

Student guidelines for Online Assessment/Examination - Spring 2020

CoMS

- Online assessment/examination are starting from May, 8, 2020.
- Students to note that the faculty will display the assessment/examination paper to students in the beginning of the online assessment/examination session on Zoom software and share the screen with students. Faculty will also share the assessment/examination paper with individual student by clicking “Chat” button and then clicking the “File” option to upload the PAPER on Zoom for each student, so student can go through the paper individually instead of looking at the shared screen. This file upload in Zoom is a mandatory requirement to prevent confusion among students as the assessment paper can be spread over multiple pages and every student may be on a different stage of paper solving during the assessment/examination session.
- Students may also download the paper from the LMS in the “Final Assessment” section of the faculty Course ID, if desired. Go to “Assignment” under the Final Assessment section for downloading the paper of the course during the assessment/examination slot.
- Students having internet and electricity issue may ask the faculty to send the assessment paper on the WhatsApp group of the class during the assessment/examination slot.
- A student facing any problem during the assessment/examination must contact the faculty for communicating the issues within the assessment/examination slot.
- Students are required to send assessment/examination copy in Word/Excel to the faculty. E-mail will be the primary mode of sending exam papers from students to the faculty within the specified time of 12 hours from the beginning of the assessment/examination time. **Please note that ONLY the E-mailed copy will be considered for assessment and marks allocation.**
- Students are also required to upload their assessment/examination copies on the LMS in the “Assignment” section of the “Final Assessment” section in the LMS of the faculty course ID with the heading “Final Assessment copy”. LMS copy will not be considered for marks allocation.

- E-mail version of the final assessment/examination will be the final copy. If the LMS copy is identified as different to the E-mailed copy, it will be considered as a cheating case.
- Assessments/examination will be conducted in the three hour exam slot of the course under the guidance of the faculty. If a student sends his/her copy through e-mail to the faculty within 30 minutes of the official ending of the assessment/examination time of that online course ID, the student will be given 10% extra of the earned numbers in the final assessment/examination as bonus points.
- Without assessment/examination copy uploaded on the LMS, a student will not be given the final result. Uploading of the assessment/examination copy of the student and by the student on to LMS Course ID is mandatory.
- Student to note, plagiarism is not tolerated at all. All assessment/examination copies of students identified as plagiarized will be given "0" points. It means no marks will be given to the plagiarized copies.