

End Semester examination guidelines for even semester of 2020-2021

1. End semester exams will be conducted **online** on the scheduled dates between **5th July and 15th July**. Timetable will be published one week before the starting of the exams.
2. End Semester exam will carry 40% weightage of the entire semester's evaluation.

Online Exam protocol:

1. Each exam will be of three hours duration. Additional 30 minutes will be allowed for uploading answer sheets.
2. As far as possible, attempts should be made to ask questions of varying difficulty levels and requiring analysis and/or problem solving. It is advisable NOT to have MCQ type of questions in the end sem examination. If it is absolutely necessary to have some MCQ or objective type questions, the instructor must have multiple sets of such questions with randomized options.
3. Students will need to stay online on video for the entire duration of the examination.
4. After the exam a self signed attendance sheet must be uploaded by the course instructor to a google form that will be shared in due time.
5. Students will need to upload handwritten answer sheets in pdf format to a pre-specified google classroom folder to be created by the course instructors. Free mobile apps may be used for scanning and creating pdf files of answer sheets.
6. For large classes help from TAs and other colleagues should be taken for video invigilation by splitting the students into smaller groups of convenient numbers.
7. Course instructors may take an oral test if malpractice is noticed, reported or suspected.
8. Final year project evaluations to be done based on report and presentation. Schools to announce the schedule of report submission and presentation.
9. Final marks/grades for all courses must be uploaded on IMS latest by **18th July 2021**.

Checking answer sheets

1. Answer sheets received in pdf or jpg format may be marked/annotated in free annotation softwares like Adobe reader, Foxit reader, Drawboard etc..
2. Efforts should be made to discuss the answer sheets with the students before freezing the grades, by arranging an online session at a convenient time. Faculty members can consider marking the answers sheets directly on any shared folder/drive. Special attention can be given to the graduating batch on a priority basis.

**** If a student is not able to attend the exam in the specified format due to any reason attributable to the prevailing pandemic situation, then incomplete grades can be given until they appear for the exam and complete the evaluation. A student with an incomplete grade in a subject will not be allowed to write an**

improvement exam in that subject, whenever it happens. Stream allocation of 1st year students will, however, use the grades to be published on 22nd July 2021.

**** Many students have suffered significant loss of study hours due to various issues related to the pandemic situation. Therefore, it has been decided to allow students the option to write improvement examinations for the theory courses of this semester. Improvement examinations will however be conducted only in the offline mode when normalcy returns and students are back on campus. Absolute grading will be followed for improvement examination and students will retain the better of the two grades.**
