

International Islamic University, Islamabad
Office of the Director Examinations

Gen/2020/Exams/1403

11-06-2020

APPROVED ONLINE EXAMS POLICY FOR SP 2020

A high-profiled meeting held on 5th June ,2020 chaired by Worthy President IIU(*attended on Zoom*) , conducted by Acting President , Prof. Dr. Aqdas Naveed Malik in which Worthy Rector IIU(*on special request*) , All Vice Presidents , Prof. Dr. N.B Jumani (*Convener, Apex Committee*), Deans and members of the Apex committee also participated to discuss and decide the various matters associated with conduct of Online Examinations.

2. Prof Dr. Nabi Bux Jumani, Convener of the Apex Committee , presented the agenda in detail related to Open Book Examinations to the house :

3. The house after detailed deliberations decided as follows:-

- i) Duration of open book examination shall be 08 hours. Detailed **procedure /mechanism regarding conduct of open book exam** prepared by Apex Committee is attached at **Annexure-I** along with **FAQs related to open book exams** attached as **Annexure-II**. Which are to be shared by Deans & HODs with all teachers and concerned staff for implementation in letter and spirit. The mechanism along FAQs related to open book examinations would be the part of IIUI Online Teaching Policy and may be displayed at the website in easy accessible way.
- ii) There shall be 03 questions for BS / MA programs and 02 for MS / PhD programs.
- iii) Quality of Question paper in-line with open book examination policy shall be ensured by the concerned HOD and the Dean of the Faculty.
- iv) Students shall be required to upload hand written answer script on the prescribed format (with blue ink).
- v) Apex Committee shall act as Grievance Committee with the addition of students' advisors, heads of the concerned dept. and dealing officials of Acad & Exams sections, Finance and IT. The automated mechanism shall be uploaded on LMS and IIUI inter face for facilitation of the students.

4. The above mentioned ONLINE EXAM POLICY is issued with the endorsement by Vice President Academics & Convener Apex Committee and approval by the competent authority, for information and implementation by all concerned.

(INAM UL HAQ)
DIRECTOR EXAMINATIONS

Encl As above (2)

Distribution: All Deans/DG IIIE/ HoDs/ Exam and Acad officials/ Assistant Directors Coordination
c.c :SPS to Rector IIU, SPS to President IIU, All Vice Presidents, Convener Apex Committee