



WOMEN UNIVERSITY SWABI

Khyber Pakhtunkhwa, Pakistan
Website: www.wus.edu.pk

EXAMINATION POLICY FOR THE CURRENT SEMESTER 2020 IN THE PURVIEW OF COVID-19

(Issued on 28th May, 2020)

1. Background

In the month of March, the COVID-19 infection was reported in the country, as a result all the academic institutions were closed on March 13, 2020. In response to the directives of the HEC, Women University Swabi along with other universities shifted to online teaching with effect from March 23, 2020 to cover the remaining lectures of semester. The online classes have been concluded on May 22, 2020. The Federal Government and Higher Education Commission, Islamabad has been issuing several directives regarding the educational Institutions and the policy guidelines for the promotion of students to the next semester/year of academic programs in the prevailing situation due to COVID-9 pandemic. Keeping in view the emergency situation in the whole country face-to-face teaching, holding exam and admissions in traditional way is not possible. Therefore, the universities have been asked to devise SOPs and mechanism for Examinations and Admissions. In this backdrop a meeting of Interim Committee/Online Academic Council, which was constituted in light of directives of HEC and approved in the 15th meeting of the Academic Council, was held online on *Saturday, May 16, 2020 at 03:00 PM* in the convenorship of the Vice Chancellor. In the light of recommendations approved in the meeting, the following policy guidelines for the examination is shared with all the concerned.

2. Mid Term Examination and Pre-Final Evaluation: 50%

The Mid-term Examination for the current semester was held from 9th to 13th March 2020 and of all 441 subjects of all the programs including BS, MA/MSc, LLB and MPhil Programs, the midterm examination of 58 subjects could not be held due to the close down of the University in the backdrop of the COVID 19 Pandemic Situation.

2.1 Modalities

- i. All the faculty members are required to compile pre-final assessments including mid-term exam, assignments and quizzes.
- ii. For few courses where the mid-term exam was not held, the teachers are required to assess students on the basis of long assignment in place of mid-term paper. Further detail regarding the pattern of the assignment can be taken from section 3.2 subsection iii and v.
- iii. Teachers should maintain a complete record of marks obtained in term paper, assignments, quizzes and online exam (if any) and share the same with students by 2nd June 2020.

3. Final Term Evaluation: 50%

3.1 Written Examination followed by Viva Voce

The online written examination of the Final term of the BS and MA/MSc Programs should be taken from 5th June 2020 to 24th June 2020.

3.2 Modalities

- i. The Final Term exam will be conducted online using Assignment/Project Report followed by viva voce (recorded) from June 5, 2020.
- ii. The written examination should cover all the topics taught during online teaching.
- iii. To reduce the risk of seeking help from class mates the questions should be tricky and not of type “what” or asking simple definitions, rather it should more focus on the “Comprehension” and “Application” covering all the topics taught and not limited to one chapter only. The set of question should be conceptual, balanced, and not extremely tough.
- iv. Teachers are required to send the problem set/question bank to Chairperson/HoDs concerned, first, who are members of the content committee, before giving it to the students. Doing so, proper protocols to be followed to ensure maximum privacy and confidentiality of the contents.
- v. For the assignments/Project Reports, the teachers should give at least five problems/questions, broad based on the course content, to different groups of students asking them to consult/refer at least 4/5 reference books.
- vi. The teachers are required to keep record of viva voce examination and submit these to the Examination Section, as and when required. The viva can be conducted via WhatsApp (voice note). Please avoid WhatsApp call as it is not recorded. Any call recorders software can be used with the GSM call as well.

3.3 Examination Date sheet

All HoDs/Chairpersons are required to prepare date sheet of their respective departments and the said to be shared with the examination section through Email (dcoe@wus.edu.pk) by 3rd June 2020, PST 1400. HoDs are requested to coordinate with other departments if needed, in case of combined classes. In case of any clash/conflict of papers or other related matter please contact Dr. Muhammad Wahab, Director Academics on (acad@wus.edu.pk).

4. Submission of the Final Grades and Announcement of the Result

- Completed Award Lists mentioning separately the midterm, assignments, quizzes, written and Viva marks should be submitted to the Examination Department by Thursday, 25th June 2020.
- The result will be declared on Wednesday, 15th July 2020.

5. MS/MPhil Examination

- The classes of the MS/MPhil Program were held online and the final term examination will either be conducted in September or whenever the university reopens, whichever is earlier.

6. Annual B.A/ B.Sc and BS Examinations of the Affiliated Colleges

Regarding the BS and BA/BSc programs of the affiliated colleges the decision will be taken later on during the last week of June 2020, in light of the decisions of the government.