

Controller of Examinations
Shaheed Benazir Bhutto Women University, Peshawar

Dated: 15.07.2020



Phone: 091-9224716

NOTIFICATION

It is to notify for the information of all concerned that in wake of COVID-19, all the academic activities are to be carried out online, as per the directions of HEC. In this regard, the following instructions are designed by the undersigned for the conduction of with held BS Final Term online Examinations, July 2020.

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

- On- Line examination of the following subjects in BS Program will be Conducted on 20th July, 2020 (Monday) through MS Team software as per details given below:

Departments	Semester	Paper	Strength	Timings
i) Art & Design ii) Urdu iii) Mathematics	3 rd	Psychology	30 (1 st Shift) 30 (2 nd Shift)	8:30 AM – 11:30 AM 12 Noon – 3:00 PM
i) Microbiology ii) Chemistry	1 st	Mathematics	87 (1 st Shift) 87 (2 nd Shift)	8:30 AM – 11:30 AM 12 Noon – 3:00 PM
i) English	1 st	Islamic Studies	56 (1 st Shift) 56 (2 nd Shift)	8:30 AM – 11:30 AM 12 Noon – 3:00 PM

- Each Course instructor will take online Exam of her own class as an examiner.

(b) Monitoring of Examinations:

- The Controller of Examinations or the Deputy Controller of Examinations (DC-II) 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.

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

- The weightage of Marks for the Final Term Exams will be 50%.
- The Marks distribution & the Assessment pattern will be as follows:

Weight age	Nature of Assessment items	Distribution
30% objective items	• MCQs Type items (10%)	• 10 MCQs of standard quality (One Mark for each item)
	• Short Q/Answer type items (20%)	• 10 Questions (2 marks for each item)
10% conceptual Assignment	The topic for the assignment will be assigned by the instructor to each student and it will be mandatory for the student to attempt that at the same time.	
10% Viva voce Examinations from the course	Course instructor is required to take viva voce Exams from each student.	

(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.

Dr. Rubi Bilal
Controller of Examinations

Copy to:

1. All concern Teaching Departments
2. PA to Registrar
3. Deputy Registrar (Monitoring & Affiliations)
4. Deputy Registrar (Admission Section)
5. Deputy Director (IT)

Dr. Rubi Bilal
Controller of Examinations