

International Islamic University, Islamabad
Office of the Director Examinations

Gen/2020/Exams/1403

11-06-2020

APPROVED ONLINE EXAMS POLICY FOR SP 2020

A high-profiled meeting held on 5th June ,2020 chaired by Worthy President IIU(*attended on Zoom*) , conducted by Acting President , Prof. Dr. Aqdas Naveed Malik in which Worthy Rector IIU(*on special request*) , All Vice Presidents , Prof. Dr. N.B Jumani (*Convener, Apex Committee*), Deans and members of the Apex committee also participated to discuss and decide the various matters associated with conduct of Online Examinations.

2. Prof Dr. Nabi Bux Jumani , Convener of the Apex Committee , presented the agenda in detail related to Open Book Examinations to the house :

3. The house after detailed deliberations decided as follows:-

- i) Duration of open book examination shall be 08 hours. Detailed **procedure /mechanism regarding conduct of open book exam** prepared by Apex Committee is attached at **Annexure-I** along with **FAQs related to open book exams** attached as **Annexure-II**. Which are to be shared by Deans & HODs with all teachers and concerned staff for implementation in letter and spirit. The mechanism along FAQs related to open book examinations would be the part of IIUI Online Teaching Policy and may be displayed at the website in easy accessible way.
- ii) There shall be 03 questions for BS / MA programs and 02 for MS / PhD programs.
- iii) Quality of Question paper in-line with open book examination policy shall be ensured by the concerned HOD and the Dean of the Faculty.
- iv) Students shall be required to upload hand written answer script on the prescribed format (with blue ink).
- v) Apex Committee shall act as Grievance Committee with the addition of students' advisors, heads of the concerned dept. and dealing officials of Acad & Exams sections, Finance and IT. The automated mechanism shall be uploaded on LMS and IIUI inter face for facilitation of the students.

4. The above mentioned ONLINE EXAM POLICY is issued with the endorsement by Vice President Academics & Convener Apex Committee and approval by the competent authority, for information and implementation by all concerned.

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(INAM UL HAQ)
DIRECTOR EXAMINATIONS

Encl As above (2)

Distribution: All Deans/DG IIIE/ HoDs/ Exam and Acad officials/ Assistant Directors Coordination
c.c : **SPS to Rector IIU, SPS to President IIU, All Vice Presidents, Convener Apex Committee**

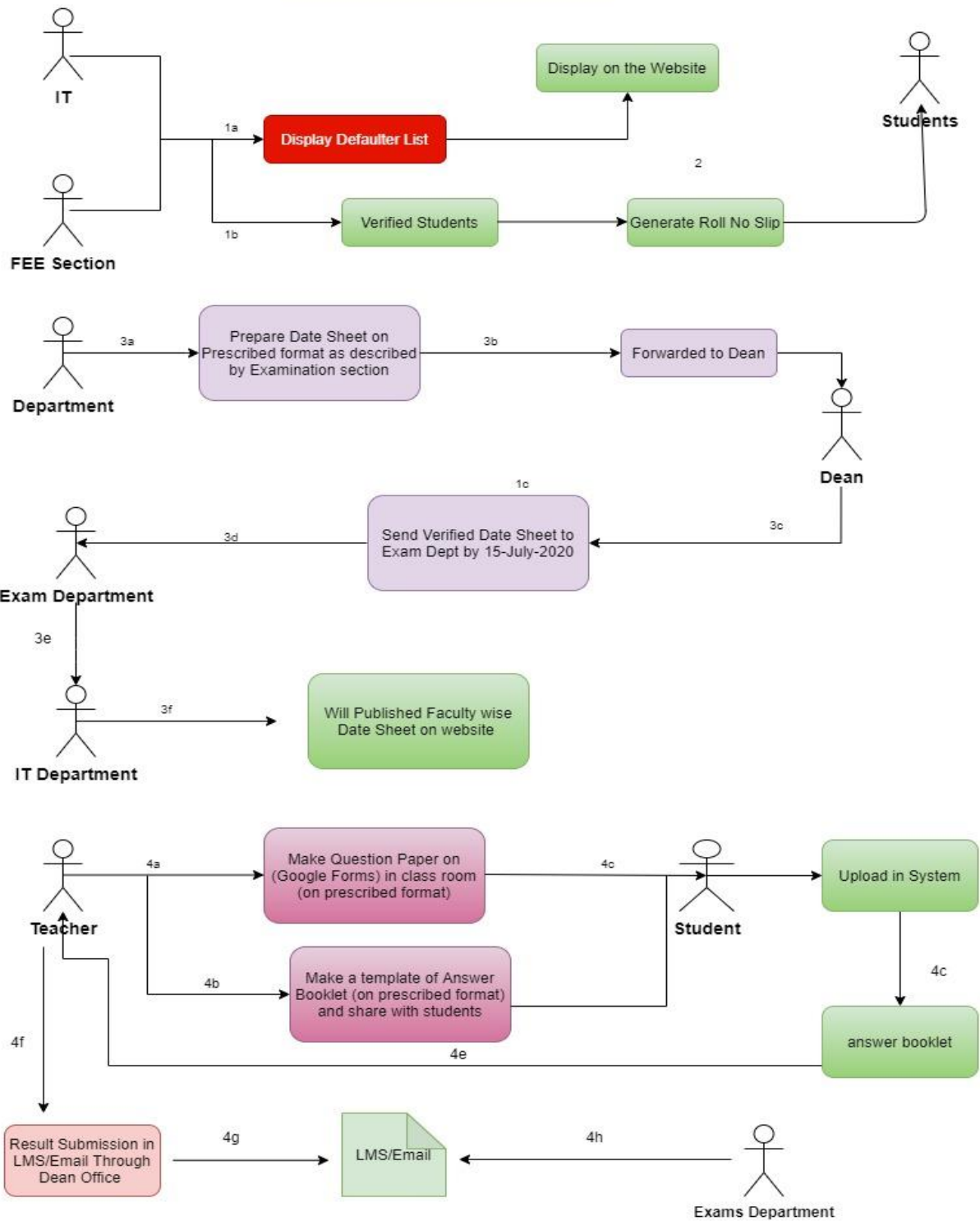
Annexure- I

Mechanism /Procedure of Open Book Examination for Spring 2020, prepared by the Apex Committee to be followed by all concerned

1. Date sheet for all the programs offered by a department shall be shared well before commencement of online examination. The Chairpersons/HoDs shall ensure clash free date sheet to enable students to attempt online examination for all registered courses. Date -sheet has to be finalised and submitted through Dean of the Faculty for online display (on LMS and University website), latest by **15th July, 2020**. Format of the date-sheet shall be circulated from the office of Director Examination.
2. Examination Committees shall be constituted and notified at dept. level to oversee examination process. The Committee to be notified with duty hours, contact details of members, their email id's for information of all students of the deptt and the examination section. The Committee shall ensure completion of examination process.
3. Examination Section, IT section LMS team shall remain available to assist for any trouble shooting on the part of student and faculty.
4. Attendance requirement would not be made a strict condition in the current scenario. Students living in remote areas will have access to uploaded material on their ease/availability of internet and interact through assignments, their attendance may be checked by assessing students' responses.
5. Sample questions shall be shared with all faculty members.
6. Deans/HoDs shall ensure that question paper is designed in line with open book policy of examination without any compromise on quality.
7. Clear instructions regarding source material for open book examination shall be announced explicitly well before commencement of examination: source material for open book examination has to be from same material stored in e-folders for the course.
8. Maximum time for examination shall be 08 hours. Starting and submission time has to be saved in the system.
9. If a student is unable to submit the answer book within the given time limit i.e. **08 hours**.

10. Question papers should be saved in the Google Classroom as scheduled post, so that it becomes available to the students on the date and time announced in the date-sheet.
11. There will be only one format for submitting examination response: i.e. **hand-written in blue ink**. After completing the examination, students need to submit/upload it in PDF format in the LMS/Google Class (where they used to submit their class assignments).
12. Cheating/copied or plagiarised content and consulting with fellow students would be considered under the category of unfair means and shall be dealt with as per rules of UMCC. Teachers may report such matters to examination section through their HoDs.
13. Students shall be made to understand notified code of conduct and be advised to sign honesty pledge before taking/downloading the exam. Penalties shall be implemented as per notified policy of Unfair Means Control Committee (UMCC) for breach of the pledge.
14. In Covid-19 pandemic situation, internship/projects which require students to learn practical aspects of the registered internship/project, cannot be taken up in the current scenario. It is hereby proposed that the examination of such cases may also be given by assessing students' theoretical knowledge about the courses.
15. 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.
16. The Teacher shall mark the paper and post the result in the LMS system.

Examination Work Flow



FAQs related to Open-book Online Exam for Spring 2020

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 so as 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 be knowing 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 the course of 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/weighting 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 tentative schedule for the terminal examination is between the first week of August till 3rd week of August.

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

Students will be able to download Roll No. Slips for the online examination, once fee clearance is done by the fee section.

Question 10: What if I do not fulfill 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 through the students' responses or their correspondence with the teachers through assignments and other online activities. Typical procedures and standards to assess attendance requirement 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 and interact through assignments.

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

Department-wise date sheet will be uploaded on the university website, clearly mentioning the dates and starting-ending time of examination. Online examination are 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 in Google Classroom.

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: How many questions will be there in the open book question paper?

At undergraduate level (BS/MA/M.Sc/MBA) there will be 3 questions and at Graduate level (MS/Ph.D) there will be 2 questions.

Question 15: 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 time-frame. 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 16: How much time will be allowed to attempt online examination?

As per approved policy, **8 hours** will be allowed to students to solve and upload online examination responses.

Question 17: 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, HoD 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 whatsoever the circumstances are.

Question 18: 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/picture of the hand-written solved answer sheets, after completing the exam. They will have to upload the picture of the solved examination papers using a smart phone with camera. The pictures of solved answers will be saved in the word file shared for Answer script in the Google Classroom for the subject.

Question 19: 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 20: 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 exams is through dedicated internet facility. If some students are not having this facility, they have the option to get their semester deferred in the first two weeks of commencement of online classes, as per notified policy. The students' readiness survey results also elucidated the fact that students are ready to take up and carry on with online learning system. 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 make their arrangement to participate in online exam.

Question 21: If a student is unable to appear in online exam due to genuine reason, what would be the alternative for that?

In principle, we assume that students will participate in the online examination. However, if a student gets absent due to illness or any other genuine reason, for which he/she could provide some evidence, then her subject may be withdrawn from his/her 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 22: Do I need to complete the exam in one go or can I take a break and come back to it later?

Yes. You can take break during online exam: as online exam submission time would be 8 hours. So, students will have ample time to complete their exam with snack and tea-breaks.

Question 23: What materials can the students be allowed to consult? All course materials? Google? Outside research articles?

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

Question 24: 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 also contact information of your teacher for how to contact them if you believe there is a problem with the examination paper.

Question 25: Will there be any call center support or live chat support in case of query during online exams?

Yes. Examination committee members/Concerned teacher and IT support shall be available to you, throughout time of online examination.

Question 26: What should I do if I have IT-related or electricity issues during examination?

For any problem during examination or uploading of answer sheet, examination committee members or concerned teacher may be informed about the issue. They may allow a relaxation of time if they would deem appropriate in genuine cases. Furthermore, IT assistance will also remain available during the course of examination.

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.

Question 29: How will students be allowed to do internship/projects in the current Covid-19 situation?

In Covid-19 pandemic situation, internship/projects which require students to learn practical aspects of the registered internship/project, cannot be taken up in the current scenario. It is hereby proposed that the examination of such cases may also be taken by assessing students' theoretical knowledge about the courses.