UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, LAHORE
(Registrar's Office)

No. Regr/SR-101/ 449

Dated: 19-05-20

NOTIFICATION

On the recommendations of the committee constituted by the Deans' Committee in its meeting held on 14-05-2020, the Vice Chancellor, in exercise of the powers vested in him under Section 15 (3) & (3a) of the University of Veterinary & Animal Sciences, Lahore Ordinance 2002 and in anticipation approval of the Syndicate, has been pleased to approve UVAS Policy of Examination during COVID-19 scenario for implementation in the University **(Copy Enclosed)**.

-Sd/-
(SAJJAD HYDER)
Registrar

Endst. No. Regr/SR-101/ 4214-40

Dated. 19-05-20

A copy is forwarded for information and necessary action to the:

1. All members of the Syndicate.

2. Ms. Sadaf Tahir, Assistant Director, Administration & Coordination (A&C) Division, Higher Education Commission, Islamabad. This is with reference to her e-mail dated 17-04-2020.

3. All Deans / Directors (Academics) / Principals of constituent Colleges.

4. All Chairmen / Chairperson of teaching departments.

5. Director, QEC.

6. Director, Advanced Studies.

7. Controller of Examinations.

8. Principals of Affiliated Colleges.

9. Secretary to Vice Chancellor.

(AMJAD MEHMOOD)
Deputy Registrar (Gen)

University of Veterinary & Animal Sciences, Lahore

UVAS POLICY OF EXAMINATION DURING COVID-19 SCENARIO

Pursuant to the direction of the Government of the Punjab, the on-campus activities were ceased on 13 March, 2020 due to the COVID-19. Though, the Higher Education Commission (HEC), Islamabad and Punjab Higher Education Commission (PHEC) have circulated a numbers of policy papers that were opted by the University, but in an online meeting of the Vice Chancellors' Committee of all the Public and Private universities/HEIs, chaired by the Chairman, HEC to deliberate on "*assessments and exams schedule in wake of closures of universities until July 15, 2020 announced by the Government*" held on 12th May, 2020, they agreed for all Universities to come up with examination policies, based on natures of examinations, aligned with their respective feasibility scenarios and needs of students.

Steps of UVAS

1. The examinations for the Fall Semester that were scheduled from 11th May, 2020 were postponed. However, the teaching period was further extended upto 30th May, 2020 due to 15 days of "Holidays" and mode of teaching was shifted from "off-line on-campus" to online off-campus using available software (like WhatsApp, Google Class rooms, Zoom, Telegram, Google meet, Skype etc.) from 1st April, 2020.

2. Changes in the already existed University Management System (called CTS system) were made where learning materials were made available for the students

3. Links of videos were shared with the students so that students residing in the remote area can be benefited with this asynchronous mode of teaching.

UVAS Point of Views/Policy for Evaluation:

UVAS will conduct online assessments and examinations with "no-disadvantage" approach. It means if the circumstances are beyond the control of a student like his/her infection, illness of his/her close relatives, psychological trauma etc., then UVAS will provide fair opportunity to either defer/discontinue the studies and will be re-engaged soon when the he/she feels ready for learning.

Alternative Assessment in UVAS:

University will adopt some alternative assessment tools to continue academic activities. The following recommendations for alternative assessment

1. UVAS will adopt "Un-seen-Open-Book off-Campus", thereby called USOBOC, evaluation mode for the final term examination of current semesters 4, 6, 8, 10 and the same pattern of evaluation will also be applicable for current 2nd semester Mid-term (First Year).

2. The teacher in consultation with the Chairman of the Department is allowed to adopt the type of the assessment tool (Essay type, Long essay, case-study, problem-based questions etc.) based upon the learning outcomes. It is also emphasized that Open-Book off-Campus mode of examination should evaluate critical thinking and follow the higher cognitive domain of learning.

3. There will be a combined date sheet for final term examination duly notified by the concerned Deans.

4. The examination will be unseen to be taken "Real-time" and "Time-Constrained" using ONLY CTS/Google Class room/Emails and reply sheet/document (e-answer book) will be submitted to the examiners via CTS/Email/Google-class room.

5. The students will be communicated regarding the mode of assessment and detailed policy's SOPs at least 15 days before final term examination.

6. In the "USOBOC", the examination paper will made available on real-time for all students on fixed date and time as notified by the concerned Dean (as per rules and regulations of UVAS). The paper will be communicated via Google class room/CTS/WhatsApp etc.

7. The paper will consists of at least 5-6 questions along with 1-2 questions for practical of the same course.

8. The questions will be solved on plain papers (No Microsoft words). After solving paper, the students will scan it or take its Pics in JPG and convert into pdf format and must return **within the specified time** through their official UVAS emails/Google classroom/CTS to the examiners. Student must write Course Title and Registration Number only in the subject of Email.

9. The time period to be given to each student for attempting question paper will not be less than 4-5 hours.

10. If uploading of the answer script is delayed, (say upto one hour) due to any technical error, then the student must inform to the teacher concerned via any electronic media about this error to avoid any disadvantage to the student.

11. The file name of answer script of the student will be labelled with Registration No. e.g. 2018-DVM-xxx.

12. If the answer scripts of two or more than two students are found "identical", then both will be awarded "F" grade and use of unfair means case will initiated against both of them.

13. The examiner will mark the paper within one week using already defined rubric keys. The rubric keys must also be communicated with the students after the examination.

14. If the circumstances are beyond the control of the student, then a student may reappear in the examination after applying to the Vice Chancellor, UVAS via Email duly endorsed by the Tutor/Senior tutor/Dean with justification within one week of the conduct of the examination as laid down by the rule and regulation of UVAS.

15. All SOPs must be approved by the Competent Authority.

16. There will be a Mock Test before the actual examination so that students and teachers may get familiarized with the new system.

17. This policy of examination will properly be communicated to the students via emails, web-page, WhatsApp groups, UVAS YouTube channels, skype or any other appropriate medium.

18. The Evaluation system will only award **Fail/Pass** for a subject that will also be reflected on the Official Transcript of UVAS.

19. This grading system will *NOT* be accounted for the **calculation of GPA / CGPA**.

20. The minimum criteria to qualify also depend upon minimum passing marks (50% for Pharm-D. and 40% for the rest of the degree programs).

21. Students who are unsuccessful in the examination will be offered two chances to reappear again for the said course (s) after one week and so on. Even then, if a student is unsuccessful, then he/she will be allowed to enroll the subject in the subsequent semester as per rules and regulation of UVAS.

22. Those students who are appearing for "Upgrading/Enhancing Grade are offered to either withdraw the subject. However, those who opt to withdraw the course will again be offered a new chance in forthcoming semester(s).

23. Those students who enroll extra "Failed" subject will be offered to withdraw the course and may enroll in the subsequent semester.

24. If the enrolled student is **in the LAST semester** and had enrolled extra subject, or is struggling for degree qualifying CGPA, then he/she will be offered "Actual-Grading System On-Campus exam". This is only for those students who have enrolled their courses for degree qualifying. However, this option will not be offered for those who have still chance(s) for enrolment in the upcoming semesters.

25. If there is ambiguity in the result, the student may apply via email to the Chairman of the Department for rechecking of the paper.

26. If a student is successful (Pass) in this system, then he / she will NOT be allowed to enroll the subjects in the forthcoming semesters for either improvement.

27. The Pass/fail system is a mandatory evaluation system for the student in the current COVAID-19 scenario. There will be no possibility of switching from pass/fail evaluation tool to CGPA grading system of the UVAS.

28. All the courses offered during this Lock-down period (semester) will ONLY be graded for "Pass/Fail"; whether, these courses enrolled in the subsequent semesters.

29. It is also to mention that the **final term examination** will depends upon the weightage that had already been decided by the academic Council (60% for theory and 50% for practical).

SOP for online Practical / Clinics Exams. at UVAS

General guidelines

1. 50 % of evaluation should have been completed as per rules approved by Academic council
2. Learning objectives shall shift from demonstration of practical skill to knowledge based i.e. from "show" to "know" and assessment shall be made, accordingly.
3. Students shall be graded and result submissions will be done as per university guidelines.
4. Students shall be communicated in advance about the evaluation mode and methods.
5. Although teachers are the best to evaluate skill set of students with limited practical conducting facilities, following suggestions may be adopted after modifications.

- For Clinics, the students will be asked to prepare a report (called Portfolio) that will a sort of his/her performance during the semester that may include some evidences like, pictures, case record, e-media uploading etc. This is in addition to off-Campus examination that will be carried out via online Google Class-room.
- The practical evaluation will be carried out by sending off-line questions (as discussed earlier) that MUST cover the assessment skill in terms of "knows how".

After evaluation, the examiner will upload the award list (like filling of mid-term, assignment, final term and practical) and then be submitted to the Controller of examination. It is to mention that only Pass/Fail will be awarded against the total marks obtained instead of mentioning "actual marks".