

SHIFA TAMEER-E-MILLAT UNIVERSITY

Islamabad – Pakistan

Policy on Assessment, Examinations and Evaluations with regard to Covid-19 Pandemic

**(Approved by the Academic Council of the University
in its 29th meeting held on Thursday, June 4, 2020)**

Preamble:

This policy shall be applicable to deal with the special challenges created by the Covid-19 Pandemic. This shall be extended to all the academic programs following the semester calendar/scheme. This policy shall be read and enforced in conjunction with the relevant Guidelines and Minimum Standards provided by the Higher Education Commission of Pakistan (HEC) from time to time. Any change in the provisions of the policy, if so desired, shall be subject to approval of the Principal Officers' Forum (POF) on behalf of the Academic Council of the University. This policy shall be publically announced through the official website and social media pages of the University. This policy shall come into force at once.

Provisions of the Policy:

1. The end-semester/final assessments and examinations shall be allowed and conducted only of the courses/contents of the academic programs which have been certified by the competent authority of the university in compliance of the "Online Readiness System" duly recommended by the HEC.
2. The teaching departments shall forward their assessments/examinations schedules, list of Online Readiness Certified courses/contents and other related data as per prescribed format of the University Examinations Department at least two weeks before the conduct of the assessment and examinations to the University Examinations Department for the purpose of notifications.
3. All assessments/examinations shall be conducted through online means. However, where genuine internet connectivity problems are found, oral examinations may be taken over phone or any other mode of communication with the approval of the competent authority of the University can be exercised.
4. 60% weightage shall be given to the Continuous Assessments which includes attendance, quizzes, assignments, presentations etc.

5. 40% weightage shall be given to the Final/Terminal Assessments which comprises of 20% of the *viva voce* examinations and 20% of the theoretical part (in any form/approach of assessment recommended by the HEC). However, no form/approach of assessment/examinations shall be adapted/adopted unless the concerned teachers, examiners and the students have been explained/trained for.
6. The courses which comprise of two or more parts (for example, theory part and practical part) and are graded after final assessments/examinations with one (final) letter grade, shall be awarded the letter grade "I" (incomplete) for the contents/part(s) which have been assessed/examined under this policy. Provided also that the courses which comprise of two or more parts (for example, theory part and practical part) and are graded after final assessments/examinations with one (final) letter grade in such a way that all the contents/parts of the course are required to be qualified separately, shall be awarded with the grade "Pass" upon obtaining the qualifying achievements in the contents/part(s) which have been assessed/examined under this policy and in case of failure in these contents/parts the final letter grade "F" shall be awarded and the course shall be repeated as such. However, final grades for these courses with the letter grade "I" or with the remarks "Pass" shall be awarded after the conduct of their required training/practical sessions and the assessments/examinations in due course of time. The incomplete and pass grades shall not be used in computation of semester/cumulative grade point average (C/GPA).
7. Both the numeric (%age marks) covered/qualified out of the total 100% marks and the letter grades shall be mentioned in the result cards so that the students may have the idea about their incomplete/partial completion status. The result cards shall be issued with the mention of reference of this Policy where applicable.
8. The academic dismissals (if any) shall be considered as Strict Warnings status.
9. Where the final assessment/examinations of the certified online readiness courses/contents could not be held or any anomaly in the conduct of such assessments/examinations has been reported or an individual student could not take the final assessments/examination, the letter grade "I" shall be awarded to the whole class or the individual student as the case may be. However, the reasons of such suspension, cancellation or any excuse shall be recorded in appropriate manner and forwarded to the competent authority of the University through the University Examinations Departments.

10. The research examinations including the theses evaluations and theses defense shall be conducted in complete compliance with the guidelines and standards set the HEC.
11. Each department shall have a grievance committee duly constituted by the concerned Dean comprising of three members such that one teacher from the concerned department, one teacher from another department of the University and one member of the senior administration of the University/Department as nominee of the Controller of Examinations to redress the grievances/ complaints of the students (if any) related to the assessments, examinations and evaluations made under this policy.
