

SOP

Streamlining the Examination System at FCS

(12 July' 2016)

**Quality Enhancement Cell
National Defence University, Islamabad**

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

BOARD PROCEEDINGS, BOARD OF OFFICERS, STREAMLINING THE EXAMINATION SYSTEM AT FACULTY OF CONTEMPORARY STUDIES

1. **Composition of the Board.** Following board of officers was appointed vide Registrar Office Notification No. NDU/REG/Exam-Board/2015-172 dated 10th September 2015:-
 - a. Director QEC : Chairperson
 - b. HOD GPP : Member
 - c. GSO-1 (Trg) : Member
 - d. Registrar (A) : Member
 - e. COE (Offg) : Member / Secretary

2. **Mandate of the Board.** Following mandate was assigned to the board:
 - a. Recommend measures to streamline the NDU Admission Tests/interviews.
 - b. Recommend measures to streamline the following anomalies detected in the final term examinations of FCS:
 - (1) Choice in the Question papers.
 - (2) Non standard pattern for setting the Question papers.
 - (3) Non standard marking which result in inflated grades.

3. **Meetings of the Board.** The board met thrice as per following details:-
 - a. 1st Meeting at Conference Room Syed Ahmed Campus: 1st Oct 2015
 - b. 2nd Meeting at Faculty Conference Room Iqbal Campus: 24th Nov 2015
 - c. 3rd Meeting at Faculty Conference Room Iqbal Campus: 13th Jan 2015
 - d. 4th Meeting at Conference Room Syed Ahmed Campus: 29th April 2016
 - e. 5th Meeting at Director QEC Office : 26th May' 2016

4. **Recommendations of the Board.** The board during its meeting analyzed the question papers being set for admission and final term examinations critically. HEC guidelines, practices of reputed universities and personal experiences of the members were also discussed in detail. After detailed deliberation on the issues, the board unanimously arrived at following recommendations:-

a. **NDU Admission Tests/Interviews**

- (1) The admission tests shall continue to be held separately for each department except BS.
- (2) The overall responsibility for entry tests in general, shall lie with the Dean FCS and Chairman Admission Committee where as HOD of each dept shall be responsible for the admission test in their respective depts.
- (3) Since there will be common question paper for all departments of BS Prog, Chairman Admission Committee in consultation with HoDs, shall ensure preparation of 3 x sets of question papers. For BS he shall ensure suitability of questions viz a viz' qualification of the candidates, no of questions, type of questions, its contents etc and submit these to the Dean FCS in sealed envelopes, who shall ensure their safe custody until the date of entry test. For MSc/MS/MPhil/PhD entry test, it will be the sole responsibility of the respective HoD, to prepare 03 x sets of question papers for each prog, ensure their balanced contents and submit these to the Dean FCS.
- (4) On the day of the test, the Dean FCS shall select one question paper from the three submitted, an hour before the start of the paper and hand it over to the HOD concerned for preparation of required number of copies.
- (5) Examinations branch shall provide answer scripts for the entry tests.
- (6) All answer sheets shall be coded by the Examinations branch in its secrecy section and coded answer sheets shall be sent back to the dept concerned for marking.
- (7) The marking shall be carried out by a panel of examiners deputed by respective HODs.
- (8) After marking of the answer sheets, these will again be sent to the examinations branch which shall decode the answer sheets, carry out scrutiny of the answer sheets and prepare results.
- (9) Results shall be provided to respective depts, Chairman Admission Committee and Registrar office. All answer sheets, shall be retained at



the examinations branch and subsequently disposed off as per the provision of the Regulations.

- (10) During interview of the candidates, all panelists shall independently award marks and their average shall be entered in the merit list.

b. **Final Term Examination**

- (1) Preparation of the question paper of final term examination shall remain the responsibility of the teacher concerned.
- (2) Teacher concerned shall ensure that following parameters specified in HEC guidelines are adhered to:
- (a) Choice of questions in examinations, e.g. 05 out of 08 questions encourages selective study, and may be limited to only one extra question.
 - (b) Most of the questions should assess higher level of cognition, i.e. conceptual knowledge and application of learned material in practical field.
 - (c) Where applicable, a "Key" (agreed answer/solution) should be prepared by the paper setters before the question paper is used in the examination. The "Key" should also give the weightage and detailed breakdown of the marks for subcomponents (only for objectives; not for descriptive papers). In descriptive questions, where writing of exact solution may not be practical, the paper setter should / shall write answers to the key points of each question that are required from the students. The answer/solution should be displayed or made accessible to students when they review their answer books after marking by the examiner.
 - (d) A policy of complete transparency be adopted in semester/term system where candidates are guaranteed an opportunity to discuss the marks awarded to them with the concerned teacher. Depts shall fix a day for confirmation of marked paper by the students prior to sending it to the Examination branch.

This shall be communicated to all the students through sms/email by the dept / CR.

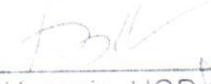
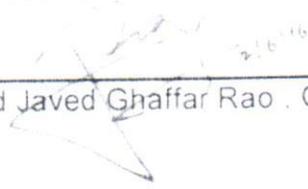
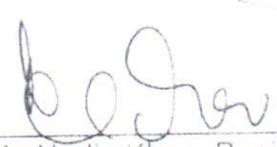
- (3) All teachers shall ensure communication of midterm awards and awards of quizzes, assignments etc to respective students.
- (4) Exams branch shall issue detailed exams instructions to all the faculty members including recommendations of this board prior to the final term examinations.


(Mr Tauqir Ahmed, COE(Offg)
Member / Secretary
26 May 2016

Chairperson:


(Prof Dr. Mohammad Riaz, Dir QEC)

Members:-

1. 
(Dr Syed Bashir Hussain, HOD GPP)
3. 
(Lt Col Muhammad Javed Ghaffar Rao, GSO-1 (Trg))
2. 
(Ms Nadia Khan, Registrar (A))