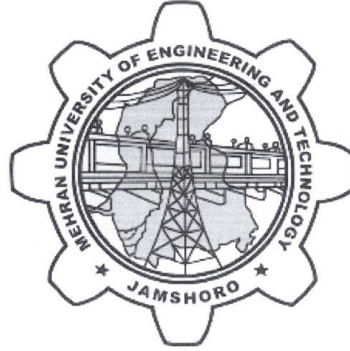


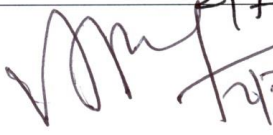



MUET Policy for online Assessment/Examination

Mehran University of Engineering & Technology,
Jamshoro, Sindh, Pakistan.



Action	Name & Designation	Signature & Date
Prepared by	Mr. Khalid Feroz Channa, Controller of Examinations / Member Online Assessment Committee, MUET	 02/07/2020
Reviewed by	Prof. Dr. Mukhiar Unar, Dean FEECE, MUET/Convener of Online Assessment Committee	
Reviewed & Concurred by	Prof. Dr. Tuaha Hussain Ali, Pro Vice Chancellor, MUET	 21/7/2020
Approved by	Prof. Dr. Muhammad Aslam Uqaili, Vice Chancellor, MUET	
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MUET Policy for online Assessment/Examination

Introduction

In order to meet the special challenge emerged due to Covid-19 Pandemic and lockdown situations, the Mehran University of Engineering & Technology, Jamshoro, Sindh, has developed this Online Assessment/Examination Policy for direct assessment of the students' learning. This policy is aligned with statutes, regulations, rules of the University and guidelines provided by Higher Education Commission (HEC), Islamabad and Pakistan Engineering Council (PEC).

Conduct of Online Assessment/Examination Assessment Mechanism

Following are the four online approaches of Assessment/Examination selected for Mid/Final Semester Exam. (Ref. HEC Policy Guidance No.6 dated May 21, 2020).

a. Open Book Assessment/Exam (A3 Type as per HEC)

- Teacher will develop separate Question Paper as per following table with no choice/option.

Study Level	Number of Students	Number of question papers
Undergraduate Studies (UGS)	Upto 25	5 (Min.)
	26-35	6
	36-45	7
	And so on	
Postgraduate Studies (PGS)	Upto 30	3 (Min.)
	31-40	4
	41-50	5
	And so on	

- Teacher will distribute Open Book Assessment/Examination question paper 10 minutes before the start time to all eligible students through MS Team.
- Teacher will follow the examinations schedule issued by the Controller of Examinations office, and fix the date, start & end time accordingly in MS Team.
- Teacher will enable the Turnitin plugin in MS Team to check the similarity of the submitted answers. The Chairperson/Director will ensure that every teacher has enabled the Turnitin option in the MS Team accounts.
- Attendance shall be recorded by the teacher on prescribed Performa and be submitted in PDF version to the Examinations Department through email.
- The Students shall have to submit the answers through MS Teams App, assignment section within 36 hours. The clear Handwritten answers can also be accepted from **undergraduate (UGS) students only** for the subjects/topics related to Mathematics, Numerical, Drawing and subjects taught in Urdu and Sindhi medium/languages such as Islamic Studies and Pakistan Studies. **Postgraduate students shall submit softcopies/computerized typed answers through MS Team.**
- In case of cheating/use of unfair means, the case may be reported along with the evidence to the office of Controller of Examinations.
- The Unfair Means Committee will review the cheating/indiscipline cases and propose the action.

MUET Policy for online Assessment/Examination

b. Multiple Choice Questions (Time Bound D2 Type MCQs as per HEC)

- These MCQs would be time bound and conducted through MS-Forms.
- The Teacher will develop the MCQs Question paper and conduct the online examination keeping in view the allocated time.
- The Teacher shall keep softcopies of assessed scripts in the record.
- Attendance shall be recorded by the teacher on given Performa and submit to the Examinations Department.

c. Class Presentation /Demonstration (C1 Type as per HEC)

- To be conducted online / videoconferencing using MS Team.
- Student shall give presentation for the allocated time followed by questions & answers.
- The presentation may be based on displayed or distributed slides.
- Teacher will record the sessions as evidence and submit to the Chairperson /Director/Co-Director.
- Attendance shall be recorded by the teacher on given Performa and submit to the Examinations Department.

d. Viva Voce / One-on-One Oral Exam (C2 Type as per HEC)

- Teacher will conduct online / videoconferencing-based oral Viva Voce Exam using MS Team.
- Teacher will allocate the time and announce the timetable where each student logs into the specified time slot.
- Teacher will record the sessions as evidence and submit to the Chairperson/ Director/Co-Director.
- Attendance shall be recorded by the teacher on given Performa and submit to the Examinations Department.

MUET Policy for online Assessment/Examination

UNDERGRADUATE STUDIES (UGS)

Sessional Marks Allocation

Subject Teacher will conduct the quizzes/test(s), Assignments/Project/Presentation online through MS Team and assign the sessional marks accordingly, and keep record in the Course files.

Mid Semester Assessment/Examination

Questions, Time and Marks Distribution for Mid Semester Exam

Table 1: For 3 Credit Hours Subject

S.	Component	Marks
1.	*PBL based Case Study Presentation	10
2.	Viva Voice	10
Total Marks		20

*PBL= Problem Based Learning

Table 2: For 2 Credit Hours Subject

S.	Component	Marks
1.	PBL based Case Study Presentation	05
2.	Viva Voice	05
Total Marks		10

*PBL= Problem Based Learning

Final Semester Assessment/Examination

i. Eligibility of students to appear in the Final Semester Examination

As per practice, the Teacher submits the Attendance Sheets to the Director MIS on regular basis. At the end of semester, Director MIS issues Eligibility Report. All Chairmen/Directors shall share the eligibility reports with concerned Teachers to allow only eligible students in the Semester examination. In case of mistakenly appearance of ineligible student, her/his exam will be treated as Null & Void.

ii. Questions, Time and Marks Distribution for Final Semester Examination

Table 3: For 3 Credit Hours Subject

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	03	36 Hours	30
2.	MCQs	20	10 Minutes	10
3.	Presentation	-	15 Min. (Max)	10
4.	Viva Voce / Oral Exam	-	10 Min. (Max)	10
Total Marks				60

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Table 4: For 2 Credit Hours Subject

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	03	36 Hours	15
2.	MCQs	15	10 Minutes	05
3.	Presentation	-	15 Min. (Max)	05
4.	Viva Voce / Oral Exam	-	10 Min. (Max)	05
Total Marks				30

Submission of results of UGS

Every Teacher will upload the results in QOBE Software within specified time & submit to the Controller of Examinations the following:

- PDF of detailed report endorsed/signed by the teacher along with attendance sheets through email.
- Teacher will submit repository of Answer Scripts of Open-Book Assessment and MCQs submitted/uploaded by the students in PDF, and their similarity reports to the Controller of Examinations through email.
- Teacher will keep the recordings of presentation and Viva Voce / Oral Exam in MS Team.

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POSTGRADUATE STUDIES (PGS)

Sessional Marks Allocation

Subject Teacher will conduct the quizzes/test(s), Assignments/Project/Presentation online through MS Team and assign the sessional marks accordingly. Keep record of sessional marks in the Course files and submit to the Director at the end of semester.

Mid Semester Assessment/Examination

Questions, Time and Marks Distribution for Mid Semester Examination (PGS)
Table 5: For 3 Credit Hours Subject (PGS)

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	02 (Min.)	36 hours	30

Table 6: For 2 Credit Hours Subject (PGS)

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	02 (Min.)	36 hours	15

Final Semester Assessment/Examination

i. **Eligibility of students to appear in the Final Semester Examination**

As per practice, the Teacher submits the Attendance Sheets to the Chairperson/Director MIS on regular basis. At the end of semester, Director MIS issues Eligibility Report. All Chairmen/Directors shall share the eligibility reports with concerned Teachers to allow only eligible students in the Semester examination. In case of mistakenly appearance of ineligible student, her/his exam will be treated as Null & Void.

ii. **Questions, Time and Marks Distribution for Final Semester Examination (PGS)**

Table 7: For 3 Credit Hours Subject (PGS)

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	03	36 Hours	30
2.	MCQs	20	10 Minutes	10
3.	Presentation and Viva Voce / Oral Exam	-	15 Min. (Max)	20
Total Marks				60

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Table 8: For 2 Credit Hours Subject (PGS)

S.	Component	No. of Questions	Time	Marks
1.	Open Book Assessment/Exam	03	36 Hours	15
2.	MCQs	15	10 Minutes	05
3.	Presentation and Viva Voce / Oral Exam	-	15 Min. (Max)	10
Total Marks				30

Submission of results of PGS

Every Teacher will submit the results through email within specified time & submit to the Controller of Examinations the following:

- PDF Award list endorsed/signed by the teacher through email during lockdown situation.
- Teacher will submit repository of Answer Scripts of Open-Book Assessment and MCQs submitted/uploaded by the students in PDF, and their similarity reports to the Controller of Examinations through email.
- Teacher will keep the recordings of presentation and Viva Voce / Oral Exam in MS Team.

Instructions/Guidelines for Teachers:

- All components of assessment and examination will be taken online
- Schedule including date, start and end time shall be strictly followed.
- Teacher shall record the attendance of the appearing student and submit to the Controller of Examination in given Performa in PDF.
- Teacher will ensure that during presentation and viva voce, the student has kept his/her webcam on and computer screen shared accordingly.
- Teacher will take undertaking from the students regarding online examination.
- The concerned teacher will map CLOs and PLOs within all components of assessment and examination.
- Teacher will record all the proceeding during every assessment and examination.
- Complex engineering problem and problem-based learning (PBL) will be focused in the question paper of open book assessment/examination.
- In case of technical issue of disconnection, the student shall take screenshot showing disconnection/connectivity issue encountered with and share with the teacher immediately, before the online assessment/exam ends through WhatsApp/Email/MMS.
- The Chairperson/Director/Co-Director Concerned in coordination with Examinations department will re-arrange the exam of that student if the reason found valid as per evidence.
- In case of any misconduct found, the teacher may exclude the student and report the case of indiscipline/misconduct to the Controller of Examinations with proper justification/evidence.
- Student can raise the query regarding any question with the Teacher through sms/WhatsApp/email. The teacher may explain if feels necessary.

MUET Policy for online Assessment/Examination

Instructions/Guidelines for Students:

- Student shall submit an undertaking regarding online assessment/examination.
- Schedule including date, start and end time shall be strictly followed.
- Students shall visit the University Facebook Page and portal of the University Examinations Department on regular basis to get exam schedule and check their emails to get necessary instructions from the teacher/department.
- Student shall also visit University website to check attendance and their eligibility to appear in the examinations.
- It will be the responsibility of the student to ensure the availability of suitable computer/device with stable internet connectivity and suitable place (Closed Room with silence) in order to avoid any disturbance.
- If any student do not have suitable device to take the exam, then she/he shall submit request (through application/email within two days of announcement of schedule) the Chairperson/Director to provide the facility within the premises of the University. In this case, particular student shall visit the department to take exam.
- During presentation and viva voce, the student will keep his/her video on and computer screen shared accordingly.
- Student is bound to be logged-in and be ready at least 10 minutes prior to start of exam.
- Student shall ensure the submission of answers of all attempted questions within prescribed time.
- In case of technical issue of disconnection, the student shall take screenshot showing disconnection/connectivity issue encountered with and share with the teacher immediately (through WhatsApp/Email/MMS), before the online assessment/exam ends.
- The Chairperson/Director/Co-Director Concerned in coordination with Examinations department will re-arrange the exam of that student if the reason found valid as per evidence.
- In case of any misconduct found, the teacher may exclude the student and report the case of indiscipline/misconduct to the Controller of Examinations with proper justification/evidence.
- Student can raise the query regarding any question with the Teacher through Email/SMS/WhatsApp. The teacher may explain if feels necessary.

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