



HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

ASSESSMENT & EXAMINATION POLICY FOR ONLINE TEACHING

(Approved by the Online Academic Council)

General Background/Purpose

1. Online teaching is in practice worldwide since very long. However, its importance and benefit was realized in real sense when first time in the history, the whole world went into virtual environment due to COVID-19. The universities in Pakistan activated online teaching under HEC guidelines. This was a new experience for faculty, students and administration. Standard practices for assessment and examination are required to be revisited to make them compatible with online teaching environment. The Assessment and Examination Committee of HITEC university in its first meeting held on May 13, 2020, keeping in view the directions of the meeting of Chairman HEC with VCs and Rectors of the universities of the country, approved the revised mechanism for assessment and examination of quizzes, assignments, labs, Final Year Design Projects (FYDPs) along with grading scheme. The committee also approved the revised academic calendar of Spring Semester 2020 to complete the semester in time without compromising on the quality of education and assessment and at the same time providing the summer semester to all those students who want to improve their grades or clear Fs. The revised policy will be implemented according to the need for quizzes, assignments, labs, exams and FYDPs: -

Principles of Assessment Policy

2. The assessment policy of HITEC university is based on following principles in line with HEC Policy Guidance No.7:

a. No Promotion without Assessment

Students shall not be promoted without conducting any form of assessment, based merely on their past performance.

b. Semesters Not to Be Wasted

HITEC University started online classes without any delay with effect from March 23, 2020 and is following HEC guidelines on online teaching. The spring semester 2020 will be completed within stipulated time period.

c. Performance Evaluation Metric

Letter grade will be used for performance evaluation as per HITEC university approved grading policy.

d. Prevention of Cheating, Unpermitted Collaboration, and Plagiarism

‘Truth’ is key word in the University Motto, **“In Truth I Triumph”**. The university observes zero tolerance on cheating. In the prevailing situation on online teaching environment, all stake holders are sensitized to ensure their moral obligation to observe academic honesty. However, University will reiterate to its students to remain very careful as the University rules are very strict for resorting to dishonesty or cheating.

e. Grievance Mechanism

The ‘Students Complaints Redressal Committee’ is functional since April 2020. The student may launch their grievances, complaints or suggestions through Suggestion/Complaints link available on the university website.

Online Assessment of Mid-Term and Final Examination (Theory)

3. The following policy will be followed by each faculty member for Mid-Term and Final examinations of theory part of the subjects through online using viable platform/tool by ensuring that students appear online while keeping the sanctity of the examination: -

3.1 Procedure / Plan of Action

a. The date sheet with time line of the Mid-Term / Final examinations shall be communicated to the students prior to the commencement of examinations.

- b. A question bank of Multiple Choice Questions along with short and long answer questions shall be prepared by the concerned faculty members for their subjects. Each question paper shall have a combination of different parts (MCQs, short questions and long questions) keeping in view the following:
- (1) The MCQs in question paper will be re-shuffled in order and re-shuffled options will be uploaded on approved IT Exam Platform with time limit by ensuring that no two students get the same MCQs in this part of the question paper.
 - (2) When the MCQs part is over, the short-answer questions will be displayed for the specified time. These short questions shall be conceptual for the attainment of mapped PLOs/CLOs and will require brain storming to write answers within the stipulated time. The answers of such questions will not be available in lecture or class notes, books or on internet.
 - (3) In the last part of the examination, long-answer questions will be given to the students for the specified time. These questions will be designed to again meet the PLO/CLO requirements. Each student will be required to make use of his/her professional concepts to answer these questions. The answers of such questions will not be available in lecture or class notes, books or on internet.
- c. The student will solve each part of the paper on approved IT Exam Platform and submit it within the allowed exam time.
- d. The attendance of the student will be marked automatically with the submission of solved paper through approved IT Exam Platform.
- e. The papers will be marked by the respective teachers and the result of the students will be compiled.
- f. After final examination, the faculty will compile the complete result of each subject according to online approved grading policy.

- g. The results will be discussed in the online or in-campus meeting of Board of Studies of the respective departments and the recommended results will be sent to Controller of Examinations by the concerned HoD.
- h. The Controller of Examinations will present the complete results of all courses including the Lab Exam results to the concerned Board of Faculty for discussions and approval of results through its online or in-campus meeting.

Online Lab Assessment Final Examination

4. The following policy will be followed by each faculty member for Lab Examinations of practical part of the courses through online using viable platform/tool by ensuring that students appear online while keeping the sanctity of the examination: -

4.1 Procedure / Plan of Action

- a. The date sheet with time line of Lab examinations shall be communicated to the students prior to the commencement of examinations.
- b. The concerned teacher with his/her Lab Teacher/Engineer/Demonstrator will assess the labs in two parts.
- c. The first part will include the assessment of the online reports submitted by the students. The reports can be assessed for each student individually or in groups and will carry 60% of the total marks.
- d. The second part will include online examination through Viva/MCQs/short questions by the faculty member from the students using suitable IT platform. Para 3.1 b will be applicable for MCQs and short-answer questions. This part of assessment will carry 40% of the total marks.
- e. After final examination, the faculty will compile the complete result of the subject lab according to online approved grading scheme.
- f. The results will be deliberated in the online or in-campus meeting of Board of Studies of the respective departments and the recommended results will be sent

to Controller of Examinations for presenting it to the concerned Board of Faculty for its approval.

Assessment of Final Year Design Project (FYDP)

5. The following policy will be followed by each Project supervisor for assessment of FYDP through online using viable platform/tool by ensuring that students in the group appear online while keeping the sanctity of the examination: -

5.1 Procedure / Plan of Action

- a. The students will frequently interact with their Project Supervisor(s)/Advisor(s) for timely completion of FYDP. During this tenure, they can use simulation based software packages, remotely accessed HEC digital library services, and open access research links available at official website of HITEC University.
- b. The students are allowed to complete their FYDP report based on the simulation based results only.
- c. The students will send softcopy of FYDP report to their Project Supervisor(s)/Advisor(s) for proof-reading and format checking on the date notified by the respective HoD. The Project Supervisor(s)/Advisor(s) will check the quality of work, written material in the report and formatting.
- d. Students are to get the FYDP report checked for plagiarism from Project Supervisor(s)/Advisor(s). Reports having less than 20% plagiarism will be accepted.
- e. The Project Supervisor(s)/Advisor(s) will send the FYDP report by email to FYPC along with UG-7 Form declaring that the report has been checked in all aspects.
- f. The FYPC will forward submitted reports to the concerned evaluators and examiners soon after the reports are submitted to FYPC.

- g. Project Supervisor(s)/Advisor(s) and examiners will highlight errors and shortcomings in the FYDP report. Students are bound to rectify these highlighted errors and short-comings before the submission of the final copy of FYDP.
- h. The FYPC will forward the FYDP presentation schedule to the faculty members and examiners.
- i. The students will send their FYDP presentation slides to their Project Supervisor(s)/Advisor(s) who will forward the final slides to FYPC by email after checking the material and the format of the presentation.
- j. The online FYDP presentations will be scheduled from June 22, 2020 to July 03, 2020 as per revised Academic Calendar through Skype or other appropriate tool/package. The Project Supervisor(s)/Advisor(s) will ensure the internet connectivity for the smooth conduct of the presentation.
- k. Final FYDP presentations will be of duration of 25 minutes followed by 10 minutes of question-answer session or as suggested by concerned HoD.
- l. The CLO/PLO based evaluation forms (UG-4(b)) will be forwarded to the advisors, evaluators and examiners who will submit the evaluation filled form to FYPC after the presentation.
- m. Students are required to submit the final copy of the FYDP, framed poster, CD, plagiarism report and summary of the project to FYPC.
- n. FYPC will issue clearance, only after which the transcripts will be issued to students.
- o. The result of the students will be compiled on the basis of above-mentioned online FYDP assessment.
- p. Upon formal opening of university for academic purposes, after July 15, 2020, the students will be allowed to use labs for completion of their fabrication part. The students will not be charged additionally for using university resources.

Assessment of Online Quizzes

6. The following policy will be followed for Online Quizzes to assess the students in online mode as a true assessment spirit of quizzes in direct mode of regular teaching through viable platform/tool by ensuring that students appear online while keeping the sanctity of the examination: -

6.1 Procedure / Plan of Action

- a. The faculty members are required to develop question bank of sufficient numbers on subject including MCQs with single best answer, filling in blanks, crisp-short answer and long-answer questions.
- b. Questions should have clarity and must be free of ambiguities. Options like none of these or all of these shall be avoided.
- c. Well-constructed questions should be designed considering appropriate level of difficulty for the candidates.
- d. While constructing a paper from a bank of MCQs, care should be taken to ensure that there is a balanced spread of questions across the subject matter of the course being tested.
- e. A fair or defensible MCQs-based exam should be closely aligned with the syllabus.
- f. The reshuffling option of IT-environment must be exploited so that paper appears differently to each student.
- g. Quiz can also be prepared from given assignments, mini-projects and reports.
- h. Quiz with MCQs, short and long answer questions (any one option or combination of more than one options as per decision of the concerned teacher) may be conducted to accommodate the CLOs.
- i. The concerned faculty member will mark quizzes and prepare results.
- j. The marks weightage of quizzes will be as per approved grading scheme.

Undergraduate/Postgraduate Grading Scheme

7. The Committee approved the following grading scheme for Spring Semester 2020: -

a.	End Semester Exam (Final Exam)	40%
b.	Mid-Semester Exam (a) MCQs/Short Question/Long Questions (20%) (b) Reports/Mini Projects/Own Time Work (10%)	30%
c.	Assignments	20%
d.	Quizzes	10%

Options Available to Students with Limited/No Connectivity or any other Valid Reason

8. The University conducted student survey on the request of QAA-HEC to access the internet connectivity of the university students on their Survey Form. The results revealed that 95% students have internet access and remaining 5% who do not have the access are managing by visiting nearby places. Despite this, the students who don't appear or want to appear for online assessment and exams due to connectivity issues or any other valid reason may have following options:

- a. exams may be arranged at the respective department after opening of the University
or
- b. separate online exams on the selected stations if possible by the university
or
- c. freezing of semester.

The students exercising options (a), (b), and (c) will apply to the respective HoD with proper justification prior to the commencement of the examination. The students opting for the

conduct of exams after opening of the university (option 1) will avail Summer Semester only for previous semester courses.

Students Complaints Redressal Committee

9. Students Complaints Redressal Committee is working since April 10, 2020. The students may launch their grievances or complaints through link Suggestion/Complaints available on university web site.

a. Composition of committee

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|-----|--|----------|
| (1) | Engr. Iftikhar Rehman | Chairman |
| | Controller of Examinations | |
| (2) | Mrs. Huma Fawad, DSA | Member |
| (3) | Mr. Muhammad Rehan, DDSA | Member |
| (4) | Ms. Irum Mushtaq, Lecturer, EED | Member |
| (5) | Mr Alla ud Din Khan, Students Affairs Office | Member |

b. Powers & Duties.

This committee shall:

- (1) Ensure easy access to the Students Complaints Portal for receiving complaints from the students.
- (2) Obtain full information about the obstacles being faced by the students in accessing online materials, including their location, the service quality in their area of residence, and their access to devices and connections.
- (3) Compile and evaluate the complaints or grievances of the students lodged on the Portal and address their concerns with patience.
- (4) Forward the complaints or grievances to the concerned Deans and Chairpersons for their timely redressal.

- (5) Obtain feedback on the submitted and redressed complaints or grievances from the students.
- (6) Inform OAC regarding nature of complaints or grievances and remedial measures to avoid such complaints in future.
- (7) Keep confidentiality of the complainants or grievances.
- (8) Write SOPs for:
 - (a) Easy Access to Students for Receiving Complaints on Daily Basis
 - (b) Evaluation of Received Complaints or Grievances
 - (c) Redressal of Complaints or Grievances
 - (d) Feedback from the Student for closing each Received/Redressed Complaints or Grievances

Revised Academic Calendar Spring Semester 2020

10. The Committee approved the following revised Academic Calendar for Spring Semester 2020 for all programs except BS Civil Engineering Program.

Revised Academic Calendar Spring Semester 2020			
(Except BS Civil Engineering Program)			
Undergraduate/Postgraduate Spring Semester 2020			
	Start Date	End Date	
Spring Semester Begins	February 10, 2020		
Last date of Enrolment/Add/Drop Classes	March 02, 2020		
Classes	February 10, 2020	Friday, March 13, 2020	
University Closed due to COVID 2019			
1st Sessional Examination	March 16- 20, 2020 (Not held due to Closure of University)		
Commencement of Online Classes			
On line Classes	March 23, 2020	Friday, April 24, 2020	
2nd Sessional Examination due to Closure of University)	April 27 - May 01, 2020	Revision/Students Queries	
On line Classes	May 04, 2020	Friday, June 05, 2020	
Mid Semester Examination	June 08, 2020	Friday, June 12, 2020	
Classes	June 15, 2020	Friday, June 19, 2020	
FYDP Presentations for Final Year Students/ Exam Prep for other students	June 22, 2020	Friday, June 26, 2020	
Exam Prep	June 29, 2020	Friday, July 03, 2020	
Final Examination	July 06,2020	Friday, July 10, 2020	
Departmental Board of Studies meeting	Tuesday, July 14, 2020		
Submission of result to CoE	Wednesday, July 15, 2020		
Board of Faculty Meeting	Wednesday, July 22, 2020		

Notification of Semester Result	Thursday, July 23, 2020		
Summer Semester 2020			
Summer Semester Begins	July 13, 2020	-	-
Online or On Campus Classes	July 13, 2020	Friday, August 07, 2020	
Mid-Term Examination	August 10, 2020	Friday, August 14, 2020	
Classes	August 17, 2020	Friday, September 11, 2020	
Final Examination	September 14, 2020	Friday, September 18, 2020	
Commencement of FALL Semester 2020 (September 07, 2020)			
Gazette Holidays -2020			
February 5, 2020	Kashmir Day		
March 23, 2020	Day		
May 1, 2020	Labor Day		
May 24- 26, 2020	Eid-ul Fitar (subject to moon appearance)		
August 14, 2020	Independence Day		
August 01-03, 2020	Eid-ul-Adha (subject to moon appearance)		
August 28-29, 2020	Aashura (subject to moon appearance)		
October 29, 2020	Eid Milad-un Nabi (subject to moon appearance)		
December 25, 2020	Quaid-e-Azam Birthday		

Revised Academic Calendar Spring Semester 2020 for Civil Engineering

11. The Committee approved the following revised Academic Calendar for Spring Semester 2020 for Civil Engineering Department.

Revised Academic Calendar Spring Semester 2020			
(For BS Civil Engineering Program Only)			
Undergraduate Civil Engineering Spring Semester 2020			
Events	Start Date	End Date	Weeks
Spring Semester Begins/ Classes	Friday, March 09, 2020	Friday, March 13, 2020	1 week
University Closed due to COVID 2019			
Classes (Not held due to Closure of University)	March 16 – March 20, 2020		1 week
Commencement of Online Classes			
Online Classes	Monday, March 23, 2020	Friday, April 10, 2020	3 weeks
1st Sessional Exams (Not held due to Closure of University)	April 13 – April 17, 2020	Online Classes	1 week
Online Classes	Monday, April 20, 2020	Friday, May 29, 2020	6 weeks
2nd Sessional Exams (Not held due to Closure of University)	June 01 – June 05, 2020	Online Classes	1 week
Mid Semester Examination	Monday, June 08, 2020	Friday, June 12, 2020	1 Week
Online Classes	Monday, June 15, 2020	Friday, July 10, 2020	4 weeks
Lab Sessions – Part-II	Monday, July 13, 2020	Friday, August 07, 2020	3 weeks
Final Examination	Monday, August 10, 2020	Sunday, August 18 2020	
Departmental Board of Studies meeting	Friday, August 21, 2020		
Submission of result to CoE	Friday, August 21, 2020		

Board of Faculty Meeting	Monday, August 24, 2020
Notification of Semester Result	Wednesday, August 26, 2020

Commencement of FALL Semester 2020 (September 07, 2020)

Gazette Holidays -2020

February 5, 2020	Kashmir Day
March 23, 2020	Pakistan Day
May 1, 2020	Labor Day
May 24- 26, 2020	Eid-ul Fitar (subject to moon appearance)
August 14, 2020	Independence Day
August 01-03, 2020	Eid-ul-Adha (subject to moon appearance)
August 28-29, 2020	Aashura (subject to moon appearance)
October 29, 2020	Eid Milad-un Nabi (subject to moon appearance)
December 25, 2020	Quaid-e-Azam Birthday