that in wake of the current pandemic the whole academic activity including terminal examination shall be conducted online (through LMS). In this context, a few guidelines are devised for the facilitation of faculty members, regarding the mechanism of online examination which must be followed in letter and spirit: -

GENERAL GUIDELINES:

1. **Issuance of Roll no slips:** Students will be issued Roll No. Slips through their designated email ids upon clearance of pending fee/dues (if any) and same can be got from LMS Portal.
2. **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.
3. **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 will be uploaded on LMS. Apex Committee for LMS 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 team for queries related to uploading of answer-sheets.
4. **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 on 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.
5. **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 will result in the cancellation of paper.
 - c) Students must be advised and restricted through Google Form 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.**

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