**STUDENT’S GUIDELINES FOR ON-CAMPUS AND ONLINE FINAL EXAMINATIONS/ASSESSMENTS SPRING-2021 SEMESTER**

**Introduction**

1. The Online as well as on-campus final examinations/assessments of spring-2021 semester are scheduled from 29 April to 09 May, 2021. Details are appended below.

**Online and On-campus Final Examinations/Assessments**

1. For the final examinations/assessments of spring-2021 semester efforts will be made that every student is examined in On-campus mode, at least in one course. Details are listed below:-
2. On-campus Exams will be conducted for all Lab practical, held in the campuses.
3. On-campus Exams may be planned for those courses which were taught in Hybrid mode or in Face to Face (On-campus) mode.
4. On-campus Exams may be planned for Stats and Mathematics courses which were taught in Hybrid mode.
5. The courses which are assessed on basis of a presentation or verbal delivery, may be examined in On-campus mode.
6. The Online Exams will be conducted only through KIET LMS. Other media will not be used for the Online Exams.
7. **Strict Observance of Covid-19 Safety Precautions During On-campus Exams**. The Covid-19 safety precautions will be strictly observed by all faculty members, staff and the students during On-campus Examinations.

**Duration of Online and On-campus Exam will be 03 Hours**

1. The duration of Online as well as On-campus examinations will be 03 Hours.
2. For the Online Exams students are required to download question paper, write answers, prepare JPG file/Word file/PDF file and upload it on LMS within 03 hours. The JPG file/ Word file/PDF file loaded after 03 hours will not be accepted for grading.

**Question Paper Layout**.

1. The layout of a question paper may comprised of the following portions:-
2. **MCQs** plus **Theoretical Questions**.
3. **MCQs** plus **Theoretical Questions** plus **Mathematical Questions**.
4. **Theoretical Questions** plus **Mathematical Questions**.
5. **Long Theoretical Questions** or **PPTs**.
6. **Long Mathematical Questions** only.
7. **Any of the Above Combination**or **Any Other Pattern**.
8. The details are defined below.
9. **MCQs plus Theoretical Questions Based Paper**. For the Online Exam student will log-in with LMS about 10 minutes before the start time. The MCQs plus Theoretical Questions Based Paper will be framed in a manner that at start of the paper, irreversible **MCQs** will be randomly generated by the LMS for each student. MCQs will appear one by one. After attempting 1st MCQ, student will press **Next**, after that 2nd MCQ will appear on the screen. Student will attempt 2nd MCQ and move forward till end of the MCQ portion.
10. Total duration of MCQ portion will be predefined for each paper, which may be 30 to 60 minutes. The defined duration of the MCQ portion will not be extended. The MCQ portion can be attempted through Laptop or through Desktop PC or through Cell phone. To cater for the electricity shut down during Online Exam, students are required to ensure that their Laptop/Desktop PC/Cell phone is fully charged and connected with a reliable Wi-Fi.
11. After completing 1st portion student will select 2nd portion of **theoretical questions**. All theoretical questions will appear on the screen at one time. Student is required to download all questions and log-off. He will write answers on the paper sheets (Student name, ID, Course ID and page number had to be written on every page). He will prepare a JPG file or a Word file or a PDF file, log-in and upload it on LMS within the remaining time (Minus MCQ time). The JPG file/ Word file/ PDF file loaded after the remaining time (Minus MCQ time) will not be accepted for grading.
12. **MCQs plus Theoretical Questions plus Mathematical Questions Based Paper**. For the Online Exam student will log-in with LMS about 10 minutes before the start time. The MCQs plus Theoretical Questions plus Mathematical Questions Based Paper will be framed in a manner that at start of the paper, irreversible **MCQs** will be randomly generated by the LMS for each student. MCQs will appear one by one. After attempting 1st MCQ, student will press **Next**, after that 2nd MCQ will appear on the screen. Student will attempt 2nd MCQ and move forward till end of the MCQ portion.
13. The total duration of MCQ portion will be predefined for each paper, which may be 30 to 60 minutes. The defined duration of the MCQ portion will not be extended. The MCQ portion can be attempted through Laptop or through Desktop PC or through Cell phone. To cater for the electricity shut down during Online Exam, students are required to ensure that their Laptop/ Desktop PC/ Cell phone is fully charged and connected with a reliable Wi-Fi.
14. After completing 1st portion student will select 2nd portion of **theoretical and mathematical questions**. All theoretical and mathematical questions will appear on the screen at one time. Student is required to download all questions and log-off. He will write answers on the paper sheets (Student name, Student ID, Course ID and page number had to be written on every page). He will prepare a JPG file or a Word file or a PDF file, log-in and upload it on LMS within the remaining time (Minus MCQ time). The JPG file/ Word file/ PDF file loaded after the remaining time (Minus MCQ time) will not be accepted for grading.
15. **Long Theoretical Questions/PPTs**. For the Online Exam a question paper may consist of one of the below mentioned categories:-
16. **Long Theoretical Questions**. A question paper may entail **long theoretical questions** only. The maximum time of 03 hours is allocated for long theoretical questions. Student is required to log-in with LMS about 10 minutes before the start time. All theoretical questions will appear on the screen at one time. Student is required to download all questions and log-off. He will write answers on the paper sheets (Student name, Student ID, Course ID and page number had to be written on every page). He will prepare a JPG file or a Word file or a PDF file, log-in and upload it on LMS within 03 hours. The maximum time of 03 hours will not be extended at all. The JPG file/ Word file/ PDF file loaded after 03 hours will not be accepted for grading.
17. **Power Point Presentations**. A question paper may consist of questions where a student is required to submit power point presentations (PPTs). The maximum time of 03 hours is allocated for this type of question paper. Student will log-in with LMS about 10 minutes before the start time. All questions will appear on the screen at one time. Student is required to download all questions and log-off. He will create PPTs, log-in and upload it on LMS within 03 hours. The maximum time of 03 hours will not be extended at all. The PPTs loaded after 03 hours will not be accepted for grading.
18. **Long Mathematical Questions**. For the Online Exam a question paper may consist of long mathematical questions only. The maximum time of 03 hours is allocated for long mathematical questions. Student will log-in with LMS about 10 minutes before the start time. All mathematical questions will appear on the screen at one time. Student is required to download all questions and log-off. He will write answers on the paper sheets (Student name, Student ID, Course ID and page number had to be written on every page). He will prepare a JPG file or a Word file or a PDF file, log-in and upload it on LMS within 03 hours. The maximum time of 03 hours will not be extended at all. The JPG file/ Word file/ PDF file loaded after 03 hours will not be accepted for grading.
19. **Slots of Final Exams**. There will be three slots of Online as well as On-campus examinations, which are discussed below:-

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| --- | --- | --- | --- | --- |
| **S No** | **Slots** | **Timings** | **Colleges** | **Remarks** |
| 1 | 1stSlot | 08:30 AM to 11:30 AM | CoMS + CoE + CoCIS | On-campus + Online Exams |
| 2 | 2nd Slot | 12:00 PM to 03:00 PM | CoCIS + CMA | On-campus + Online Exams |
| 3 | 3rdSlot | 30:30 PM to 06:30 PM | CoCIS + CoMS + CMA | Efforts be made to hold Online Exams only. However, under unavoidable conditions On-campus Exams can also be planned |

**Makeup Exam for a missed Paper**

1. Generally there will be no Makeup Exam for the missed paper. As per policy, only in extra ordinary circumstances Makeup Exam for the missed paper may be planned. For the On-campus missed papers, Makeup Exams will be conducted in On-campus mode.
2. **Invigilation**.
   1. For the Online Exams, subject teacher will perform invigilation duty for his paper. He will be available on Cell/PTCL number, WhatsApp, e-mail, etc, during paper slot timings to attend any issue or queries of his students.
   2. For the On-campus Exams, subject teacher will be available in the campus during examination period to address queries of his students. The Covid-19 safety precautions will be strictly observed by all faculty members, staff and the students during On-campus Examinations.
3. **Viva for Examining Quality of submitted Answers/Solutions**. For the Online Exams, Viva may be conducted to examine quality of the submitted answers/solutions.

**Conclusion**

1. The Online as well as on-campus final examinations/assessments of spring-2021 semester are scheduled from 29 April to 09 May, 2021. The examinations may be planned by the Colleges, 2-3 days prior to the start date.The Online Exams will be conducted only through KIET LMS. The question paper may contain MCQs plus theoretical questions, mathematical questions, PPTs, video clips or a combination.
2. Commitment of both teachers and students is essential for taking up Online/ On-campus Exams efficiently. In order to ensure quality and to conduct uninterrupted examinations, teacher should motivate his/her students to prepare well. The electricity essentials and electricity backups must be arranged in advance, for taking up Online examinations successfully. The Covid-19 safety precautions will be strictly observed by all faculty members, staff and the students during On-campus examinations.