

# Controller of Examination

## Sindh Agriculture University, Tandojam

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Dated: 18-06-2020

### **SOPs for Teachers for Online Examinations**

As per the guidelines of HEC for online examinations and assessment (Reference: *Covid-19 Guidance No.6 - Assessments & Examinations*)<sup>1</sup>, the SOPs duly approved by SAUs Online Accreditation Committee (OAC) are hereby notified. These SOPs are only for conducting the online examinations of courses/course work including theory and practical examinations. According to the policy approved by SAU-OAC, two assessment strategies of examinations will be adopted from the set of options provided in the HEC guidelines for the Semester/Term examinations:

- (A) **Open Book Exam (Timed Window) for Theory Exam – A3 Approach<sup>1</sup>**
- (B) **One-on-One Oral Exam for Practical Exam – C2 Approach<sup>1</sup>**

Following sections provide details of the two types assessment strategies and other relevant issues.

#### **(A) Open Book Exam (Timed Window) for Theory Exam**

1. MS Teams and MS OneNote Class Notebook should be used by teachers to conduct the **Open book exam** and **One-on-one oral exam**.
2. Teachers are advised to complete the Midsemester/Midterm exams using online tests/assignments latest by Friday 26-06-2020.
3. For conducting the final exam as open book exam, the teacher will create an assignment with question paper in MS Teams and sent the assignment to students. The teacher must follow the timings announced in the timetable provided by the examination department.
4. The teachers shall receive the assignments for open book examinations within the allowed time duration i.e. 24 hrs. The teachers must configure the assignment timings in MS Teams so that the student should not be able to submit the assignment after the allowed time duration. This can be done by using the closing timings option in MS Teams assignments.

5. The timings of the open book exam will be monitored by the faculty coordinator, factotum and a designated staff member from the examination department to ensure coherence and discipline in the examination.
6. For the Semester theory examination, the question paper shall contain 04 Questions (i.e., 15 marks for each question) totaling 60 marks for the final exam.
7. For the Term theory examination, the question paper shall contain 05 Questions (i.e., 18 marks for each question) totaling 90 marks for the final exam.
8. The questions should be of descriptive nature. Multiple choice questions or objective type questions should be avoided.
9. The questions should be of such that the students must use their learning and knowledge to answer and produce the solution. Also, the questions must be clearly and carefully written keeping into consideration the syllabus, course contents and time needed to solve the questions.
10. The questions must be based on required applications of knowledge of the student, rather than recalling memorized information.
11. The teacher must mark and prepare the attendance of students attempting the open book exam and submit the same with the result.

**(B) One-on-One Oral Examinations:**

12. One-on-One Oral examinations (C2 Approach)<sup>1</sup> shall be conducted for the final examination of practicals of semester/term.
13. The oral examinations of undergraduate students shall be conducted one-on-one (max. 20 students per group) within 02 hours, according to the timetable.
14. The oral examinations of Masters' students shall be conducted one-on-one (Max. 05 students per group) within 02 hours, according to the timetable.
15. The oral examinations of PhD student shall be conducted on individual basis, according to the timetable.
16. MS Teams video conferencing should be used to conducted oral examination. Accordingly, teachers must mark and prepare the attendance of students appearing in the oral examination and submit the same with the result. The oral exam must be recorded by the teachers using the option available in MS Teams.

**(C) Assessment and Results:**

17. The teachers are not allowed to announce or share the results with students or others on MS Teams, Emails, social media or any other means. The results will be announced officially only by the examination department.
18. The teachers shall evaluate the assignments, create the award list and sent in soft copy to controller's official email address ([ce@sau.edu.pk](mailto:ce@sau.edu.pk)). The teacher should also send the signed hard copy in the sealed envelope including the award lists, question paper and attendance of students appeared in the exam. The award list should contain the sessional and final marks for theory and practical exams respectively accordingly.
19. The format of the award list is provided in the Annexure A. Soft copy of the award list (in MS Excel) can be collected from the faculty coordinators.
20. The teachers shall maintain the soft copies of answer files (solutions) received from the students in a separate folder for every examination in an organized way. It is recommended to use MS OneDrive folder space to store the answer files submitted by the students in a secure way. Teachers have access to OneDrive business license through university's official email address.

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