



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

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This is with reference to the meeting of Online Accreditation Committee (OAC) held on 28th Dec, 2020, wherein it was decided that examinations of DVM degree program will be conducted online based on the HEC guidelines and according to the scheduled dates as per SBBUVAS revised Academic Calendar 2020. And that, the OAC has approved a policy for online examinations at the Shaheed Benazir Bhutto University of Veterinary & Animal Sciences, Sakrand .

The proposed procedure for conducting online examinations and assessment is attached for your approval. Permission is also requested to upload the procedure on the SBBUVAS official website for information for teachers and students.

Procedure of Conducting Online Examinations (even semester) 2020 and Assessments under Semester System for DVM Degree Program

According to the policy approved by SBBUVAS OAC, two assessment strategies of examination will be adopted from the set of options provided in the HEC guidelines for the Semester examinations:

- 1) Open Book Exam (For Theory exam)
- 2) One-on-One Oral Exam (For Practical exam)

It is also important to mention that **management and staff of the examination department** plays a key role in conducting the examinations, collecting the results from teachers, tabulation/ checking of results and finally announce the results. However, in the coming exams most of these tasks will be performed **online** using the software tools provided by the Computerization and Networking Section (CNS).

In this connection, following guidelines are proposed for Academic Administrative heads / Teachers of concerned Faculties and concerned staff of examination department to perform their tasks in the **online examination and assessment process**.

- 1) One staff member from examination department for each faculty shall support accordingly to Academic administrative Heads / Teachers and students accordingly and shall monitor the examinations timetable.
- 2) The faculty coordinators and Head of Invigilator/Factotum shall monitor the online examinations with respect to starting/ending timings of the examinations open book exam and oral exam.
- 3) The Controller of Examinations (COE) shall monitor overall examinations accordingly.
- 4) MS Teams and MS OneNote Class Notebook will be used by teachers to conduct the **i) Open book exam** and **ii) One-on-one oral exams** approved by the OAC. The management and staff members of the examination department will have to join the class teams (in MS Teams) to be part of the examination process.
- 5) For the sessional marks, all the Mid-semester tests, assignments should be completed by the teachers before final exam. Attendance marks should be given by the teacher based on eligibility and the attendance of student before and during online classes.

- 6) The attendance of all students shall be observed for office record and shall be provided to the examination department along with results in Softcopy /Hardcopy (in duplicate) accordingly.
- 7) The total time of conducting Theory paper can be attempted within 24 hours from the scheduled time.
- 8) The oral examinations of DVM students shall be conducted one-on-one (Maximum 20 students per group) in two hours. The teacher will create a separate MS Team for individual groups for oral examinations to maintain discipline during the online oral examination.
- 9) Question paper shall contain four (04) questions (60% of total marks in theory) for the final exam)
- 10) Questions should not be of basic nature. The questions should be such that the students must use their learning and knowledge to answer.

11) Trainings:

- The CNS department has already been provided the trainings to COE/the examinations staff for conducting online examinations on Monday June 22, 2020 (during odd semester).
- The CNS department will record a video for faculty members specifically for how to use MS Teams and MS OneNote Class Notebook for conducting the open book exam and one-on-one oral examination. The training video will be available on the website and line will be shared with Faculty Deans and Academic Coordinator for forwarding to the faculty members.
- Use of **i) MS Teams** (for oral exam), **ii) MS OneNote Class Notebook** (for open book exam), **iii) MS OneDrive** (for storing the files submitted by students in a secure way) will be covered in the trainings.

12) The Online Examination, Assessment and Result Announcement Process

Following process will be adapted to conduct online exams, assessment and result announcement:

Preparation for Exams:

- i. The faculty coordinators will send the examinations timetables and eligible lists of students to the controller of examination through for approval.
- ii. The examination department will send the timetables/ verified eligible lists of students to the Incharge CNS for publishing on website. The examination department will also send a notification of commencement of examinations to the faculties for information of teachers and students.
- iii. The CNS department will create a separate portal for examination department. The controller will send the timetables, lists of eligible students to CNS for publishing on website.

- iv. With the consultation of COE, Academic Coordinator will share the timetable and class-wise list of eligible students to the concerned teachers.

Execution of exams:

- v. On the examination day and time, the teacher will create the assignment for **open book exam** and share the assignment with the students **strictly according to the examination timetable**. The timeslot allowed for the open book exam will be monitored by the teacher, Coordinator and Factotum together with the examination staff.
- vi. The student will receive the assignment for open book exam and submit the solution online (using MS Teams, Notebook) within the allowed time duration (i.e., 24 hours).

Assessment

- vii. The teacher will get the submission of open book exam, grade the assignments and create the award list (in the conventional way). The teacher is not allowed to share the results with students.
- viii. The teachers will send the result (award list) within allowed time duration through email to the controller office using the specified format of award list. The teacher will also send the signed result in the sealed envelopes to the examination department.
- ix. The teachers must maintain the soft copy of the answers submitted by students in a separate folder for every exam in an organized way. This will be required in case of complaints for re-assessment or errors in awards lists. The teachers should save the folders in their storage available through MS OneDrive (covered in the training by CNS).

Results Formulation:

- x. Once results are submitted by the teachers, the **tabulator** (nominated faculty member) will inscribe the marks in award lists on result sheets/ledger. The **checker** (nominated faculty member) will check the result sheets/ledger as usual as previous practices. **The tabulation and checking tasks are not online**. Rather, those are performed at the department of examination to maintain the secrecy of examinations process accordingly.

Result Announcement:

- xi. After compiling the award lists as per rules, the examination department will announce the results accordingly.
- xii. The controller of examinations will notify the results to the CNS department for publishing on website at the portal of examination department.



Prof. Dr. Zahid Iqbal Rajput
Controller of Examinations

SOPs for Teachers for Online Examinations 2020 (even semesters)

As per the guidelines of HEC for online examinations and assessment (Reference: *Covid-19 Guidance No.6 - Assessments & Examinations*)¹, the SOPs duly approved by SBBUVAS Online Accreditation Committee (OAC) for the Regular/Final Examination of 2nd, 4th, 6th, 8th and 10th semesters 2020 of 1ST, 2ND, 3RD, 4TH & 5TH Prof. DVM respectively are hereby **NOTIFIED**. These SOPs are only for conducting the online examinations of courses/course work including theory and practical examinations. According to the policy approved by SBBUVAS-OAC, two assessment strategies of examinations will be adopted from the set of options provided in the HEC guidelines for the Semester examinations:

- (A) **Open Book Exam (Timed Window) for Theory Exam – A3Approach¹**
- (B) **One-on-One Oral Exam for Practical Exam – C2Approach¹**

Following sections provide details of the two type assessment strategies and other relevant issues.

(A) Open Book Exam (Timed Window) for Theory Exam

1. MS Teams and MS OneNote Class Notebook should be used by teachers to conduct the **Open book exam** and **One-on-one oral exam**.
2. Teachers are advised to complete the Mid-semester exams using online tests/assignments before regular exam.
3. For conducting the final exam as open book exam, the teacher will create an assignment with question paper in MS Teams and sent the assignment to students. The teacher must follow the timings announced in the timetable provided by the Academic Coordinator / Controller of Examinations.
4. The teachers shall receive the assignments for open book examinations within the allowed time duration i.e. 24 hrs. The teachers must configure the assignment timings in MS Teams so that the student should not be able to submit the assignment after the allowed time duration. This can be done by using the closing timings option in MS Teams assignments.
5. The open book exam of theory/practical (timing including start/close etc) will be monitored by the Academic Coordinator and Head Invigilator/Factotum or a designated staff member from the examination department to ensure coherence and discipline in the examination.
6. For the Semester theory examination (Final Test), the question paper shall contain 04 Questions (equal marks for each question) that is 60% of total marks in theory (Mid Sems, 25% + Assignment, 15% + 60% final test) for the final exam.

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	Journal	Assignment	Attendance	Oral Exam (Viva Voce)	Total
	2 (10%)	2 (10%)	2 (10%)	14 (70%)	20

- The questions should be of descriptive nature. Multiple choice questions or objective type questions should be avoided.
- The questions should be of such that the students must use their learning and knowledge to answer and produce the solution. Also, the questions must be clearly and carefully written keeping into consideration the syllabus, course contents and time needed to solve the questions.
- The questions must be based on required applications of knowledge of the student, rather than recalling memorized information.
- The teacher must mark and prepare the attendance of students attempting the open book exam and submit the same with the result.

(B) One-on-One Oral Examinations:

- One-on-One Oral examinations (C2 Approach)¹ shall be conducted for the final examination of practical of semester.
- The oral examinations of DVM students shall be conducted one-on-one (max. 20 students per group) within 02 hours, according to the timetable.
- MS Teams video conferencing should be used to conduct oral examination. Accordingly, teachers must mark and prepare the attendance of students appearing in the oral examination and submit the same with the result. The oral exam must be recorded by the teachers using the option available in MS Teams.

(C) Assessment and Results:

- The teachers are not allowed to announce or share the results with students or others on MS Teams, Emails, social media or any other means. The results will be announced officially only by the Controller of Examinations.

15. The teachers shall evaluate the assignments, create the award list and sent in soft copy to the Controller of Examinations email address (zahidrajput@sbbuvas.edu.pk). The teacher should also send the signed hard copy in the sealed envelope (in duplicate-02) including the award lists, question paper and attendance of students appeared in the exam. The award list should contain the sessional and final marks for theory and practical exams respectively accordingly.
16. The Soft copy of the award list (in MS Excel) can be collected from the Academic Coordinator/ Head Invigilator.
17. The teachers shall maintain the soft copies of answer files (solutions) received from the students in a separate folder for every examination in an organized way. It is recommended to use MS OneDrive folder space to store the answer files submitted by the students in a secure way. Teachers have access to OneDrive business license through university's official email address.



Prof. Dr. Zahid Iqbal Rajput
Controller of Examinations

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

SOPs for DVM Students for Online Examinations 2020 (even semester)

As per the guidelines of HEC for online examinations and assessment (Reference: *Covid-19 Guidance No.6 -Assessments & Examinations*)¹, the SOPs duly approved by Online Accreditation Committee (OAC) for the Regular/Final Examination of 2nd, 4th, 6th, 8th and 10th semesters 2020 of 1ST, 2ND, 3RD, 4TH & 5TH Prof. DVM respectively are hereby **NOTIFIED**.

1. The students, who have already submitted the examination forms in-person/on-campus/courier, have no need to fill the form again.
2. The attendance of all students shall be observed electronically in accordance with the policy matter.
3. 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.
4. For semester system in theory students will get 04 Questions with equal Marks per question. All questions must be attempted.
5. **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

6. For practical the Viva Voce will be conducted one-on-one oral examination.
7. 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.
8. 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.
9. The students must submit the solution (answers to the questions attempted by them) using MS Teams Assignment option.
10. 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.

- 11.** The regular students may download the exam form available on university website and courier hard copy to the controller of examinations SBBUVAS Sakrand.
- 12.** The repeater students appearing in the papers failed in previous semester(s) are also directed to download the exam form available on university website and send the print copy of examination form as well as exam fee challan to the Controller of Examination SBBUVAS, Sakrand through surface mail/courier.
- 13.** 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.



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