

FAQs related to Open-book Online Exam for Fall 2020

A) Students' Queries Related to Online Open Book Examinations:

Question 1: What is "open book examination"?

An "open book examination" is an assessment method that allows students to refer to class notes, textbooks, or other approved material while answering questions. An open book exam can also mean that students are provided with the exam questions, as a take-home exam.

Question 2: Why is it mandatory to go for open book examination?

In the wake of COVID-19 pandemic spread, the universities and educational institutions all over the world switched to online mode of teaching to save students' precious time. For examination process as well, universities need to switch to online mode and for online examination, open book exam is the only viable solution to address the issues of students in rural and urban sector.

Question 3: What is the purpose of open book exam?

The main premise for open book exams is that teachers can devise questions that require students to answer in more critical and analytical ways thus encouraging high-order thinking skills in their students; as compared to closed book or traditional exams that tend to encourage rote learning.

Question 4: What should I expect of open book exam?

You should know that open book exam is not your typical assessment mechanism to test your memorization capabilities or knowledge. Rather you would be expected to apply, synthesize and evaluate the knowledge you acquired during study. You should be ready to use your higher-order thinking skills and your analytical abilities. For example, you might be given a problem or a scenario and asked to apply concepts from several parts of the course to it to develop an answer. The instructor will be looking for well-structured and presented arguments or solutions.

Question 5: Do I need to study for open book examination?

You need to study extensively for open book examination. Do not expect that you will be asked the exact same questions and be able to copy entire answers. Your answers need to directly answer the question that is asked, not the somewhat related question that you may have prepared.

Question 6: How should I prepare for online open book examination?

The open book examination is likely to be more challenging, and the teacher is likely to have higher expectations for the quality of your answers and the extent of your critical and

analytical thinking, knowing you have course materials available to draw upon. However, you can use systematic approach to get yourself prepared for the open book examination, using following techniques: -

- Organize your notes and divide these into sections or according to different themes/concepts. Make a chart or table of contents for quick reference to concepts for better organization. Annotate your chart or table of contents with summaries of main ideas for each unit, topic, or category of information.
- Effective studying goes beyond just reading through your notes. If you've highlighted themes, organized ideas, then try to make connections between those ideas. Remember that open-book exam questions will be looking for more application examples than simple recall of information.
- Anticipate potential questions and then test yourself by writing answers to those questions.

Question 7: How should I attempt open book examination?

There is no specific formula/strategy to attempt open book examination; however, some methodologies may be adopted to attempt or solve your questions wisely:

- Read the questions carefully. Try to understand what is being asked in the question; identify key words in the question.
- Timing is the most important component: Plan the time you have per question, based on grade/weightage and total time allocated. Check your pace and skip ahead if you need to.
- For questions that you aren't sure about, take time to refer to your notes. Use your study charts or table of contents to find relevant content for the question quickly.
- Aim for concise, well-supported answers.
- If you have time for review at the end, you may check your materials more extensively to verify accuracy or to find additional points.

Question 8: What is the tentative date/schedule for the terminal examination?

The examination for Fall 2020 semester shall commence from January 18th, 2021, as per academic calendar of the university.

Question 9: How will students be issued Roll No. Slips for online examination?

Students shall receive their Roll No slips at their designated email ids upon clearance of pending dues / fee (if any). The same can also be generated through LMS Portal.

Question 10: What if I do not fulfil the attendance requirement for a course? Would I be prevented to appear in examination for that course?

Attendance of the students can also be assessed by their responses or their correspondence with the teachers through assignments and other online activities. Typical procedures and standards to assess

attendance requirement (attendance in online class) will not be used in the current scenario. Students living in remote areas will have access to uploaded material on their ease/availability of internet.

Question 11: How can I access or download the Date-sheet?

Department-wise date sheet will be uploaded on the university website as well as on LMS, clearly mentioning the dates and starting-ending time of examination. Online examination is always time-bound.

Question 12: Which platform will be used for online exam?

Question papers will be posted in the LMS/Google Classroom, which can be downloaded on the scheduled date and time for the exam (as per announced date-sheet). The hand-written answers can then be submitted in PDF format, through Google Forms.

Question 13: How will students download the question paper?

The question paper (in pdf format) will be downloaded from the Google Classroom/LMS. Once downloaded, students can start solving exams on plain papers.

Question 14: Is it mandatory that online exam be time-bound? / Will there be time—restriction in online examination?

Yes. It is the sanctity of examination process that exam should always be time-bound or conducted within prescribed timeframe. If time restriction is not applied on exam process, then its sanctity or authenticity can be challenged. Therefore, the starting and end time for the exam will be set and shared explicitly with students, to avoid any ambiguities.

Question 15: How much time will be allowed to attempt online examination?

As per approved policy, **6 hours = 3+3= (3 hours for attempting the paper and remaining 3 hour for uploading the response /attempted answer sheet in required format)** will be allowed to solve and upload online examination responses/answer scripts.

Question 16: What if a student is unable to submit the paper in given time limit?

If a student is unable to submit the paper within the given time limit, the concerned teacher, with the consent of HoD or Dean may allow him/her a time-relaxation of up to one hour, but after informing examination section and LMS team. No relaxation in time would be allowed after that under whatsoever circumstances.

Question 17: What should be the mode of examination? Should it be computerized or hand-written, whose picture will be shared/submitted after completing the paper in specified time?

Students will have to submit scanned copy/pictures of the hand-written solved answer sheets, after completing the exam. They will have to upload the pictures of the solved examination papers using a cam-scanner (software). The pictures of solved answers will be saved in the word file shared for Answer script in the Google Classroom for the subject. And finally, they will convert the Word file into a PDF document and this PDF file will be shared through Google Forms for the Course.

Question 18: What are the necessary gadgets for taking online exams?

Laptops/notebooks are the necessary gadgets (to download question paper and upload solved paper) to take up online exam. In addition, a reliable internet connection is also mandatory to take up online exam. A mobile phone with camera will also be required to upload photos of hand-written answers.

Question 19: If a student lives in some remote area where he/she does not have a dedicated internet facility, how will they be able to appear in online exam?

The only way to appear in online examination is through dedicated internet facility. If some students are not having this facility, they could have availed the option of getting their semester deferred, either in the beginning or during the semester. It is further reiterated that date-sheet for conduct of online exam will be prepared and communicated to all the students well in time, to enable them to make their arrangement to participate in online exam.

Question 20: If a student is unable to appear in online exam due to some genuine reason, what would be the alternative for that?

In principle, we assume that students will participate in the online examination activity. However, if a student gets absent due to illness or any other genuine reason, for which he/she could provide some evidence, then his/her subject can be withdrawn from their registration record of the semester, based on that evidence. In other case, they will be declared as 'Fail'/ F in that course, as per routine practice.

Question 21: What materials can the students be allowed to consult? All course materials? Google? Open internet sources?

The specified material/sources to be consulted during examination will be explicitly announced by the teacher, in the instructions' manual for the course, well before the exams. The relevant material has been provided during online classes.

Question 22: If there is a problem with an examination paper, how will I get in touch with my examiner?

The Department will provide you with information regarding the examination committee members and contact information of your teacher for how to contact them if you believe there is a problem with the examination paper. Contact details of the examination committee members and your subject teacher shall also be shared on LMS.

Question 23: Will there be any call center support or live chat support in case of query during online exams?

Yes. Examination committee members/Concerned teacher, examination team, LMS and IT support may be contacted on the contact numbers, also shared on LMS.

Question 24: What if a student is unable to tick the check box for honestly pledge?

Simply double click the box. In case you are unable to find the tick mark symbol then go to insert tab in the task bar and choose appropriate symbol or write Yes/ I agree.

Question 25: What if students are unable to download question paper and answer sheets?

Question paper and answer sheets are already in soft form and can be easily shared via email by teacher if someone is unable to download from Google classroom.

Question 26: Where should I submit my answer-sheet? In the Google Classroom or through Google Forms?

Papers must be submitted through Google forms' link shared by the teacher. However, students should also turn in the answer-sheet as assignment in the Google Classroom.

Question 27: Will paper include both theory and practical for the subjects like communication skills, introduction to computer, etc?

Theoretical as well as practical aspect of a subject will be assessed through analytical and synthetic questions, which will require students to utilize their concepts or practical understanding of a subject.

Question 28: How will university facilitate handicapped students?

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 exam section as per policy and practice.

B) Teachers' Queries Related to Online Examination:

Question 1: Which format of videos can be used for recording videos or which player can support the videos? Audios/videos couldn't be downloaded/played by audio/video player like VLC (for language paper mostly)?

MP3 and MP4 formats are recommended for recording audio and video. These two standard formats are supported by all the Audio/Video players and are also supported by VLC.

Question 2: What if students complain that while entering the registration number in Google form only digits and numbers can be entered; signs, symbols and alphabets cannot be entered?

The question field type in Google Form should be selected /set (by the teacher in Google Form settings), as Short Answer or Paragraph to accept alphanumeric and symbols.

Question 3: Will teachers need to add the answer-sheets of students manually in the Excel Sheet created through Google Forms?

Answer sheets shall be automatically displayed in the Excel Sheet created through Google Forms. This Excel file shall contain all the results/answer-sheets (links) submitted through Google Form. However, if a student fails to submit the answer-sheet through Google Forms and he/she is allowed by the Dean or Head to submit the answer-sheet/paper through Google Classroom, then in that case, the paper shall be downloaded by the teacher from the Google Class and its link shall be manually added (the paper shall be copied in the Google drive for the course and by right clicking on the paper/file, and selecting 'Get link' option and copying the link and pasting in the Excel sheet).

Question 4 : What if students forget to write his/her name and registration number on the answer-sheet?

Departmental Heads or Deans should decide on these matters. Though teachers can track the student's name/identity through his/her email id that will be reflected on the Google Form.

Question 5: What is the procedure to reset the time in Google-Form, to start accepting responses through form limiter by the teacher, after expiry of the time-period?

Open Google-Form of Terminal Exam > Click Add-ons icon in top right menu > select FormLimiter > select date and time in Limit Type of Form Limiter window > Enter date and time and then Save and enable to apply date and time restrictions. Video tutorial to schedule exam via form limiter is also available on LMS Website at: <https://lms.iiu.edu.pk/exam>.

Question6: How can teachers share the Google Drive link for answer scripts with the examination section?

Get the shareable link of Google drive folder, which contains PDF answer-sheets/papers for the course and paste it in the award list of the course, in dashboard. Access of this Drive folder should also be shared with the result email of your faculty mentioned above.

Question7: What is the procedure of sharing the results with the examination section?

Teachers can share their results with the examination section, by following the procedure explained below: -

- i. Open excel sheet wherever they have checked/marked all the papers. ii.

Press “share” option available on the top right corner of the sheet.

- iii. Enter “([YourFaculty](mailto:YourFaculty.results@iiu.edu.pk)).results@iiu.edu.pk”. List of faculty emails for sharing result has already been shared.

- iv. To check by yourself whether your result has been submitted successfully, open dashboard>award list: if you see there “Forwarded to Exam: it means that result has successfully been sent and received. If not, then you need to send it again.

Question 8: Which email id shall be used to share results/award lists with the examination section ?

Following email ids shall be used to share the results with the examination section, as per faculty of the concerned teachers:

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