

Controller of Examinations
Shaheed Benazir Bhutto Women University, Peshawar

No. 2173 /Exams
Dated: 16.10.2020



☎ Phone: 091-9224713

NOTIFICATION

It is to notify for the information of all concerned that in wake of COVID-19, Mid Term Examinations of MA / M.Sc. / MBA will be carried out ON-LINE with the following instructions.

(a) Time Line Conduction of Examination & Date Sheet:

- On- Line Examination will be Conducted w.e.f. 22nd October, 2020 through MS Teams.
- Duration of online Examinations will be 6 working days.
- Online Examination of the 2nd & 4th semesters shall be conducted on the same day in two shifts as per following Time Schedule:
2nd Semester 9:00 AM —11:00 Am- 1st shift
4th Semester 12:00 Noon—2:00 PM - 2nd shift
- Each Course instructor will take online Exam of her own class as an examiner.
- Departmental Date Sheet must be submitted on 19th October, Monday not later than 10:00 AM on the ID deputycontrollerexams@sbbwup.edu.pk
- Submission of the Award Lists with respective student attendance sheets must be submitted to the office of Deputy Controller Examinations (DC-1) on 4th November 2020 (Wednesday)

(b) Monitoring of Examinations:

- The Controller of Examinations shall Monitor the whole process of Online Examinations and shall be liable to take disciplinary actions, in case, if any 'unfair means' observed during the process of online Examinations.
The services of the members of Technical Committee will be required for the smooth conduction of said online Exam, if needed.

(c) Assessment Policy for the Mid Term On Line Exams:

- The weightage of Marks for the Mid Term Exams will be 30%.
- The Marks distribution & the Assessment pattern will be as follows:

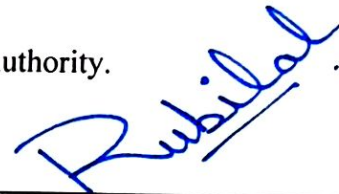
Nature of Assessment Items	Weight age	Distribution
• Objective Type Questions	10%	• 10 MCQs of standard quality (One Mark for each item)
• Short Questions / Answers	10%	• 05 Questions 02 marks for each items
• Viva-Voce Examinations to be conducted by	10%	-

(d) Special Instructions for Students & Concerned Departments:

- Students & the concerned departments will have to make sure the internet connectivity during the whole process, with prior consultation with IT section stake holders.
- Students & internal Examiners are to consider time constraints of online Examinations i.e. time duration should strictly be followed from both the ends for smooth accomplishment of the process.
- Both students & the internal Examiners must observe and maintain the academic discipline of the Examinations.
- Each student must ensure their availability/attendance to attempt the online Examinations. In case if a student fails to attempt the online Exams, her request to attempt that exam again, shall not be entertained at all.
- No special exams shall be arranged for any student against any of her application or request.

Good understanding of the above mentioned policy and instructions shall highly be appreciated and will be of vital importance for the smooth conduction of the said Examinations.

This is issued with the approval of the Competent Authority.



Controller of Examinations

No. 2174-80/Exams

Copy to:

1. All concern Teaching Departments
2. PA to Registrar
3. Admin Officer
4. Deputy Registrar (Monitoring & Affiliations)
5. Deputy Registrar (Admission Section)
6. Publication Officer
7. Provost



Controller of Examinations