



Online Mid-term and Final Examinations

Guidelines for Teachers

Date: 01 July 2021

Based on the approved assessment plan submitted by different departments of DIU. The following guidelines have been prepared for the teachers to guide smooth conduction of the Mid-term and Final examinations:

01. The examinations will be held according to a pre-declared schedule. If, however, for any unavoidable reason, a teacher is unable to sit for the examination at the appointed time, s/he may take the examination at any other time depending on the availability of students and net facilities or accessibility to BLC. The teacher must inform the Examination Committee of the concerned department about this.
02. A total of 2.5 hours for Mid-term and 3.5 hours for Final Exam will be allocated for the completion of those examinations. If, however, a student is unable to complete her/his examination in due time or submit the answer script within the stipulated time because of electricity failure or inaccessibility to BLC or net connection, s/he must immediately inform her/his course teacher about the matter. The teacher will either resolve the matter her/himself or seek technical support from the Examination Committee of the concerned department.
03. Mid-term and Final examinations will be carried out through the use of online platforms, mainly the Blended Learning Center (BLC). But depending on the availability of network/connection and overall context, a course teacher may employ alternative ways other than the BLC platform to carry out the examination.
04. In case of using an alternative method, course teachers are advised to inform the Examination Committee of the concerned Department about the specific method being used.
05. It would also be the responsibility of an individual teacher to start and complete her/his examination on time - the answers will either be directly uploaded to BLC or get deposited to

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BLC by the teacher. The teacher will then report the completion of the examination to the Examination Committee of relevant department through a form to be generated for the purpose.

06. Questions will be uploaded to BLC platform in hidden form, to be made visible at the time of the start of an examination. Teachers using alternative methods will have to find a secure way of intimating the questions to students just before the start of the exam.
07. The course teacher must be present online/via cell phone during the examination to respond to queries made by the students.
08. Respective course teachers should have the discretion to set the number of questions as well as marks distribution. Nature of the questions should be creative, innovative and problem-solving type to test the thinking ability of students. Teachers will have to submit their questions for moderation to the departmental examination committees.
09. Students would be provided with opportunities of typing their answers on the platform and attach their files (according to their convenience). Students may also be given opportunities to write their answers on blank pages and submit them by way of attachment as photo. Students may be allowed to submit their answer script to as email attachment in case of inability to remain connected to BLC or upload them to BLC
10. As Online Proctoring system is introduced by DIU, teachers will have to remain vigilant so that students do not adopt any unfair means. Teachers working as invigilators will digitally check on learners if they are adopting any unfair means or not.
11. Examinations can be taken in BLC under the activity of quiz or assignment platform, whichever is convenient, subject to prevailing circumstances and nature of the course.

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12. And answer scripts will be checked through plagiarism rules would be strictly followed in case of typed answers. In case anti-plagiarism software when needed of photos of handwritten answers, a teacher will use her/his discretion. If malpractice is doubted, the teacher will penalize the student.
13. If a student fails to sit for the mid-term or final examination because of network problems, electricity failure, physical indisposition, etc., make-up/improvement examination may be allowed following DIU regulations.
14. The Examination Committee will prepare and circulate an 'Examination Report Form' where teachers will submit reports of holding examinations immediately after the slot.
15. The course teachers should advise the students to keep their available devices and resources i.e. laptop, desktop, tab, smart phone, chargers, network connection and any other necessary tools/resources ready for appearing at the examinations.

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