INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
Office of the Director (Examinations)
P.O. Box.1243, Telegram AL-JAMIA Telex. 54068 IIU PK, Fax. 9019258 Tel: 051- 9258020 Ext: 2745

IIUI/Conduct/Exam/2021   January 05, 2021

<u>GUIDELINES FOR TEACHERS FOR THE TERMINAL EXAMINATION (FALL 2020)</u>

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: -

<u>GENERAL GUIDELINES:</u>

1. <u>**Issuance of Roll no slips:**</u> Students will be issued Roll No. Slips though their designated email ids upon clearance of pending fee/dues (if any) and same can be got from LMS Portal.

2. <u>**Prevention Lists:**</u> 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. <u>**Availability of Examination Committee/subject teacher during Examination:**</u> 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. <u>**Uploading of Question paper and Answer sheets by the teachers:**</u> 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. <u>**Submission of Answer-sheet by the Students:**</u>
   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.**

Important

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6. **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).

7. **Conduct of Trial Examination:** As a practice for terminal examination, students may be given a trial or practice examination, before commencement of terminal examination, to identify and address the issues they might arise during terminal examination.

RESULT SUBMISSION AND TABULATION GUIDELINES:

8. 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:

9.

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

10. Uniform (approved) grading criteria shall be followed for all batches/semesters.

11. (Mid-Term and Terminal) Marks must be in round figure, not in decimals.

12. **Separate award list shall be furnished/ prepared for (all) different batches.**

13. 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.

14. Titles of courses must be mentioned in English language both on the Date-Sheet and Award lists. Furthermore, course codes must also be mentioned on Award lists, along with Program and Batch Details.

15. Results must be submitted to the Examination Branch within 72 hours, after the conduct of each paper, as per approved policy regarding result submission.

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16. The results once submitted to the examination section cannot be accessed for any change by the department/concerned teacher.

17. 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 can make corrections after approval.

18. Claim/bills of all part-time teachers (visiting faculty) must only be processed only after submission of results (of respective courses).

19. 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 shall be communicated to all faculty members, particularly visiting faculty.

Cooperation in this regard shall be highly appreciated.

Nosheen Syed
Additional Director (A&E)

Distribution:
All the Deans/DG IIIE/HoDs/Chairpersons
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