

KINNAIRD COLLEGE FOR WOMEN



EXAMINATION POLICY

In wake of the COVID-19 Pandemic and closure of universities all over the country and as per directives by the Higher Education Commission, Kinnaird College for Women, Lahore will be initiating online classes w.e.f. 01-06-2020.

Kinnaird College for Women administration made several decisions to ensure teaching quality, course readiness and to minimize the time loss of students due to the closure. The College had already completed its academic calendar till midterms when the lockdown was announced. Only midterm examinations of a few subjects were left.

For the final examinations Kinnaird College will follow plan A at the end of the online classes in 3rd week of July. This would only be possible if educational institutions reopen on 15th July 2020. In case they do not and the lockdown is extended Kinnaird College will adopt Plan B.

PLAN A

All Post Mid-courses will be completed by 10th July.

Kinnaird College for Women will reopen on 15th July 2020 as per Government directives. In-person/paper-based exams will commence on 20th July 2020 maintaining all academic standards. There will be three exams slots in one day.

Slot 1	8:00 am – 10:00 am
Slot 2	11:30 am – 1:30 pm
Slot 3	3:00 pm – 5:00 pm

All the following protective measures will be adopted:

- Thermal scanning of everyone entering the campus would be done at entry gates.

- No one would be allowed to enter the campus without a mask.
- Sanitizers would be available at the gates and in each examination room. Students and staff would be required to sanitize their hands while entering campus as well as in examination halls.
- There would be one airy examination room for 15-20 students to maintain suitable social distancing.
- Students would not be allowed to interact before and after the examination and asked to leave the campus immediately after the examination.

PLAN B

If the situation of COVID 19 remains uncontrolled and Government does not allow opening of academic institutions , Kinnaird College for Women will cancel in-person, paper-based exams for the semester.

All exams, as per plan B, will then be conducted as online supervised exams, with exam supervision provided via webcam and screen-sharing technology.

Kinnaird College has already provided training to each faculty member on conducting online classes as well as conducting online tests/assessments/exams and monitoring via MS teams. A second phase of training may be conducted for faculty members who face difficulty and need assistance regarding online supervised exams.

Open book questions will be designed in the way that answering questions requires application of knowledge rather than recalling memorized information. A complete guideline manual regarding designing open book examination will be provided to faculty members.

A mock exam to train students in order to familiarize them with the online examination system will also be conducted before final examination for each course by the course teacher.

There will be two different type of questions which will be time controlled. There will be two different papers for each category of questions and instructors will divide class students in two groups (without letting the students know about their specific group) and assign different test to each group.

Once students start attempting the paper they will have limited time to complete and they will not be allowed to interact with each other during exam and code of conduct on this will be clearly defined to them by course instructor. Once that time lapses, the test will auto-close. The course instructor may apply plagiarism run on subjective paper, if they feel it is necessary.

- Objective Exam (15 minutes).
- Open Book Subjective examination (1 hr 45 min.)

EXAMINATION POLICY FOR SPECIAL CASES:

Students with Limited or No Connectivity

They will also be accommodated with two options:

- i. They may appear in separate in-person exam after lockdown once institute opens.
- ii. Depending upon subject requirements, oral exams may be taken over the phone as per HEC recommendations if course instructor feels feasible.

Students with Special Needs

Kinnaird College for Women has few blind students and oral exam will be scheduled over a video-conference platform through MS teams. A timetable will be announced, where each student logs into the platform with the faculty member for a defined time-slot.

Examination for practical subjects will be conducted on campus by strictly maintaining social distancing and protective measures after lockdown or will be shifted to next semester or otherwise as directed by Higher Education Commission Pakistan in future meetings.

Please note that students are bound by the Student's code of conduct and while taking exams off campus, students are expected to comply with all Kinnaird College policies and procedures.

THESIS DEFENSE:

HEC defined policy will be followed for thesis/research report defense.

<https://www.hec.gov.pk/english/HECAnnouncements/Documents/nCoVirus/PhD-MPhil-MSDefense-Final-Juries.pdf>