



**NUML ONLINE ASSESSMENT/EXAMINATION
AND ADMISSION POLICY
(COVID-19 Environment)**

**National University of Modern Languages,
Islamabad**

Table of Contents

| S.No. | Title | Page No. |
|--------------|---|-----------------|
| 1. | Rationale of the Policy | 03 |
| 2. | Objectives of the Policy | 03 |
| 3. | Scope of the Policy | 03 |
| 4. | Part-1 Academic Calendar 2020-21 | 04 |
| 5. | Part-II Grading and Assessment Mechanism | 05 |
| 6. | Guidelines for Graduating Students and Online Defenses for MPhil/Phd. | 08 |
| 7. | Grievance Committee | 08 |
| 8. | Vetting Committee | 08 |
| 9. | Instructions for Teachers | 09 |
| 10. | Roles and Responsibilities | 09 |
| | Part-III Admission Policy for Fall Semester, 2020 | 12-13 |
| 11. | Part-IV Summer Semester, 2020 | 14 |

“If we wish to discover the truth about an educational system, we just look into its assessment procedures.” (Rowntree, 1977, P.1)

1. Rationale of the Policy

In view of Covid-19 pandemic, NUML Assessment/Examination and admission policy, covering various aspects of online academic affairs, has been formulated to ensure quality of education and practice merit-based promotions. The main objective is to keep optimal standards intact and not to compromise on quality of education. It encompasses matters related to assessment/examination, admissions and academic calendar for the year 2020-21. Moreover, the purpose of this policy is to cover the generic and specific needs of all NUML faculties.

2. Objectives of the Policy

- a. To ensure optimal standards of evaluation and examination
- b. To have transparent and uniform policy guidelines for all faculties and regional campuses of NUML
- c. To formulate special/specific admission policy for Fall 2020
- d. To protect NUML Academic Calendar for 2020-21.

3. Scope of the Policy:

This Policy shall apply to all faculties, departments and branches engaged in imparting online education in the main campus as well as all the regional campuses.

The policy comprises four parts: minor changes in NUML calendar timelines; guidelines for evaluation and assessment process for Spring semester 2020; admissions Fall-2020; and Summer Semester 2020. The policy also highlights the roles and responsibilities of Deans, HoDs/RDs, ICT, Exam, Academic and QEC branches NUML.

Part-1 Academic Calendar 2020-21

With a view to ensure the maximum protection of the existing academic calendar, following minor adjustments are made:

| S.No. | Activity | Start Date | End Date |
|--------------|--|-------------------|-----------------|
| 1. | Remaining Spring Semester | 18-05-2020 | 30-06-2020 |
| 2. | Revision of Courses/ Comprehensive Test* | 01-07-2020 | 08-07-2020 |
| 3. | Summer Semester | 15-07-2020 | 31-08-2020 |
| 4. | Admission Fall Semester | 15-07-2020 | 31-08-2020 |
| 5. | Commencement of the Fall Semester | 02-09-2020 | 31-12-2020 |

* A comprehensive test will be devised by the departments and be held in case students return to the campuses.

Note 1. The University has the right to make changes in the above given timelines in case the government decides to open educational institutions earlier.

Note 2. For the remaining period of Spring and Summer semesters 2020, the online working hours and teaching timetables will be extended for six days a week (Monday through Saturday) to complete all academic requirements and make up for the lost time during the pandemic.

Part-II Grading and Assessment Mechanism

1. In addition to existing grading and examination rules and procedures, NUML shall adopt and adapt the following criterion for the purpose of **continuous assessment**.

| Class Participation (10) | Oral exam/Quizzes (20)* | | Assignment/ Presentation (20) | | Project/Term Paper/Lab Work (20) | Comprehensive Test (30)** | Total Marks |
|-----------------------------|----------------------------|----|-------------------------------------|----|---|---------------------------------|----------------|
| | I | II | I | II | | | |
| 10 | 10 | 10 | 10 | 10 | 20 | 30 | 100 |

* Deans and HoDs have liberty to adjust distribution of 10 Marks in this category.

** This 30 marks test will be conducted only if the students return to the campuses. Otherwise, these marks will be adjusted in other categories as given in the table above.

Following points serve as SOPs for assessment methods adopted by NUML. They also explains the above grading table.

- a. The assessment criterion as shown in the Table above is mid-semester exam inclusive.
- b. Class participation includes classroom discussions, questions and answers, motivation level, attendance, and overall attitude to studies.
- c. Viva/Quiz(s) shall cover mid-term marks. The Viva/Quiz(s) part is flexible so that different departments may adjust it according to the needs and requirements of their subjects and disciplines. 30 marks are allocated to three Viva/quizzes of 10 marks each. However, faculty members will have the liberty to adjust this distribution of 30 marks. All the departments shall hold Quizzes/viva & Q-A sessions on LMS-linked platforms. The timing and mode may vary but, generally, if it is 7-10 minute viva/Q-A for one student, it

will suffice. Whatever platform the teachers use, all their classroom activities shall be subsequently uploaded on LMS.

- d. Assignments shall be standard assignment that students may email to their teachers as per deadlines. As per policy all assignments submitted by the students shall be run on Turnitin. FM may conduct **Presentations on basis of submitted assignments to judge the personal knowledge of each student**. 30 marks are allocated to three assignments/presentations of 10 marks each. However, faculty member will have the liberty to adjust this distribution of 30 marks. In case of presentation, all the departments shall hold presentations & Q-A sessions on LMS. The timing and mode may vary but, generally, if it is 7-10 minute Q-A for one student, it will suffice. Time for group presentations may accordingly be adjusted by the teachers. Whatever platform the teachers use, all their classroom activities shall be subsequently uploaded on LMS.
- e. Final 30 marks shall be allocated to Project/Term Paper/Lab Work as per the convenience of the each faculty and the nature of the course. All students shall submit the Project/term paper or simulations of lab work to their concerned faculty member in the last teaching week.
- f. Teachers will keep a proper record of all documents (in folders) in order to prove the transparency of the assessment/evaluation of their students. Students complaints if any shall referred to the Grievances Committee that will remain operative till the finalization of exam results.
- g. HoDs/Coordinators will make it sure that all teachers submit their results within 72 hours of their respective papers.
- h. Department shall ensure that CDs of video recorded lectures must be dispatched to those students who are unable to attend the lectures due to connectivity issues in far flung areas(rural areas of Baluchistan, GB, South Punjab and Sindh).

2. Guidelines for Freezing of Spring Semester 2020

NUML Academic Council has decided to suspend normal timeframe for freezing of semester as given in its academic rules and regulation in order to facilitate the students during the pandemic time. Following rules will remain operative in terms of freezing of semester in case any student has to get his/her studies frozen for the current semester:

- a. NUML will be resuming online classes for all the programs of ongoing semester i.e. Spring 2020 from May 18, 2020 to July 8, 2020. The classes will be held 6 days a week. It is mandatory for the students to attend the classes.
- b. Students can register in NUML LMS through their department (if not registered already) by providing their valid Email Address.
- c. Students from far furlong areas having internet/ connectivity issues will be facilitated by providing recorded lectures and course /reference material on CDs. The students desirous of availing this facility must inform their concerned department & coordinator/HoD. CDs will be delivered through courier service at their address free of cost.
- d. The students who are not able to attend online classes due to connectivity issue and are not willing to avail the facility of provision of recorded lectures can opt for freezing of semester. Keeping in view the special circumstances, the competent authority has relaxed the conditions of semester freeze as a special measure. The following conditions will be applicable for this semester i.e. Spring 2020 Semester, only.
 - I. Freezing of 1st semester is allowed.
 - II. 3rd consecutive freezing is allowed if it falls within total allowed degree duration.
 - III. 12% of semester fee, as continuation fee for this semester i.e. spring 2020 will be charged. However, fee paid for current semester will be adjusted in next semester accordingly.

NB: Students from far furlong areas such as GB, FATA and Remote areas of Sind and Baluchistan having no internet facility will not be charged any extra fee for freezing the semester.

3. Guidelines for Graduating Students and Online Defenses for MPhil/Phd

- a. NUML already continues to hold the viva voce of all MPhil/PhD students, especially those facing time-barred situation. In this regard viva voce are being held on campus .In the light of HEC guidelines in this regard all processes of graduate programs shall be held online. However, where online connectivity is restricted for the candidates and the examiners, viva voce shall be held at NUML campus.
- b. In case of final semester students their final year projects/theses shall be evaluated and all efforts shall be made to declare results in time.

4. Grievance Committee(s):

All cases related to the grievances of NUML students pertaining to assessment and examinations, grading and marking shall be referred to the NUML Grievances standing committee(s) which are already constituted at departmental and central levels.

5. Vetting Committee

The mandate and composition of vetting committee is as under:

- a. Committee shall vet all results to ensure the quality of marking and transparency.
- b. Committee shall address the outlier cases in terms of the award of marks and shall compare results with student's previous result in case of any complaint.

The composition of committee is as under:

- a. Dean Concerned, President
- b. HOD Concerned, Member
- c. A rep from Exam Branch
- d. Concerned faculty member

6. Instructions for Teachers

- a. Teachers shall be responsible to enroll all their students and bind their respective courses on LMS.
- b. They will be responsible to keep all record pertaining to attendance, course contents delivered and assessment.
- c. The teachers run all assignments on Turnitin, and they need to apprise their students of the Turnitin filter.
- d. In case of open book exam, questions shall be set creatively as per norms of all such assessment methods.
- e. Transparency and fairness shall be ensured by all faculty members in matters pertaining to assessment and examination.
- f. They will maintain **question banks** containing MCQ, subjective questions, quiz etc.

7. Roles and Responsibilities

a. Regional Campuses:

Regional Directors shall

- (1) Ensure that the courses being assessed and examined for online teaching fulfill the requirements and standards set by the HEC and the University for Online Education.
- (2) Maintain and monitor close liaison with the respective deans/HoDs/coordinators of the main campus
- (3) Overall supervise the assessment and examination along with regular feedback for effective implementation of assessment and examination criterion from HoDs and Coordinators in their respective regional campuses.

b. Deans

- (1) Provide guidelines and guidance to the HoDs/coordinators of both the main and regional campuses in terms of monitoring the whole system and assuring transparency and fairness

- (2) Ensure that the courses being assessed and examined for online teaching fulfill the requirements and standards set by the HEC and the University for Online Education.
- (3) Overall supervise the assessment and examination along with regular feedback for effective implementation assessment and examination criterion from HODs and Coordinators.

c. HoDs /Coordinators.

All HODs and coordinators of the departments shall

- (1) Ensure that the concerned resource person has prepared and conducted assignments /quizzes and end term papers on time.
- (2) Develop and maintain departmental internal mechanism to monitor the efficient and effective monitoring of examination and assessment.
- (3) Ensure that teachers enrolled all their students and bind their respective courses on LMS.
- (4) Ensure that teachers have kept all record pertaining to attendance, course contents delivered and assessment.
- (5) Ensure that teachers run all assignments on Turnitin.
- (6) Ensure that teachers have Transparency and fairness has maintained in matters pertaining to assessment and examination.
- (7) Ensure that students' queries and complaints, if any, are addressed in time.

d. ICT branch

- (1) Ensure the availability of relevant hardware and software required for effective and efficient online examination, assessment and admission.
- (2) Ensuring all time functioning of NUML LMS and its accessibility to faculty as well as Regional Campuses and all the students.
- (3) Maintenance and security of Central Repository/questions data banks as well as exams and new admissions etc
- (4) Ensure the digital binding of all the faculty members with their respective courses (which they are teaching) and students (to whom they are teaching).

e. Examination Branch

- (1) Ensure that examination policy is implemented in true letter and spirit by all faculties/regional campuses.
- (2) Develop a comprehensive mechanism to ascertain the effectiveness of online examination and assessment and the obstacles faced by the students during exams and suggest the counter measures to facilitate such students.
- (3) Assessment Instructions to be issued to all faculties/Regional Campuses well before the conduct of Exams.
- (4) Dir. Exams to prepare timely results for promotion of existing students and the enrollment of new students in coordination with all the faculties and Dir. Academics.

f. Academic Branch.

- (1) Develop a comprehensive mechanism for online entry test for admissions Fall 2020 in coordination with ICT branch.

g. QEC

- (1) Monitor overall online readiness and implementation of assessment and examination in the university in coordination with Dir Exam & Dir ICT.
- (2) Monitor the adherence of all quality parameters for online examination and assessment in the university as per International/HEC standards

Part-III

Admission Policy for Fall Semester, 2020

1. In continuity with the regular admission policy of NUML in line with HEC instructions/criteria, NUML shall advertise Admissions for Fall Semester, 2020. However, given the special circumstances, following policy guidelines shall be adopted:
 - a. All admissions will be **provisional** till the students fulfil all necessary requirements.
 - b. Admissions will be essentially related/linked to the declarations of Board results of FA/FSc./ICS for BS/MA and Matriculation (for languages). If Boards do not declare results, provisional admissions will be offered.
2. There shall be two options for admissions:
 - a. Admission on the basis of previous qualification and interview marks only. The weightage of previous qualification marks shall be determined as per distribution given below, that is, percentage of marks from Matric to M.Phil. will be calculated for admissions in various programmes. Students will be required to submit their results later on as suggested in the HEC policy guidelines. Interview of shortlisted candidates shall be held only.

| S.No. | Previous Qualification Marks Weightage | Interview Marks Weightage | Total Marks |
|-------|--|---------------------------|-------------|
| 1. | 80* | 20 | 100 |

Note: Candidates qualify on the basis of his previous qualification shall have the choice to appear for the interview either through some online platform or may appear in person. The distribution of marks allocated to previous qualification are as under:

Matric/SSC = 40%, FA/F.Sc/HSSC/Equivalent=40%

OR

- b. Admission on the basis of admission test, previous qualifications, and interview in case the university opens after July 15, 2020.

3. MPhil & PhD Admission

Admissions in MPhil and PhD programs of all disciplines shall be carried out as follows:

- a. The candidates will be shortlisted for test and interview on the basis of their previous qualifications. In this way, the number of candidates for written test and interview will get down to the manageable level.
- b. Interview marks shall be increased to 30 so that a proper assessment of the candidate is possible. NUML GAT General and GAT subject tests, along with subjective test shall be conducted as per practice already in vogue. Passing NUML GAT General and GAT subject shall be mandatory for admission to MPhil, and PhD for those students as well who produce NTS/GRE conducted GAT Test.

4. Explanation of Admission criterion for M.Phil. and PhD during Covid-19

Shortlisting on the basis of previous qualification

| | FA / F.Sc. | BS/ Equivalent | MS / MPhil | GAT % | Interview | Total |
|---------|------------|----------------|------------|-------|-----------|-------|
| PhD | - | 05% | 15% | 50% | 30 | 100 |
| M.Phil. | 05 | 15 | - | 50% | 30 | 100 |

NUML GAT will consist of 125 marks. Existing policy shall apply in making and evaluation NUML GAT test.

Part IV

Summer Semester, 2020

1. Following guidelines shall be followed for Summer Semester 2020
 - a. The summer semester teaching and examination will be offered online to those students only who want to improve or repeat their courses especially in case of final semester students.
 - b. The duration of Summer Semester will be from 13 July to 30 August, 2020.
 - c. After the end of Spring Semester exam on July 8, the students will have time till 13 July to sign up for the Summer Semester.
 - d. The summer semester shall be governed by the rules, regulations and procedures as outlined above in **Part-II** of this policy.

Disclaimer: This assessment and examination policy is being issued for Spring Semester 2020 during the pandemic Covid-19 and will remain effective till the competent authority deems it fit. When normalcy restores and students return to the NUML campuses, this policy will have no bearing on NUML's examination and admission system.

Acknowledgment

This policy has been designed in line with the guidelines provided by the HEC.