MNS-UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MULTAN

ONLINE EXAMINATIONS POLICY – SPRING 2020
(Session 2016, 2017 and 2018)

The following Online Examination Policy-SPRING 2020 has been approved by the Academic Council held on May19, 2020.

Online Examination Policy (Session 2016,2017 and 2018)

The quiz no. 01 (10 marks) and midterm examination (30 marks) of session 2016, 2017 and 2018 have already been conducted before the start of Covid-19 pandemic (March 02, 2020 week).

The online classes of session 2016 were started from March 30, 2020 to May 06, 2020. There was a Ramzan break for students. The online classes will resume on June 01, 2020. There will be a teaching of two weeks up to June 12, 2020 completing the 8 weeks of online teaching. The online classes of session 2017 and 2018 will start on June 01, 2020.

The Examination policy for remaining portion of the theoretical / practical subject is as follows

Sr. No.	Exam Name	Marks	Time
1	**MCQs Type Quiz-1** (OBE based, where applicable) (Time allowed: 10 min) **(Compulsory)**	20	After 4 weeks of teaching
	Quiz-2 (OBE based, where applicable) (Time allowed: 10 min) **(optional)** Open book exam may be conducted as per requirements of subject		
	Quiz-3 (OBE based, where applicable) (Time allowed: 10 min) **(optional)** Open book exam may be conducted as per requirements of subject		
	Online quiz/s will be conducted using university LMS software. All tests will be time bound. Suitable number of sets of question paper may be created by shuffling of questions.		
2	**Sessional Marks** An online assignment / presentation will be given to individual student and the assignment will be checked by online assessment / oral viva by the teacher.	10+10	At end of course work
3	**Performance Marks** Performance marks will be given to each student as per given criteria - Online attendance - Term / Project report (as per subject requirements) - Class participation	20	At the time of final evaluation

All practical courses will be taught using video tutorials, lab manual book and online counseling of students. A comprehensive viva will be conducted at the end of semester by an external examiner and the teacher incharge.

For MPM weekend program (2019 session), whose final exam was in progress before lockdown and only one paper was conducted. The remaining two papers will be conducted as per aforementioned online examination policy.

In the current scenario (COVID-19 situation)

The aforementioned examination pattern will be followed. However, the examination will be conducted online through MS-Teams.

- In department, the HOD will formulate a technical support team in the supervision of a technically sound person to resolve any technical issue during the exam and online classes.
- As usual the exam schedule will be sent to the students through Whatsapp / MS Teams at least one weeks before the exams.
- On the day of the exam, the students will join the virtual classroom on MS-Teams (where the students will be taking their online classes), at least 30 minutes before the exam.
- In case of any connectivity issue, the technical support team of the department will be available for troubleshooting.
- Exam will be supervised by the teacher concerned and at least two invigilators / TA's.
- During the exam, the students will keep their video ON so that they may be seen (online) by the teachers/ invigilators. In case any student switches off his video, strict disciplinary action (which may include some percentage deduction in his/her obtained marks or even disqualification from the exam) may be taken. However, in case of genuine technical problem, the technical support team of the department will evaluate the problem, and will give the opinion to the teacher concerned. Based on the opinion, an appropriate decision will be made in consultant with the concerned HOD.
- The students will be informed about the online learning and exam system, before the classes. Details of exam system will be reinforced when they will be sent the date sheet.