



GRADING CRITERIA AND STANDARD OPERATING PROCEDURES FOR ASSESSMENT & EVALUATION IN SPRING 2020 SEMESTER

1. Grading Criteria/Marks Breakup

The marks distribution for assessing the theory courses in the Spring 2020 semester will be as follows:

- a. Assignments and Quizzes: 50%
- b. Final Examination: 50%

2. Assignments and Quizzes

- a. Course Instructors are required to schedule at least 08 quizzes and assignments so that their evaluations become reliable.
- b. Instructors are required to schedule and allocate time to these quizzes in such a way so as to obtain responses from the maximum number of participating students.

3. Mode of Final Examination

a. In-Class, Paper Based Examination

Since the online examinations are a less reliable measure of evaluating of competency level of the students, the preferred mode of conduction of Final Examination is in-class held at the University's premises with the following SOPs:

- (i) These examinations are to be staged sequentially, with one/two departments at a time, so as to ensure that only one third (1/3rd) of the students are present in the campus at any one time thereby ensuring social distancing measures.
- (ii) The conduction of in-class paper-based examination is subject to the opening of the Campus by Mid July 2020 in light of Government decision.

b. Online Examination

In case the University stays closed beyond mid July 2020, the online examination will be conducted with the following SOPs:

- (i) Measures will be taken to reduce the possibility of cheating. Moreover, online students' attendance will be ensured.



- (ii) The Final online Examination** will consist of the following components:
- a. Oral Viva component comprising of 50% of Final Examination marks. This will be scheduled by the concerned teacher with each student individually.
 - b. For the remaining 50% of the Final Examination marks, assessment will be conducted as follows:
 - Course Learning Outcomes having cognitive level 4 or below, as given by blooms' taxonomy, the examination will be conducted in the form of multiple-choice questions (MCQs), and delivered through an LMS, by including inbuilt measures (i.e. scrambling and timing questions etc.) to make the evaluations more reliable.
 - Course Learning Outcomes having cognitive level 5 or higher, the examination may be based on open book examination/reflection paper/class presentation and/or audio-visual presentation, depending upon the nature of the subject.
- (iii)** The type of examination will be decided by the course instructor in consultation with the Chairman, Semester Coordinator and OBE Coordinator and will be communicated to the students at least 15 days prior to their examination.
- (iv)** Training of the teacher for designing the questions and generating clear instruction for the students for conduction of each examination will be the responsibility of the individual department. The Dean and Vice Chancellor's office will facilitate and provide necessary guidelines.
- (v)** Students with Internet connectivity problems will be asked to come to the Campus and take the exams/quizzes and viva voce. However, permission will be taken from HEC/Government for such arrangements. In case of no provision for such arrangements for the inaccessible students, the remaining assessments will be conducted after the normalization of the current situation. Based on the recommendations of the Committee (Section 4B-iii), if 'I' grade is assigned to the student, he/she will be promoted to next semester with no impact on CGPA/ grades. For students having 'I' grades, their remaining assessment will be conducted later-on and 'I' Grade will be replaced by an appropriate letter grade accordingly.



4. Withdrawal (W)/Incomplete (I) Grade Options

A. Course Withdrawal:

If a student wants to **withdraw a course or courses** based on any genuine reason, the following will be applicable:

- i. In such a case, the course(s) will be treated as “withdrawn” and ‘W’ grade will be assigned in order to promote the students to next semester with no impact on CGPA/ grades.
- ii. The student has to re-register the “withdrawn” course(s) in subsequent semesters when it is offered by the University.
- iii. Fee shall not be charged again by the University for re-registration of course(s) for the students who are interrupted in the ongoing semester due to Covid-19 pandemic.
- iv. Student will not be allowed to register a course in the next semester for which the withdrawn course is a pre-requisite.
- v. For all such cases, the student has to fill the **Course Withdrawal Form (Form-A)** (available from the download section of www.uetmardan.edu.pk). The concerned students will submit filled and signed **Form-A** to the Semester Coordinator of the Department for onward process.
- vi. The deadline for course withdrawal shall be announced by the concerned Department. No applications for withdrawal shall be entertained after the due date.

B. Incomplete (I) Grade:

- i. In case a student is unable to take the Final Term Examination in Spring 2020 Semester (in specific course (s)) due to any genuine reason, he/she will be given the option of **Incomplete (I) Grade**.
- ii. The student will submit written application to the Semester Coordinator within due time as announced by the Department, with proper justification to apply for the ‘I’ grade in a course (s).
- iii. Requests for ‘I’ grades shall be referred to the following Committee:

Concerned Chairman	(Convener)
Semester Coordinator of the Department	(Member/Secretary)
OBE Coordinator of the Department	(Member)

This committee will affirm the student’s claim and a decision will be made accordingly on a case to case basis.



- iv. Based on the recommendations of the Committee, if 'I' grade is assigned to the student, he/she will be promoted to next semester with no impact on CGPA/ grades.
- v. For students having 'I' grades, their Final Term Examination will be conducted later-on and 'I' Grade will be replaced by an appropriate letter grade accordingly.

5. For Lab Courses having Psychomotor Domain

The following will be applicable to the Lab courses offered in the current Semester (Spring 2020):

- i. The assessment of the remaining labs of final (graduating) and other semesters will be conducted through simulation software/ virtually or video-demonstrations ensuring the quality and attainment of GAs, along with the verifiable evidences after normalization of lockdown situation.
- ii. The students other than final year/semester enrolled in lab courses, provision of grade 'I' (deferred assessment) will be considered/assigned to promote to next semester with no impact on CGPA/ grades. The same shall be included later-on after its physical accelerated teaching & assessment at normalization of the lockdown situation and accordingly the 'I' Grade will be replaced by a Letter Grade.

6. Grading Criteria for Lab Courses

The following grading criteria shall be used for lab courses offered in the current semester:

Lab performance:	25 %
Lab reports:	
Final Exam:	50 %
Viva:	25 %

- i. For Final year students (graduating batch), the assessment of lab performance, Final Examination and viva-voce will be conducted through online platform. The Final Viva-Voce Examination will be conducted through internal and external examiners.
- ii. For students of the remaining semesters/batches, the Lab performance and Lab reports will be assessed during the lab sessions. The Final Lab Exam and Viva-Voce shall be conducted on Campus when the University opens officially after normalization of the lockdown situation. In such cases, **'I' grade** will be assigned in order to promote the students to next semester with no impact on CGPA/ grades.



7. Remaining Assessment of Final Year Projects

- i. The weekly progress of the Final Year Projects (FYPs) will be assessed by the concerned supervisors virtually, *i.e.*, through video presentation/relevant software/ simulation etc. or physically keeping all preventive measures imposed.
- ii. The remaining progress presentation(s) will be conducted using online platform and the same will be assessed by the FYP Evaluation Committee through the approved rubrics, in line with designated PLOs.
- iii. Final Viva-Voce examination of the FYPs will be conducted through online platform by the following Examination Committee:
 - a. Chairman of the Department
 - b. Concerned Project Supervisor
 - c. External Examiner
- iv. The grading criteria for FYPs will be the same as given in the Undergraduate Prospectus.
- v. In case the FYP of a student is not complete as per the observations/remarks of FYP Examination Committee, the students will be assigned 'I' Grade which will be converted to the appropriate letter grade at a later stage after re-assessment (Viva-voce examination) by the same Committee.

8. Summer Semester

This section will be applicable to the summer semester-2020:

- i. Summer semester opportunity will be given to all students enrolled in different semesters, depending upon the availability of resources in the concerned Department.
- ii. The approved rules of summer semester as given in the Undergraduate Prospectus shall be applicable.
- iii. For classes, the relevant approved Standard Operating Procedures (SOPs) for online classes shall be applicable.
- iv. For assessment, the grading criteria and relevant approved SOPs for online assessment shall be applicable.

9. Grading System

Relative grading will be used for online examination.



10. Grievance Mechanism

a. The following Online Assessment's Grievance Committee is constituted for students facing difficulties/having complaint related to the above assessment policy:

- | | |
|--|-----------------------|
| (i) Director Academics, UET Mardan | (Convener) |
| (ii) Manager CMS and IT, UET Mardan | (Member/Focal Person) |
| (iii) Semester Coordinator of the Department | (Member) |

b. Mechanism for lodging the complaint is as follows:

- (i) The student having any complaint/issue related to the online assessment will fill the **Online Assessment's Grievance Form (Form-B)** attached (available at the download section of www.uetmardan.edu.pk).
- (ii) Student will submit the filled proforma to Manager CMS and IT, UET Mardan via email: manager.cms@uetmardan.edu.pk with a copy to Director Academic, UET Mardan via email: dir.acad@uetmardan.edu.pk.

c. Mechanism for resolving the complaint is as follows:

- (i) The Online Assessment's Grievance Committee will acknowledge the receipt of complaint by sending a confirmation email to the concerned student.
- (ii) The Online Assessment's Grievance Committee will resolve the issue/complaint within three (03) working days and will inform the student and concerned Chairman accordingly.

11. Policy Related to Plagiarism & Cheating During Online Assessment

Any type of collaboration between the students during the online examination/assessment will be considered as an attempt of cheating.

a. Every student taking online examination/assessment must abide by the following code of conduct:

- (i) Student taking online examination/assessment must login only from his/her own account.
- (ii) Answers to assignments, quizzes, exams, projects, Complex Engineering Problems, Problem-Based Learning and reports must be student's own work (except for assignments that explicitly permit collaboration).



University of Engineering and Technology Mardan

Khyber Pakhtunkhwa, Pakistan

- (iii) Student will not make solutions to assignments, quizzes, exams, projects, Complex Engineering Problems, Problem-Based Learning and reports available to anyone else.
 - (iv) Student will not engage in any other collaboration/activities that will dishonestly improve his/her results/grade or dishonestly improve or hurt the results/grades of other students.
- b. Any student found violating the above rules will be strictly dealt with in accordance with the examination rules/regulations of UET Mardan.



University of Engineering and Technology Mardan
Khyber Pakhtunkhwa, Pakistan



University of Engineering & Technology Mardan

Form-A

Course(s) Withdrawal Request Form

(To be filled by the concerned Student and submit it to Semester Coordinator)

Department:	
Student's Name:	
Student's Registration No:	
Semester:	Spring 2020
Courses to be Withdrawn	<i>(write here the list of the courses along with course codes)</i>
Intake Batch:	
Student's Cell No:	
Student's Email ID:	
Student's CGPA (Till Fall 2019 Semester)	

I hereby agree to willingly withdraw the above mentioned courses of Spring 2020 semester due to _____ at my end. It is requested that these courses of Spring 2020 semester may be considered as withdrawn. I will be bound to re-register and pass these withdrawn courses of Spring 2020 semester in the subsequent semesters.

Student's Name: _____

Student's Signature: _____

(For Office Use Only)

Student's Course Withdrawal Request Received on (date): _____

Verified and Signed by Batch Advisor: _____

Signature of Semester Coordinator

Signature of Chairman

Note: No fee will be charged by the University for re-enrolment/re-registration at a later stage for the courses which were interrupted in an ongoing COVID-19 affected semester.



University of Engineering and Technology Mardan
Khyber Pakhtunkhwa, Pakistan



University of Engineering & Technology Mardan

Form-B

Online Assessment's Grievance Form

(To be filled by the Student)

Department:	
Student's Name:	
Student's Registration No:	
Semester:	
Student's Cell No:	
Student's Email ID:	

Please type your complaint in the space below. Be specific about the complaint. Send this form to manager.cms@uetmardan.edu.pk with a copy to dir.acad@uetmardan.edu.pk.

(For Office Use Only)

Complaint Received on (date): _____

Complaint resolved: Yes. No

Comments of the Online Assessment's Grievance Committee:

(i) Director Academics

Name & Signature

(ii) Manager CMS and IT

Name & Signature

(iii) Semester Coordinator

Name & Signature