

Kinnaird College for Women

Examination Regulations

**(These Examination Regulations were approved on February 4, 2021 by the
Board of Governors in its 42nd Meeting)**



1. Assessment:

- The performance of students is assessed through a variety of assessment procedures such as written assignments, quizzes, projects, case studies, oral presentations, tests and examinations.
- Mid-term and Final examinations contribute 60% and other assessment tasks contribute 40% to the final grade. It is at the discretion of the course teacher to decide on the weightage of all assessment tasks. For courses which require different assessment criteria faculty members must take prior permission from the concerned academic dean and include assessment type clearly in the course outlines.
- Minimum number of marks required to pass the examination are 50% in each course. Failure to attain 50% marks in a course will be graded as 'F' on the transcript.

2. Attendance:

- Students are expected to attend every class for each course in which they are enrolled. Absences of more than six lecture hours will lead to denial of pursuing the course; a 'W' on the transcript will appear and the student will have to repeat the course whenever offered again.
- A student who did not appear for final exams will be awarded 'F' grade in that course.

3. Course Repeat:

- Students receiving an "F" grade must repeat the course by re-taking the entire course including attending all classes and redoing all course work (tests, quizzes, assignments etc.) whenever the course is offered again after payment of the fee.
- Students receiving a grade "C+" or below for undergraduate program must repeat the course if they fail to maintain a minimum CGPA of 2.50. Postgraduate students receiving grade "B-" or below must repeat the course if they fail to maintain a minimum CGPA of 3.0. However, the old grade will remain in the transcript but it will not be included in CGPA calculation and new grade received will be indicated by an asterisk (**) on the transcript indicating the grade was received in a course retake.

4. Withdrawal of a Course:

- A written request for withdrawal from any course must be approved by the head of the department and submitted to exam cell one week before the midterm exams.

5. Academic Probation and Dismissal:

- Students who fail to maintain a minimum CGPA of 2.50 for undergraduate program and CGPA of 3.0 for graduate program in their first semester will be put on probation for the next semester. If at the end of that semester they fail to attain the required CGPA, they will be dropped from the program altogether.

6. Code of Examination:

- All Tests and Final Examinations shall take place on the College campus.
- The medium of instructions and examination in Kinnaird College shall be English except in the case of foreign (oriental) languages where foreign (oriental) language may be used along with English.
- The academic calendar shall be notified by the Registrar's Office at the beginning of the Session.
- The record of question papers/ marked answer books / assignments / Quizzes/ projects etc. for internal assessment, i.e. Semester Work shall be preserved by the respective Department for at least 4 month from the date of Assessment.
- The record of question papers and marked answer books for Final Examination shall be preserved by the Examination Cell for at least 4 month from the date of Assessment.

7. Conduction of Examination:

- The Invigilation Staff shall be appointed by the Exam Cell before the date fixed for the Examination.
- No latecomer shall be admitted unless a written request mentioning the genuine reason satisfies the invigilator of that examination center.
- No student shall be allowed to leave the examination center before the half time is over.
- The Attendance Sheet of Final Examination shall be collected after half an hour of the start of Examination by the Exam Cell.
- No student shall be allowed to sit in the examination center without College or computerized National Identity Card.

8. General Regulations Governing the Schedule of Tests and Examinations:

- Under normal circumstances, schedule of the Tests and Examinations shall be adhered to strictly. Under special circumstances, the Head of the concerned department with the approval of the Principal may ask exam cell to change the schedule of Midterm/ Final Examinations of a course and notify accordingly.

- The Final Result for each course shall be sent by the concerned teacher with the approval of her Head of Department and Dean to the Exam Cell within 10 days from the last day of exam or as notified by the exam cell along with the Answer books in sealed envelope.

9. Permission of Writer for Special Students:

- A blind student may be allowed to attempt the Tests/ Exam on Braille or Computer.
- In case a student is physically handicapped/ visually impaired, she may apply to the Head of the respective Department (with Medical Certificate as proof of her disability) for permission to engage a writer in Tests/Exam 2 weeks before the start of Test/ Exam. If permitted she shall be allowed 45 minutes (maximum) extra time to solve the Question Paper.
- The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for a BA/BSc student, the writer should be at the most F.A./F.Sc. etc.)

10. Unfair Means Committee:

- The Unfair Means Cases Committee shall be constituted by the Principal. The Committee shall decide the indiscipline cases relating to Examination referred to it by the Exam Cell.
- The Invigilation Staff shall report the examination department if any student found involved using unfair means during paper along with the material found from the student and they must cancel their paper immediately.
- The Exam Cell shall arrange, at the earliest, to refer all the indiscipline cases to the Unfair Means Cases Committee, who shall decide the cases within a week after the receipt of the cases.
- If a student is not satisfied by the decision of the Unfair Means Cases Committee she can submit her appeal within a week after the decision of the Unfair Means Cases Committee to the Principal.

11. Rechecking of Paper:

- A student can apply for rechecking of the answer books of Final Examination of a Semester within 15 days of the date of declaration of result by submitting a written request to Exam Cell.
- During Re-checking, the Re-checking Committee shall check:
 - i. Total marks awarded in the answer script.

- ii. The posting of marks from inside to the front page of answer script.
- iii. Any question left unmarked.
- The Answer books once marked shall not be re-evaluated. In case of any dispute, the case may be referred to the Principal.

12. Transcript Policies:

- Official transcripts are issued to all students on completion of all degree requirements only on written request from students.
- Transcripts or other evidence of attendance will not be issued if dues to the College are not cleared.
- Each student must obtain a clearance from the Finance Office, showing evidence that all dues have been paid in full, and outstanding balances have been cleared, before a transcript of her record is issued.
- A minimum of 01 week is required to print an official transcript after the formal request is made.

13. Time Limit for Program Completion:

- Undergraduate students can complete their degree program in a minimum of 4 years and a maximum of 6 years from the date of the first registration.
- The M.Phil degree must be completed within 03 years from the commencement of the program. If degree requirements are not completed within this time, the student will not be awarded a degree.

14. Damaged /Lost Answer Books:

- In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:
 - i. Average marks shall be awarded to the student in that subject/course.
 - ii. In case of Mid or Final Examination if the student so desires, she shall be given another chance as a special case to take the Makeup Assessment in that subject/course in the same academic session.

15. Matters Related with Convocation:

- In case the result of any student is not notified by the Exam Cell until 40 days before University Convocation date, she shall not be awarded degree on that convocation.
- Cases of delayed results shall not be considered for determining position and for the award of Gold Medal/ Roll of Honor.

- The Medals, Rolls of Honor and other certificates shall be issued to the students after these have been formally conferred in the Convocation.
- The degrees will be issued to the students at the time of Convocation. However, a student can apply for urgent issuance of Degree after submission of prescribed fee.
- Duplicate Degree may be issued to a candidate in case the original degree is lost / damaged or in case of change in the name of candidate. The candidate has to apply through written request to the Exam Cell for the issuance of duplicate degree along with the relevant documentary proof and submission of prescribed fee.
- In case a student has lost her Gold medal / Roll of Honor / Certificate of Merit, she shall not be issued duplicate Medal / Roll of Honor / Certificate of Merit. In such cases a certificate to the fact that she was awarded a Medal / Roll of Honor / Certificate of Merit shall be given, if she duly applies for that along with relevant documentary proof.

Academic Awards: Kinnaird College for Women awards degree with Honors to a few students in each graduating class. The criteria for graduation with Honors are as follows:

Gold Medals: Students with the highest CGPA in their faculty are awarded gold medals provided they complete their Bachelor's degree without any break from the time of their registration in the first semester and do not improve or repeat any course.

Principal's Honor List: Students with CGPA of 3.90 or above are placed on the Principal's Honor List.

Merit List: Students with CGPA of 3.80 or above are placed on the Merit List.

16. Academic Grading Policy

- Kinnaird strictly follows a 4-point grading system similar to the one prevalent in most accredited institutions around the globe.
- All grades assigned by the Course Instructor are based on either the Absolute Marking System or the Relative Marking System.

Absolute Marking System

In this system the student grade is given on the basis of the marks obtained by student on an assessment item. For example, if her marks are between 85 - 89 she will get an 'A' grade and if her marks are between 73 -75 she will get a B grade.

Relative Marking System

In this system the overall grading in the class is done so that students can be compared with each other. The top students will be assigned “A” grade while the students who get the lowest marks will be given “D” or “F”.

Grading Criteria

Marks	Grade	Grade Point
90 - 100	A+	4.00
85 – 89	A	3.89
80 – 84	A-	3.67
76 – 79	B+	3.33
73 – 75	B	3.00
70 – 72	B-	2.67
66 – 69	C+	2.33
63 – 65	C	2.00
60 – 62	C-	1.67
56 – 59	D+	1.33
53 – 55	D	1.00
50 – 52	D-	0.67
00 – 49	F	0.00
Withdraw	W	0.00

CGPA

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationship:

$$\text{GPA} = \frac{(\text{Course Credit Hours in semester} * \text{Grade Point Earned})}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{(\text{Course Credit Hours taken in all semester} * \text{Grade Point Earned})}{\text{Total Credit Hours Taken in all Semesters}}$$

17. Student Grievances against any course instructor:

- A Committee shall be constituted by the Principal, to address student's grievances about any course instructor or grade. It shall comprise the senior faculty members of the college.
- A student may approach the respective head for a grievance about any course instructor or grade within a week of the receipt of the grade.
- The head of the department shall forward the case to the committee. It shall be mandatory on the committee for hearing both sides (student and course instructor) and shall give a final decision within five (05) days or before the start of following semester.
- The committee can check randomly a few papers of the Final Examination to ascertain uniformity of scoring and coverage of course contents.
- If a student is not satisfied by the decision of the Committee she can submit his/her appeal within a week after the decision of the Committee to the Principal. No appeal shall lie against the decision of the Principal.

18. Transfer of Credits

Transfer of credit is determined on a course-by-course basis and only if these credit hours are earned under the semester system. The College's acceptance of credits from other accredited academic institutions of Higher Education is subject to the following conditions:

- The student must meet minimum admission eligibility criteria of the Major in which she wants to transfer her credits.
- The transferred course must be similar in content and scope to the KCW course, or must conform to the same competency as a similar KCW course.
- Students may be allowed to transfer up to a maximum of 40% credit hours of the total credit hours required to complete the programs. Student must complete at least 60% credit hours at Kinnaird.
- Transfer credits must not be less than a "B" grade / GPA 3.00.
- Transfer credits submitted in fulfilment of a specific degree program must have the final approval of the Principal.
- Transfer credits must come from a HEC approved institution.
- An original transcript / marks sheet (with institute/university seal and signature) issued by the institution which administered the examination, is required.
- The total number of credit hours of accepted work will be entered on the student's permanent academic record. However, the transfer credit hours will not be

included in the cumulative grade point average (CGPA) reflected on the transcript of academic record.

- Any other condition as decided by the College. The College has the exclusive right to accept or reject any request for transfer of credit hours /courses.

19. Retake of Mid / Final Term Examinations:

- If a student fails to appear in the Mid/Final Term Exam due to death of an immediate family member (Parent / Real Brother or Sister / Son or Daughter / Husband) a death certificate from NADRA should be submitted to the exam cell.
- The student must intimate the concerned teacher / HoD prior to the examination.
- A detailed application with evidence must be submitted not later than 07 days from the date of examination.
- A maximum of three days exam(s) right after the date of death could be considered for re-examination.
- In case a student failed to attend all the exams in a semester, she will not be considered for re-examination rather she will be withdrawn from all the courses registered in that semester.
- All such cases will be forwarded to the Principal for the approval. The cases that are approved, the concerned teachers may be asked to prepare a different question paper for their course and submit it to the exam cell for the conduct of re-examination.
- There will be no retake of exam on any other reason and student will be marked Zero in missed exam result.

20. Principal's Authority in Special Cases:

- Notwithstanding anything contrary to these Regulations, the Principal shall have the powers to issue orders, directions or instructions in connection with the smooth working of the Examinations where the Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Principal shall be final.