

Controller of Examination

Sindh Agriculture University, Tandojam

Dated: 30-06-2020

SOPs for Students for Online Examinations

In continuation of pervious SOPs for students the following two more points are added accordingly. As per the guidelines of HEC for online examinations and assessment (Reference: *Covid-19 Guidance No.6 -Assessments &Examinations*)¹, the SOPs duly approved by Online Accreditation Committee (OAC) are hereby notified.

1. The attendance of all students shall be observed electronically in accordance with the policy matter.
2. The exam of theory will be conducted as **Open Book Exam**. Students must attempt the open book exam within 24 hours according to the scheduled timings provided in the timetable.
3. For semester system in theory students will get 04 Questions with 15 Marks per question. All questions must be attempted.
4. For term system in theory students will get 05 Questions with 18 Marks per question. All questions must be attempted.
5. For practical exams. in semester/term system 80 marks are allocated, for final one-on-one oral examinations.
6. Students are directed to avoid plagiarism and unpermitted collaboration in their own interest. Use of unfair means captured through software(s) will reflect on award of marks. Students with similar answers of questions or text copied from websites will have to face the consequences according to code of conduct.
7. All students will get the take home Open Book Exam at the same time and must submit it back within a stipulated time period (i.e. 24 hours). The question paper will be sent to the students as an assignment in MS Teams.
8. The students must submit the solution (answers to the questions attempted by them) using MS Teams Assignment option.
9. The oral examinations of undergraduates shall be conducted one-on-one (max. 20 students per group) within 02 hours, according to the timetable.

- 10.** The oral examinations of postgraduates (M.Phil, M.Sc, M.E. & MSIT) shall be conducted one-on-one (Max. 05 students per group) within 02 hours, according to the timetable.
- 11.** The oral examinations of PhD scholars shall be conducted on individual basis, according to the timetable.
- 12.** The typed / handwritten answers shall also be acceptable to examiners.
- 13.** Every Student must mention his / her Registration Number in column given on Answer Copy.



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<https://hec.gov.pk/english/Pages/Covid-19-Guidance.aspx>