



# **HITEC UNIVERSITY TAXILA**

## **OFFICE OF THE REGISTRAR**

### **ASSESSMENT & EXAMINATION POLICY**

#### **FOR ONLINE TEACHING**

*(1<sup>st</sup> revision for Spring Semester 2021)*

#### **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. 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, recommended the revised mechanism for assessment and examination of quizzes, assignments, labs, Final Year Design Projects (FYDPs) along with grading scheme. The committee also recommended 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. This policy was approved by Online Academic Council and implemented in true spirit successfully and Spring Semester 2020 and Summer Semester 2020 completed in time. The Spring Semester 2021 started in hybrid mode with 50 % physical strength and 50 % online under strict COVID-19 safety protocol. The Sessional-I examination was in progress in physical mode under COVID-19 safety protocol. Unfortunately, due to third wave of Corona the university was closed as per instructions of the government and all academic activities once again went completely online and Sessional-I examination in progress was postponed. In order to save precious time of the student and timely completion of Spring semester 2021, the Assessment and Examination Committee of HITEC university re-examined the Assessment & Examination Policy for Online Teaching 2020 keeping in view the existing scenario and recommended revision accordingly with revised calendar Spring Semester 2021 to complete the semester in time without compromising the quality of education & assessment and at the same time providing the summer semester to all those students who want to improve their grades or clear Fs.

## **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**

The spring semester 2021 will be completed within stipulated time period by conducting theory classes in hybrid /online mode as per the government guide lines under strict control of COVID-19 safety protocol.

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 Assignments, Quizzes, Sessional and Final Examination (Theory)**

3. The policy to be followed by each faculty member is given below for assignments, quizzes, Sessional-I, II 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 Online Quizzes and Assignments**

Assignments and quizzes would be assigned and conducted as follows:

- a. Quiz                                    min 2/ Cr Hr
- b. Assignments                        min 4 for 3 Credit Hour Course  
    min 3 for 2 Credit Hour Course  
    min 2 for 1 Credit Hour Course

Quizzes and assignments shall be scheduled uniformly amongst Sessional-I, II, final examination and will be graded according to the HITEC University policy.

### **3.2 Procedure/Plan of Action for Online Assessment (Engineering and Non-Engineering Courses except Mathematics)**

- a. The date sheet with time line of the Sessional I, II and Final examinations shall be communicated to the students prior to the commencement of examinations.
- b. A question with short and long answer questions shall be prepared by the concerned faculty members for their subjects keeping in view the following:
  - (1) In the first part of the examination, 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.
  - (2) In the second 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 discussion and approval of results through its online or in-campus meeting.

### **3.2 Procedure/Plan of Action for Online Assessment (Engineering and Non-Engineering Courses of Mathematics)**

The following policy will be followed by faculty member teaching mathematics to Engineering and Non-Engineering students for Sessional I, II and Final examinations through online using viable platform/tool by ensuring that students appear online while keeping the sanctity of the examination: -

- a) Sessional I, II examination for all the mathematics courses (Engineering and Non-Engineering) will be of 50 marks containing 5 long questions with 3 parameterized questions of 12 Marks each to ensure the unique nature of the problem for each student and 2 non parameterized questions of 7 Marks each.
- b) Time allowed for each parameterized question will be 30 minutes including uploading time and 15 minutes for each non-parameterized question including uploading time.
- c) Each question will be uploaded on a separately in Google Class Room in an orderly manner one by one (from Question No 1 to 5) and solution will be required to be uploaded by the students within allowed time limit for each question.
- d) Students will be required to solve all the questions on A4 paper with their Name, Section and Registration number clearly mentioned at the top of each page.

### **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 by short answer questions by the faculty member from the students using suitable IT platform. 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 lectures or class notes, books or on internet. 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 held according to the schedule notified by the department. 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, the students may 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.	Sessional I & II Examinations (a) Short Question/Long Questions:20 - 30 % (b) Reports/Mini Projects/Own Time Work (optional): 10 % <i>(if option (b) is opted, then option (a) will carry 20 % weightage)</i>	30%
c.	Assignments	15%
d.	Quizzes	15%

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

8. The students who don't 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. One-on-One Oral Exam may be scheduled on video conference platform or
- d. freezing of semester.

The students exercising option (a), (b), (c), and (d) will apply to the respective Chairperson with proper justification prior to the commencement of the examination. The students opting for the conduct of exams after opening of the university (option-a) 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

(1) Engr. Iftikhar Rehman

Chairman

Controller of Examinations



- (2) Mrs. Huma Fawad, DSA Member
- (3) Ms. Irum Mushtaq, Lecturer, EED Member
- (4) 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

## Academic Calendar

The academic calendar as notified by the university will be followed and revised academic calendar for Spring Semester 2021 is given below.

<b>Revised Academic Calendar Spring Semester 2021</b>					
<b>Undergraduate Spring Semester 2021</b>					
<b>Spring Semester Begins --- Monday, February 08, 2021</b>					
S. No.	Weeks	From -To	Semester	Activity	Mode
01	1-4	Feb 08 – March 06, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Teaching	Physical
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd	Teaching	Online
02	5-6	March 08 – 19, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Teaching	Online

			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd	Teaching	Physical
03	7	March 22 – 26, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Teaching	Online
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd	Ist Sessional Examination	Physical
04	8	March 29 – April 02, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Ist Sessional Examination	Physical
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd	Teaching	Online
05	9-12	April 05 - April 30, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Teaching	Online
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd		
06	13	May 03-08, 2021 -	2 <sup>nd</sup> & 4 <sup>th</sup>	2 <sup>nd</sup> Sessional Examination	Online
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd		
07	14-18	May 10 – June 11, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Teaching	Online
			6 <sup>th</sup> & CS 3rd	Teaching	Online
	14-17	May 10 – June 04, 2021	8 <sup>th</sup>	Teaching	Online
	18	June 07 – 11, 2021	8 <sup>th</sup>	Teaching/ FYDP Presentations	Online
08		June 14 – 18, 2021	2 <sup>nd</sup> & 4 <sup>th</sup>	Final Examination	*Online/Physical
			6 <sup>th</sup> & 8 <sup>th</sup> and CS 3rd		
<b>Postgraduate Spring Semester 2021</b>					
09	1-6	Feb 08 – March 19, 2021		Teaching	Physical
10	7	March 22 – March 26, 2021		Ist Sessional Examination	Physical
11	8-12	March 29 – April 30, 2021		Teaching	online
12	13	May 03-07, 2021		2 <sup>nd</sup> Sessional Examination	*Online/Physical
13	14-18	May 10, 2021 - June 11, 2021		Teaching	online
14.		June 14 – 18, 2021		Final Examination	*Online/Physical
*subject to the instructions of Government					
Departmental Board of Studies meeting		Friday, July 02, 2021			
Submission of result to CoE		Monday, July 05, 2021			
Board of Faculty Meeting		Tuesday, July 13, 2021			
Notification of Semester Result		Friday, July 16, 2021			
<b>Summer Semester 2021</b>					
Summer Semester Begins		Monday, June 21, 2021			
Classes		Monday, June 21, 2021	Friday, July 16, 2021	4 weeks	
Mid Term Examination		Monday, July 19, 2021	Friday, July 23, 2021	1 Week	
Classes		Monday, July 26, 2021	Friday, August 20, 2021	4 weeks	
Final Examination		Monday, August 23, 2021	Friday, August 27, 2021	1 Week	
<b>TENTATIVE FALL - 2021</b>		<b>(Begins September 13, 2021 )</b>			
Gazette Holidays 2021					
February 5, 2021		Kashmir Day			
March 23, 2021		Pakistan Day			
May 1, 2021		Labor Day			
May 13- 14, 2021		Eid-ul Fitar (subject to moon appearance)			
August 14, 2021		Independence Day			
July 10-11, 2021		Eid-ul-Adha (subject to moon appearance)			
August 8-19, 2021		Aashura (subject to moon appearance)			
October 19, 2021		Eid Milad-un Nabi (subject to moon appearance)			
December 25, 2021		Quaid-e-Azam Birthday			