



OFFICE OF THE CONTROLLER OF EXAMINATIONS
GHAZI UNIVERSITY, DERA GHAZI KHAN, PAKISTAN

No. CE-GU/26/ **256**
Date: 19-06-2021

NOTIFICATION

This is to notify for information that it has been decided during the meeting of Online Quality Task Force (OQTF) held on 18-06-2021 under the Chairmanship of Worthy Vice Chancellor that final term examinations of Spring Semester 2020-21 will be conducted through on-line mode from 28-06-2021 to 13-07-2021 Further, following policy/system for on-line examinations will strictly be followed by all the academia of university for under and postgraduate programs runs at main campus only.

Policy/Guidelines for On-line Examinations

For semester assessment following is the breakup to evaluate the students in terms of theoretical and practical examinations.

No.	For Final Theory Papers (50%)	For Practical's (100%)
1	Open Book Examination/Multiple Choice Questions (MCQs)	Open Book/ Multiple Choice Questions (MCQs)/Procedure/methodology etc. (70%)
2		On-line Performance, Viva etc. (30%)

- Concerned course instructors will calculate the attendance percentage up till 25-06-2021 and displayed on same day at departmental notice board and also shared online with students.
- Course Instructors may opt anyone or both of the following mode to conduct exams.
 - Open Book Exam
 - Multiple Choice Questions
- In case of open book Exam answers of the students must be check for similarity index with Web and other sources and the answers of other students.
- Those students who have any connectivity problem must inform their respective Chairperson's/HOD,s at least three days before the commencement of examinations while Chairperson's/HOD,s will arrange their on-line exams at campus during aforementioned duration..
- Course Instructor may reconduct the examinations physically at university of those students who faced internet connectivity problems during online mode under intimation to this office. However, their exams will be conducted within two days after the termination of final examination day under strict compliance with all Covid-19 health and safety protocols. For these student's separate question paper should be prepared and answer books must be taken from the office of the Controller of Examinations.
- No student will be discouraged to appear in exam because of his attendance lesser than 75%, nonetheless, he will be weighted based on his/her percent participation in online lectures covering 20% attendance marks as allocated in online exam policy of the University.

(Signature) 19/06/21

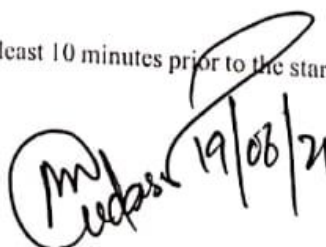
- vii) Copy of Examination schedule (theory & practical's) issued by the concerned departments must reach in the office of undersigned on or before 25-06-2021 during office hours

Instructions/Guidelines for Teachers

- All components of the assessment and examination will be taken through MS team and Learning Management System (LMS) only.
- Schedule including date, start, and end time shall be strictly followed.
- Adequate time must be given for attempt the exams.
- The teacher shall record the attendance of the appearing student and submit to the office of Controller of Examinations
- The teacher will ensure that during practical demonstration and viva voce, the student has kept his/her webcam on and computer screen shared accordingly.
- The teacher will record all the proceedings during every assessment and examination and in case of re-checking he/she will be bound to provide all necessary evidences/proofs.
- In case of a technical issue of disconnection, the student shall take a screenshot showing disconnection/connectivity issues encountered with and share with the teacher immediately, before the online assessment/exam ends through WhatsApp/Email/MMS.
- The Chairperson/HODs/Teacher Incharge Concerned in coordination with the Examinations department will re-arrange the exam physically once 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.
- Students can raise the query regarding any question with the Teacher through SMS/WhatsApp/email. The teacher may explain if feels necessary.

Instructions/Guidelines for Students:

- 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 a regular basis to get exam schedules and check their emails to get necessary instructions from the teacher/department.
- It will be the responsibility of the student to ensure the availability of a suitable computer/device with stable internet connectivity and a suitable place (Closed Room with silence) in order to avoid any disturbance.
- If any student does not have a suitable device to take the exam, then she/he shall submit a request (through application/email within two days of the announcement of schedule) the Chairperson/Director to provide the facility within the premises of the University. In this case, a particular student shall visit the department to take the exam.
- During the presentation and viva voce, the student will keep his/her video on and the computer screen shared accordingly.
- The student is bound to be logged-in and be ready at least 10 minutes prior to the start of the exam.

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- Students shall ensure the submission of answers to all attempted questions within the prescribed time.
- In case of a technical issue of disconnection, the student shall take a screenshot showing disconnection/connectivity issues encountered with and share with the teacher immediately (through WhatsApp/Email/MMS), before the online assessment/exam ends.
- The Chairperson/HODs/Teacher In-charge Concerned in coordination with the Examinations department will re-arrange the exam physically 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.
- Students can raise the query regarding any question with the Teacher. The teacher may explain if feels necessary.
- Student must have peaceful environment, and No one should be around the students at the time of Examinations. If anyone else found around the student, the examination of the student will not be considered valid and stand cancelled.

NOTE: In case of any confusion/problem concerned person may contact undersigned without any hesitation


 Dr. M. Mudassar Maqbool
 Controller of Examinations
 Ghazi University, D G Khan

CC:

- 1) PS to Vice Chancellor
- 2) Registrar
- 3) Treasurer
- 4) Chairman's/HOD, s/Teacher-In charges of all the Academic Departments
- 5) Directors Student Affairs
- 6) In-charge university website with request to please upload for information of the students
- 7) Security Officer
- 8) Motor-pool In charge
- 9) Office File