

# **MNS-UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MULTAN**

## **ONLINE EXAMINATIONS POLICY – SPRING 2020**

**(Session 2019)**

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

### **Online Examination Policy (Session 2019)**

The Examination policy to evaluate completely (100 marks) the theoretical / practical subject is as follows

Sr. No.	Exam Name	Marks	Time
1.	<b>Quiz-1</b> (OBE based, where applicable) (Time allowed: 10 min)	20	At the end of every month (4 weeks teaching)
2.	<b>Quiz-2</b> (OBE based, where applicable) (Time allowed: 10 min)	20	
3.	<b>Quiz-3</b> (OBE based, where applicable) (Time allowed: 10 min)	20	
	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. The quiz will be MCQ type and or short questions.		
4.	<b>Sessional Marks</b> An online assignment will be given to individual student and the assignment will be checked through online assessment by the teacher.	20	At the end of semester
5.	<b>Subject Viva</b> An online presentation will be given to individual student and it will be assessed by oral viva by the teacher.	20	At the end of semester

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.

### **In the current scenario (COVID-19 situation)**

The same 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 date sheets will be sent to the students through Whatsapp / MS Teams at least two 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.