

Instruction to Conduct End – Semester examination MO – 2020

EXAMINATION WILL BE HELD ON MICROSOFT TEAM PLATFORM

Instruction to Faculty Members

1. a). The end-semester examination can be conducted using Microsoft Team platform in totally online mode adopting any of the following format or a combination thereof:
 - i. Multiple choice type
 - ii. Objective short answer type
 - iii. extended answer type (answers to be keyed in using keyboard)
- b). An alternative pen and paper mode examination is also permitted in selected cases wherever necessary.
2. In case of 1b), the concerned coordinator or individual teacher should convey detailed instructions well in advance about the procedure to write the answer (text, equation, derivation, diagram, etc.) on blank pages, take photograph of those pages and upload in the MS Team assignment page maintaining serial order. A mock exercise of this procedure with students is advised.
3. For pen and paper examination, the concerned faculty members should ensure the students should write their Name, Roll No., Course Code, Course Name on first page. All pages should be serially numbered.
4. The question paper should be framed for two hours duration for students involving multiple centers / departments / campuses, the coordinator should prepare the question paper in consultation with all the faculty members who are teaching that course in Main / Off Campuses. Question paper will be made available to the students 5 minutes before on the scheduled start time of the examination.
5. The course coordinator will send the question paper to all the concerned faculty members at least one day in advance to upload and assign on MS Team platform for their respective students.
6. The course coordinator and concerned faculty members will provide necessary instructions to their respective students regarding pattern of question paper, desired format of answers and overall mode of conduct of End Semester Examination.
7. Each course coordinator must submit soft copy of the question paper to COE at coe@bitmesra.ac.in prior to the examination for information.
8. The course coordinator and concerned faculty members will have the option to conduct the examination on MS Team either in Quiz mode or in Assignment mode.
9. In case of any unprecedented situation like power cut / connectivity interruption / problem with devices, the concerned student will have to immediately intimate the faculty member about the same. The faculty member may conduct oral examination only for that portion using proportionate time and marks basis, which the student has missed due to the above-mentioned disruption.
10. The concerned faculty members are expected to complete the evaluation in the shortest possible time (preferably within two days from the date of conduct of examination of that course). The faculty members are required to enter the marks in ERP immediately after the evaluation. Relative weightage for continuous internal evaluation and end semester examination should amount to 50 / 50 for CBCS and 40 / 60 for Non CBCS examinations, respectively.
11. In case of University Polytechnic, all faculty members are required to complete the evaluation in the shortest possible time (preferably within two days from the date of conduct of examination of that course) and submit the marks to Examination Coordinator of University Polytechnic.

End – Semester examination MO – 2020

Instruction to Students

1. For pen and paper examination, the students should write their Name, Roll No., Course Code, Course Name on the first page. All pages should be serially numbered before uploading or submitting.
2. The End Semester Examination will be conducted on MS Team platform by the respective teachers for two hours only.
3. The Question Paper will be made available 5 minutes before the start of the examination on the scheduled date.
4. For pen and paper examination, students will be required to submit within 15 minutes after the stipulated time of 2 hours of the examination. No extra time will be given to the student for submission.
5. In case of any unprecedented situation like power cut / connectivity interruption / problem with devices, the concerned student will have to immediately intimate the faculty member about the same. The faculty member may conduct oral examination only for that portion using proportionate time and marks basis, which the student has missed due to the above-mentioned disruption.
6. The course coordinator and concerned faculty members will have the option to conduct the examination on MS Team either in Quiz mode or in Assignment mode. If the End Semester Examination is conducted in assignment mode, then the students are expected to use A4 size blank papers for answering. Further, they are advised to upload a single PDF file on MS Team for which they may install and use appropriate software using their mobile phones.