



**Controller of Examinations**  
**Shaheed Benazir Bhutto**  
**University of Veterinary and Animal Sciences Sakrand**

24.06.2020

**SOPs for DVM Students for Online Examinations 2020 (odd semesters)**

As per the guidelines of HEC for online examinations and assessment (Reference: *Covid-19 Guidance No.6 -Assessments & Examinations*)<sup>1</sup>, the SOPs duly approved by Online Accreditation Committee (OAC) for the Regular/Final Examination of **1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semester 2020** of 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> & 5<sup>TH</sup> Prof. DVM respectively are hereby **NOTIFIED**.

1. All the students are advised to fill the online examination form on/before due date/time otherwise the system will not accept any form after due date/time.
- 2.
3. The attendance of all students shall be observed electronically in accordance with the policy matter.
4. The exam of theory will be conducted as **Open Book Exam**. Students must attempt the open book exam within 24 hours according to the scheduled timings provided in the timetable.
5. For semester system in theory students will get 04 Questions with equal Marks per question. All questions must be attempted.
6. **Distribution of Marks for Theory/Practical**

There shall be 20 marks each for theory as well as practical for each credit hour.

Theory	Mid Semester Test	Assignment	Final Test		Total
	5 (25%)	3 (15%)	12 (60%)		20
Practical	Practical Journal	Assignment	Attendance	Oral Exam (Viva Voce)	Total
	2 (10%)	2 (10%)	2 (10%)	14 (70%)	20

7. For practical the Viva Voce will be conducted one-on-one oral examination.
8. Students are directed to avoid plagiarism and unpermitted collaboration in their own interest. Use of unfair means captured through software(s) will reflect on award of marks. Students with similar answers of questions or text copied from websites will have to face the consequences according to code of conduct.
9. All students will get the take home Open Book Exam at the same time and must submit it back within a stipulated time period (i.e. 24 hours). The question paper will be sent to the students as an assignment in MS Teams.
10. The students must submit the solution (answers to the questions attempted by them) using MS Teams Assignment option.
11. The oral examinations of all DVM classes shall be conducted one-on-one (max. 20 students per group) within 02 hours, according to the timetable.

12. The regular students are directed to fill the online examination form (hard copy not required).
13. The repeater students appearing in the papers failed in previous semester(s) are also directed to fill the online exam form however they are advised to send the print copy of examination form as well as exam fee challan to the Controller of Examination SBBUVAS, Sakrand through surface mail/courier.
14. The students (regular/repeaters) those fill the examination forms with late fee are advised to send the late fee challan to the controller of examinations through surface mail/courier.



Dr. Zahid Iqbal Rajput  
Controller of Examinations

<https://hec.gov.pk/english/Pages/Covid-19-Guidance.aspx>