
**Guidelines for Online Examination in
Agriculture and Forestry University
Rampur, Chitwan
2020**

On line Internal Assessments, and Final Examinations

On line examinations may be conducted in view of the prevailing Covid-19 pandemic for semester Internal Assessments, and Final examinations of the students of undergraduate and post-graduate study programs of Agriculture and Forestry University, Rampur, Chitwan. This is an alternative examination system adopted by the University after approval from the Academic Council. This does not replaced the possible in person (offline) examination system.

Final Examinations (Theory):

The following guidelines may be followed:

1. The examination will have following three sections:

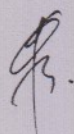
Section I. Attendance - It includes name and signature of the student, exam roll (in number and word), program (level), semester, course title, course code and date of examination. The students must fill all in detail.

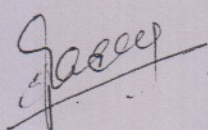
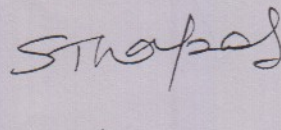
The examinee must submit the attendance prior to receiving the question paper.

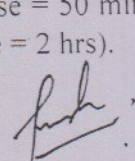
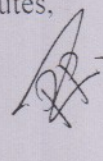
Section II. Questions - It comprises of questions to be solved and submitted by the examinee within the allocated time.

Section III. Submission of answer paper – The examinee should submit the answer paper using the email ID registered in the Office of the Examination Controller.

2. The question paper will be delivered on google suite/Microsoft team in google form or as per the system approved by the Office of the Examination Controller.
3. The short and long answers are to be hand written on A4 size paper with black ink.
4. The exam roll number, semester, course number and date of examination must be clearly specified on the top right corner of each page of the answer sheet and student signature is must at the bottom right corner of the each answer sheet.
5. For UG level - The questions will consist of 2 sets. The 1st set containing the objective questions will be delivered to the examinees on time. The 2nd set consisting of the short questions will be delivered to the examinees five minutes before the schedule time of examination.
The duration for solving the questions will be 40 min to 1 hr depending upon the course credit (i.e. For 1 credit theory course = 40 minutes; for 2 credit theory course = 1hr)
6. For PG level - The time duration for solving the questions will be 50 minutes to 2 hrs depending upon the nature of course credit. (i.e. for 1 credit theory course = 50 minutes, for 2 credit theory course = 1hr 20 minutes, and for 3 credit theory course = 2 hrs).



PP

7. In case of the question set containing short questions and long questions, an extra fifteen minutes will be provided for taking images of the answer sheets, making pdf, and uploading the file to google suite/university approved system using the registered email id of the respective examinee.
8. The examinee will use suitable app/software for making image/ PDF files so that the digital size is reduced and which will help him/ her in a quick uploading of the answer sheets.
9. All the examinees would ensure a place of good internet connectivity, good data speed plan, along with electronic device like smart phone/ laptop etc. for smooth conduct of examination.
10. Due to unforeseen circumstances if a student is unable to appear in the semester final examination of any course, he/she will be allowed for make-up examination(s) immediately after the final examination of the particular phase is over following the same sequence of examination. If however some of the deprived students who opt out of examinations would have to face off line examinations on coming to the university when it reopens as back paper.
11. Fairness in the exams:
Students are strictly forbidden from adopting unfair means in any exams (internal assessment, final exams, assignments and project works, term paper etc.). The following acts or activities shall be considered as unfair means during examinations and in other contests;
 - communicating with fellow students or any other individuals for obtaining help
 - copying from another student's script/report/paper etc.
 - copying from printed matter, hand written script or from other incriminating documents
 - possession of any incriminating document, whether used or not
 - any approach in direct/indirect form to influence a teacher for marks or grade
 - any other unruly behavior which is disruptive of academic program.

Students will be given 'F' grade for those unfair means as per the university rules.

Guidelines to the teachers for preparing questions for theory paper

For UG Final Examinations:

1. For 1 credit theory courses (time for writing answer = 40 min.):
The question paper may consist of two types of questions.
 - i) **16 Objective/Multiple choice type questions** carrying 8.0 marks- 10 min
 - ii) 5 Short answer type questions carrying 12.0 marks (3.0 for each questions), out of which students will be required to answer **any 4 questions**- 30 min
2. For 2 credit theory courses (time for writing answer = 1 hr.);
 - i) 24 Objective/Multiple choice type questions carrying 12 marks- 15 min
 - ii) 8 Short answer type questions carrying 30 marks (4.0 for each questions), out of which students will be required to answer any 7 questions- 45 min.

PP

Praveen

Srinivasan

Praveen

PP

PP

For UG Internal Assessments:

The course teachers can make sure of the minimum required attendance and adopt an appropriate online tool for internal assessments. Prior to conducting the internal assessment, the course teachers should take consent from the concerned faculty to conduct the internal assessment, and at the time of submission of the result/marks to the faculty, he/she should submit the proof of the examination.

Internal Assessment may be taken by providing objective or short answer questions or both depending upon the nature of courses Teacher's priority and credit hours which will carry 20% marks.

- i) For 1 credit = 5 marks
- ii) For 2 credit = 10 marks

For PG Final Examinations:

For 1 credit theory courses:

The question paper may consist of two types of questions.

- iii) 20 Objective/Multiple choice type questions carrying 10 marks.-15 min
- iv) 6 Short answer type questions carrying 30 marks (6 marks for each question), out of which students will be required to answer any 5 questions – 35 min

For 2 credit theory courses:

- iii) 24 Objective/Multiple choice type questions carrying 12 marks – 20 min
- iv) 9 Short answer type questions carrying 48 marks (6 marks for each question), out of which students will be required to answer any 8 questions – 60 min

For 3 credit theory courses:

- i) 30 Objective/Multiple choice type questions carrying 15 marks- 25 min
- ii) 13 Short answer type questions carrying 60 marks (5 for each question), out of which students will have to answer any 12 questions – 85 min
- iii) 2 Long answer analytical type questions carrying 15 marks. out of which students will have to answer any one question – 10 min

For PG Internal Assessments:

Internal assessment will be conducted only for the theory paper. The course teachers can make sure of the minimum required attendance and adopt an appropriate online tool for internal assessments. Prior to conducting the internal assessment, the course teachers should take consent from the concerned faculty to conduct the internal assessment, and at the time of submission of the result/marks to the faculty, he/she should submit the proof of the examination.

Internal assessments may be taken by providing objective or short answer questions or both depending upon the nature of the course and credit hours which will carry 40% marks;

- i) For 1 credit = 20 marks (assessment = 10 marks + assignment = 10 marks)
- ii) For 2 credit = 40 marks (assessment = 20 marks + assignment = 20 marks)

[Signature]

[Signature]

[Signature]

[Signature]

PP

iii) For 3 credit = 60 marks (assessment = 30 marks + assignment = 30 marks)

Practical Examinations

- **Practical** for **undergraduate** students carry 25 marks/credit. **Practical** for **postgraduate** students carry 50 marks/credit.
- Prior to taking the practical examination, the respective faculty should assess the nature of the course through the respective subject matter committee regarding the possibility of delivering the practical course using online mode. Further, the concerned faculty should take approval from respective professional councils, as applicable.
- If the respective subject matter committee cannot assure that 70% of the practical curriculum can be delivered using the online mode, the practical course of that subject will be delivered after the university re opens. In case, laboratory/clinical examinations could not be conducted, concerned faculty shall defer those exams to the next semester in row when the situation becomes fairly better. Then the practical exam will be held 15 days after the completion of the practical classes.
- If the respective subject matter committee assures that at least 70% of the curriculum can be delivered using the online mode, only then the arrangement for the final examination of that course will be made.
- The final practical examinations may include objective questions, method or skill demonstration, writing laboratory methods, drawing figures, analysis of cases etc., attendance and practical record, and viva voce.
 - Written test using the objective questions/ Multiple choice questions - 30%
 - Method or practical skill demonstration using online meeting apps or home assignment depending upon the nature of course - 20%
 - Attendance and practical record – 20%
 - General viva-voce examinations - 30% through online meeting apps.

[Note: Such viva-voce should be recorded, and evidences of the participation of members (such as screen shot/photographs) should be documented for administrative purpose].

University Examination Board will be responsible for needful clarification of the guidelines.

