



Assessment Policy
Spring (COVID19 affected) Semester 2020

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Assessment Policy Examination of Spring 2020 (COVID19 affected) Semester

BACKGROUND

In the wake of COVID19, one of the problems that require immediate attention is the need for universities/DAIs to have carefully designed assessment policies for the present pandemic driven situation. In this regard, in an online meeting with Vice Chancellors and Rectors of all public and private HEIs of Pakistan on May 12, 2020, Chairman Higher Education Commission (HEC) advised HEIs to formulate and publicly announce their *Assessment Policies*

HEC GUIDELINES

Since the COVID19 driven closure of HEIs in March 2020, HEC has been issuing guidelines on different aspects of online education. The latest guideline, issued on May 21, 2020 is on the subject of online assessment. The salient features of this guideline are highlighted below

Announcement of HEI Assessment Policies: In order to protect the interests of students, all HEIs are directed to announce transparent assessment policies (including with respect to examinations at the end of the current Corona-affected semester) latest by Monday, *June 01, 2020*. HEIs will furnish these policies to HEC as well as place these on their websites

Principles of Assessment Policies: The formulation of assessment policies by HEI leadership shall be based on the following principles:

1. No promotion without assessment
2. Semester not to be wasted
3. Consideration of pass/fail option
4. Prevention of cheating, unpermitted collaboration and plagiarism
5. Uniformity of assessment method for one course
6. Grievances addressing mechanism

Details of above principles are elaborated in the HEC Policy Guideline 6 (**enclosed**)

Special concerns and situations: HEC has advised the HEIs/DAIs to take into consideration the following special concerns and conditions while developing their assessment policies

1. Final year students
2. Science, technology, engineering, mathematics (STEM) students
3. Students with limited or no connectivity
4. Students facing medical difficulties

Approaches to Assessment: The most common method used is the closed-book or conventional examination, which no longer remains appropriate under present circumstances. Hence, depending on their capabilities and the type of course in question, HEIs shall have to quickly adapt and adopt other methods of assessment.

HEC has identified/recommended following possible approaches to assessment along with guidelines that should be kept in mind while prescribing a certain method. HEIs may use any

combination of the viable options, as long as they meet the minimum standards for readiness and have shared their policy publicly

A. Open Book Exam

1. All students take home open book exam and submit in 2 hours
2. Take home open book exams with online test in a fixed time window
3. Take home open book exams with longer replies like essays etc

B. End of semester written work

1. Research paper
2. Annotated anthology, bibliography or literature review
3. Reports, memos, Op Ed style articles
4. Reflection papers

C. Oral exams and presentations

1. Class presentations
2. One-on-one oral exams
3. Audio visual presentations

D. Discouraged methods

1. Closed book examinations
2. Multiple choice questions

The methodologies and special conditions attached to the above approaches/sub approaches have been elaborated in the HEC Policy Guideline 6 of May 21, 2020

BRAINS INSTITUTE ASSESSMENT POLICY

Parameters

1. This policy is called the Assessment Policy for Spring (COVID19 affected) Semester 2020 and it will become vogue as soon as it is notified
2. This assessment policy will apply only to Spring Semester 2020 examinations
3. This policy is in compliance with
 - a. HEC's Policy Guidelines No 6 of May 21, 2020
 - b. HEC's principles of assessment policies
 - c. HEC's recommended assessment approaches
 - d. Special concerns and situations identified by HEC
4. This policy will be applicable to both midterm and final term exams

Prerequisites

1. Before taking their online examinations, the students must have
 - a. Attended online classes
 - b. Completed and submitted assignments given online
 - c. Attempted online quizzes

- d. Already paid
 - i. All outstanding dues prior to Spring 2020 semester
 - ii. At least half dues of Spring 2020 semester in case of midterm exam
 - iii. Full dues of spring 2020 semester in case of final term exam
- 2. Head of Departments will verify to the Controller of Examinations office that
 - a. Sufficient percentage of curriculum has been delivered for midterm exam
 - b. Minimum four (4) assignments for every course have been administered and marked
 - c. Minimum four (4) quizzes for every course have been administered and marked
 - d. Entire course has been delivered online before the final term exam

Marks Distribution Scheme

Online Academic Council (OAC) of Brains Institute Peshawar, in its meeting held on May 05, 2020, has announced the following marks distribution scheme for Spring 2020 Semester.

- | | |
|-------------------------|---|
| 1. Midterm exam | 45% (further divided into the following) |
| a. Assignments | 15% |
| b. Quizzes | 15% |
| c. One-on-one oral exam | 15% |
| 2. Final term exam | 55% (distribution scheme to be announced) |

Assessment Method

1. Brains Institute has selected a hybrid assessment method, in line with the recommendations of HEC, given in its Guidelines No 6 of May 21, 2020.
2. The assessment method comprises of three components namely *assignments*, *quizzes* and one-on-one *oral exam*
3. The selected method will apply only to midterm examination of all programs.
4. Method of final term examinations of Spring 2020 semester will be announced in due course of time but at least three weeks before the final terms exams

Method Description

1. *Assignments*
 - a. For each course, teacher will give minimum four assignments to students
 - b. Maximum marks for each assignments will be 7.5
 - c. Teacher will evaluate the assignments and grade them
 - d. Result of two best assignments will be considered for evaluation
 - e. Concerned teacher and head of department will jointly sign the award list
 - f. Duly signed award list will be sent to controller of examination office

2. Quizzes

- For each course, teacher will give minimum four quizzes on student
- Maximum marks for each quiz will be 7.5
- Teacher will evaluate the quizzes
- Result of two best quizzes will be considered for evaluation
- Concerned teacher and head of department will jointly sign the award list
- Duly signed award list must be sent to controller of examination office

3. One-on-one oral exam

- One-on-one online oral exam will be taken from each student for each course
- The duration of oral exam will be 10 to 15 minutes/student/course
- Teacher and an external subject specialist will jointly conduct the oral exam
- Teacher and external subject specialist will jointly sign the award list and head of department will verify the result.
- The award list must reach the controller of examination office within 30 minutes of the conclusion of viva voce

Time table for one-on-one oral exam

Program	Semester	Course 1	Course 2	Course 3	Course 4	Course 5
BBA	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	8 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BS A&F	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BC CS	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	8 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BS SE	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BTech Civil	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	8 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BTech Elect	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	8 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
BTech Pet	2 nd	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	4 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	6 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020
	8 th	15/6/2020	16/6/2020	17/6/2020	18/6/2020	19/6/2020

Notes:

1. Head of departments are entitled to allot days to courses according to the convenience of teachers and students.
2. If there is a clash of more than one subjects taught by the same teacher, the head of department may alter the schedule accordingly
3. Each head of department must share the finalized time table of his department with the controller of examination office latest by June 10, 2020
4. The students must be informed well in time about time table of their oral exam
5. Controller of examination office shall appoint the external subject specialists

Special concerns and conditions

1. A special emphasis should be placed on ensuring that final year students are able to graduate without losing the semester.
2. The policy for meeting the compulsory lab requirements of certain courses will be formulated by OAC in due course of time. It is recommended that
 - a. For introductory-level courses, lab work may be replaced with written work
 - b. For higher-level courses, this replacement is not advisable. One of the following methods may be applied by different departments with the approval of OAC
 - i. Completion of lab requirements after ease of lock-down and to be fulfilled under strict conditions of social distancing and other SOPs,
 - ii. Shifting the lab requirement, if possible, to the next semester, or
 - iii. Other options depending on type of course.
3. Writing answers to assignments of science, technology, engineering, mathematics (STEM) related subjects can be difficult using a keyboard, if symbols, diagrams, charts, graphs etc. are required. To the extent possible, the assignment should be designed so that it can be answered using a computer. However, if it is not possible, then the students should be facilitated so that
 - a. The student can scan and send their answer sheet or
 - b. If scanners are not readily available, student can take photos (or use smart phone apps) and send them using their phones or email to the faculty member by email, WhatsApp or MS Teams.
4. For students complaining about limited or no internet connectivity, due diligence must be exercised about students' claims. For those with no internet connectivity, oral exams will be taken over the phone. Further, it is permissible that while those with connectivity be examined using a certain method, such students lacking connectivity may be examined using a method more suitable to their situation.
5. Students facing adverse medical conditions like being quarantined, isolated or hospitalized, shall be accommodated on case to case basis after due verification. However, any exemption or concession given to such students should be limited, and can only be given with prior approval of OAC.

6. A Grievance Committee consisting of concerned head of department, a senior teacher of the department and one non academic officer of the Institute, not below the rank of Deputy Director, will look into any complaints of the students with regards to students' assessments under this policy and make decisions thereon.
7. If the student is not satisfied with the verdict of Grievance Committee, he/she may appeal to OAC. The decision of OAC will be final and binding on all concerned.
8. Any matter concerning assessment which is not covered under the above rules will be decided by controller of examination office in consultation with heads of departments and with written intimation to OAC