



## 5. EXAMINATION REGULATIONS

### 5.1. SUBJECT CLASSIFICATION

According to the regulations, there are three types of subjects:

#### 5.1.1. THEORY-BASED SUBJECTS (TYPE-A)

In these subjects, the primary mode of teaching shall be lectures conducted in the classrooms. These subjects are also classified as *Type-A* subjects in the regulations.

#### 5.1.2. LAB-BASED SUBJECTS (TYPE-B)

Where in the primary mode of teaching shall be experiments conducted in a laboratory setting. These may also include designs, drawings, and other practical assignments or projects executed by students as specified in the syllabus. These subjects are also classified as *Type-B* subjects in the regulations.

#### 5.1.3. COMPREHENSIVE PROJECTS (TYPE-C):

Where in students engage in design and development of a project under direct supervision of teachers in a lab/workshop or in industry. These subjects are spread over one, or typically two, regular semesters in an academic year. For the purpose of these regulations, subjects of this type shall be referred to as *Type-C* subjects.

### 5.2. ASSESSMENT DISTRIBUTION

#### 5.2.1. TYPE –A SUBJECTS

- a) There shall be a mid-term examination of at least one hour duration. It shall carry 30% assessment weight.
- b) There shall be a comprehensive final examination of at least one and a half hour duration. It shall carry 40% assessment weight.
- c) The comprehensive final examination may include 20% questions from the pre-midterm syllabus.
- d) The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 30% weight of the subject.

#### 5.2.2. TYPE –B SUBJECTS

- a) In *Type-B* subjects, each Experiment, Studio work, Presentation, Design, Drawing, Project or Assignment shall be considered as an independent assessment instrument.
- b) Cumulative performance in all independent assessment instruments, as specified in the syllabus or as determined by the teacher, shall form the basis for evaluating a student

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### 5.2.3. TYPE –C SUBJECTS

- a) In Type-C subjects, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce /Jury examination (Terminal Assessment).
- b) Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60% and 40% weight respectively.
- c) External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects

## 5.3. EVALUATION PROCESS

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### 5.3.1. TYPE –A SUBJECTS

- a) For mid-term examinations of theory-based subjects, the teacher of a subject shall set the assessments of that subject, supervise the conduct of examination, mark the answer books and prepare the award list. Any teaching resource provided to assist a teacher cannot mark the mid-term and final examinations answer books.
- b) The marked quizzes, assignments, reports, etc. and the mid-term examination scripts are shown to the students for review/feedback within one week of the event. The assessment scripts, however, would be recovered from the students and deposited to EPO. Note that in case of non-submitable assessments (e.g. presentations, demo, group seminars, etc.), only the earned scores will be communicate to the students.
- c) At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List (during last week, before Examination).
- d) Namal instructors would mark the final examination scripts at UET Lahore, and prepare the Comprehensive Award List, within one week after the examination of the subject.

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### 5.3.2. TYPE –B SUBJECTS

- a) Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and communicate the earned score to the student in that stage/assessment event.
- b) At the end of semester and before the end of examination period, teachers shall prepare and upload the Interim Award List on Namal LMS.
- c) After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

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### 5.3.3. TYPE –C SUBJECTS

- a) Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.

- b) At the end of first of the two semesters of a Type-C subject and before the end of the examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade assignment based upon this list will be limited to "IP" Grade.
- c) At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List.
- d) Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

#### 5.4. CONDUCT OF EXAMINATIONS

##### 5.4.1. QUESTION PAPERS

- a) All assignments, quizzes & midterm are set by the concerned teachers at Namal College, except the final examination.
- b) Question papers of final exams are set/approved by UET Lahore. Final exams will be conducted under the supervision of a representative from the University.

##### 5.4.2. USE OF REFERENCE MATERIAL

Prior to class tests, midterm/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

##### 5.4.3. EXAMINATION SCHEDULE

- a) The schedule of Midterm exams will be defined by Namal EPO, with the consent of the concerned teachers.
- b) The schedule of Final exams will be defined by the UET Lahore. The schedule will be publicized as soon as it is formally communicated by the University.

##### 5.4.4. CONDUCT OF MID-TERM AND FINAL EXAMINATIONS

Following rules/regulations apply on the conduct of examinations:

- a) The subject teacher shall assume the role of Superintendent during the conduct of examination. He/she will ensure that the all the below mentioned policies are being complied.
- b) Students must arrive in time. No student is allowed to join the examination 30 minutes after its commencement, whatever be the reasons.
- c) No student is allowed to submit the answer sheet and leave the examination room within 30 minutes of the commencement of examination.
- d) Visits to toilets are carefully controlled, and may not be allowed if the exam duration is less than 2 hours.
- e) All answer books used in the examination will be signed/initialed by the invigilators.
- f) Student should write his/her UET registration numbers, and/or class on the front cover of

the answer book, and each additional answer sheet used. It is their responsibility to get those stapled before leaving the exam hall.

- g) In certain cases (e.g. in tests/midterm), the teacher may require the students to answer on the question paper itself. Space will be provided for the answers. No other answer books will be used in such cases.
- h) Students must keep their Namal ID cards with them. Invigilators may identify students through college ID or a valid photo ID.
- i) Bringing in the mobile phones inside the exam venue, even if switched off, is strictly prohibited. Students are advised to surrender notes, papers or other unauthorized material before the commencement of the examination.
- j) Do not use pen/ball-points of red, green, or any other color except black or blue. Do not use lead pencils, and any form of correcting fluid.
- k) Exchange of any material (calculator, scales, question paper, etc.) is prohibited.
- l) Students are warned against the use of any unfair means. They are not allowed to talk with or copy from other students during the examination.
- m) Question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the respective HoD and CoE. The superintendent records all available evidence to be used as written proof later on.

## 5.5. STUDENT'S GRIEVANCES

- The examination regulations of the Namal College provide sufficient transparency by mandating teachers to show result of all assessment instruments including final examination to their students. Sufficient time is provided to students, even after finalization of the award list, to point out errors and omissions and get them rectified. As such, the following aspects will neither be reviewed nor discussed while interpreting the provisions of the this regulation:
- Marks awarded by the teacher in any of the assessment instruments
- Letter grade threshold

A student has two options for redress of grievances. The first option can only be exercised during the semester and the second option after declaration of semester results:

**During the Semester:** A student may file a grievance petition with the HoD of the department during a semester, if sufficient opportunity is not provided to him to review the assessment instruments. The HoD will form a 3 member Departmental Committee headed by a senior faculty member to redress the grievances. It will be mandatory on the Committee to hear both sides (student and the teacher), and recommend corrective action within 5 days after filing of the grievance. The recommendations of the Committee will be binding on the teacher as well as the student.

**After Declaration of Semester Result:** A student may submit a Grade Change Request to the HoD's Office stating the specific reason for change in grade. Grade Change Requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be routed to the concerned faculty member.

Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the HoD has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the HoD shall forward the case to the Dean with justification for change. The result will be modified after approval of the Dean.

## 5.6. TIMELINE FOR SUBMISSION OF AWARD

- At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List.
- Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

### 5.6.1. INTERIM AWARD LIST

- a) Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- b) The Interim Award List will be communicated to all students via Namal LMS . The list shall remain tentative for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.
- c) The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student, and may correct the list.
- d) Any further processing of the list shall be carried out only after it has been displayed on Namal LMS for the mandatory period and decisions regarding all matters pointed out by students have been taken.

### 5.6.2. COMPREHENSIVE AWARD LIST

The Comprehensive Award List shall show, for each student:

- a) The weighted combination of the Interim Award and Final Examination award in percentage format and Letter Grades corresponding to the comprehensive award.
- b) Comprehensive Award List will be sent to the EPO by the Examination Department of UET Lahore. It will also be available on UET LMS.

## 5.7. DECLARATION OF FINAL RESULTS

At the end of the examination period, results of all during-semester assessments are submitted to the University. Final examinations will be marked at UET Lahore and the comprehensive award list will be prepared and by the teachers. The students should be able to see their subject marks/grades on UET's LMS ([www.lms.uet.edu.pk](http://www.lms.uet.edu.pk)) as soon as those are compiled and uploaded. It is important to note that the status of these results would be "Provisional", unless finalized by the University.

The University will follow the due process of scrutiny and verification. Once the results are

finalized by the University, the status of those results would change to “Confirmed” after declaration. Only then the transcript can be requested from the University.

#### 5.7.1. AWARD OF LETTER GRADES

- a) The subject teacher, having interacted with the students, taught them and having assessed them over the semester, shall award letter grades to the students. Chairman (or the designated faculty member) of the concerned degree awarding department at UET Lahore will be consulted while finalizing the letter grades.
- b) Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.
- c) Following steps in awarding letter grades on a relative scale may be followed:
  - i. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade;
  - ii. Expected maximum marks threshold shall also be established. Student(s) crossing the maximum threshold, if any, will be awarded “A+” grade. The grade points of “A+” and “A” are same. As such, it is expected that only exceptional students demonstrating outstanding results are given recognition by award of this grade.
  - iii. Students earning marks between the maximum and minimum thresholds are listed in descending order of merit and the average and standard deviation is computed;
  - iv. Passing letter grades are awarded according to the table given below, with "A" being the highest passing grade and "D" being the lowest passing grade.
  - v. The cluster of students falling within half standard deviation of average marks may be graded as “C+” or “B-“;
  - vi. Other passing letter grades may be awarded on the basis of clusters of students within narrow ranges for a population less than 100; Or on a normal curve basis if the population of students is more than 100;
  - vii. It is not essential that every class should have all letter grades awarded, that is, it is possible that a class does not have any student below the minimum threshold; Or in another scenario in which no student, in the opinion of the instructor, is eligible for the award of “A” grade. Similarly, there may be cases where no student qualifies for some intermediate grade.
  - viii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed by the University, if required.
- d) The letter grades and their corresponding Grade Points (GP) are given in the table below:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	W	WF	I	IP
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0	-	-	-	-

- e) Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".

- f) Student who withdraw from a subject<sup>1</sup> shall be awarded "W" grade in that subject, and it shall not be used in computation of GPA. Subjects repeated after withdrawal will not be suffixed with an "R".
- g) A student who is not permitted to continue, due to the shortage of attendance or other disciplinary actions, shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with "R".
- h) A student who does not drop a subject, nor appear in any assessment instrument, will not be eligible for "WF" grade and will be awarded a "F" grade.
- i) The subject teacher may award an "F" grade to a student if he is convinced, while checking the answer script of mid-term or final examination that the student has cheated. The subject teacher will give opportunity to the student to defend himself before award of this "F" grade.
- j) A student, who because of illness or any other acceptable reasons, fails to complete the required instruments in any subject may be awarded an "I" (Incomplete) grade as an interim grade. This grade shall appear in the transcript temporarily until it is replaced by the actual grade and will not be treated as "F" grade.

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### 5.7.2. RESULT COMPUTATION

Once the Grade points (GP) are awarded in each subject, semester Grade Point Average (GPA) shall be computed according to the following formula:

$$GPA_{semester} = \frac{\sum_{x=1}^n (GradePoint_x \times CourseCredits_x)}{\sum_{x=1}^n CourseCredits_x}$$

$x$  is a subject whose credits are being counted<sup>2</sup>, and  $n$  is the number of such subjects in a semester.

The Cumulative Grade Point Average (CGPA) is computed as:

$$CGPA = \frac{\sum_{y=1}^m (GradePoint_y \times CourseCredits_y)}{\sum_{y=1}^m CourseCredits_y}$$

$y$  is a subject whose credits are being counted, and  $m$  is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed

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### 5.7.3. ISSUANCE OF FINAL TRANSCRIPT

The University's Examination Branch can issue the (official) transcript after the semester results are confirmed. Transcripts can be obtained after each semester from the University on the payment of the defined fee.

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<sup>1</sup> Withdrawal form, citing the relevant policy, is available at:  
[http://www.uet.edu.pk/export/sites/UEtWebPortal/studentresource/downloads/SW\\_Form.doc](http://www.uet.edu.pk/export/sites/UEtWebPortal/studentresource/downloads/SW_Form.doc) (Last accessed: March 08, 2017)

<sup>2</sup> Elective subjects in which the student has earned "F" grades may not be counted towards computation of CGPA if alternate elective subjects have been studied in their place. This will not be automatic. The student must apply to the university to avail this facility.