


Controller of Examinations
Shaheed Benazir Bhutto Women University, Peshawar

Dated: 15.07.2020

 **Phone: 091-9224713**



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 BS-4 Year Program Mid Term online Examinations, July 2020.

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

- On- Line Examination will be Conducted w.e.f 22nd July, 2020 (Wednesday) through MS Teams.
- Duration of online Examinations will be 7-8 working days.
- Online Examination of the 2nd, 4th, 6th & 8th Semesters shall be conducted on the same day in two shifts as per following Time Schedule:

2nd & 4th Semesters 8.30 AM -----10.30 Am- 1st shift

6th & 8th Semesters 11.00 AM-----1.00 PM - 2nd shift

- Each Course instructor will take online Exam of her own class as an examiner.
- Furthermore, all the Incharges are directed to submit the departmental Datesheets till i.e 16th July 2020, Thursday.
- Common Courses i.e English-II, Pakistan Studies and Mathematics-II will be conducted as per the schedule provided by the Department.

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

Weight age	Nature of Assessment items	Distribution
10% objective items	MCQs Type items (10%)	<ul style="list-style-type: none">• 10 MCQs of standard quality (One Mark for each item)
10% Question & Answers	Short Q/Answer type items (10%)	<ul style="list-style-type: none">• 05 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 within the given time.	

(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. Admin Officer
4. Deputy Registrar (Monitoring & Affiliations)
5. Deputy Registrar (Admission Section)
6. Publication Officer
7. Provost



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