

JINNAH UNIVERSITY FOR WOMEN



Examination Policy

Updated : September 2021
Approved : October 2021
(Academic Council)

EXAMINATION SOP's

Rules and Regulations:

In every semester, students are required to appear in quizzes, midterms, final examinations, presentations (individual/groups), participate in group discussion group discussion, and submit projects / assignments/lab reports. These evaluation marks (to be determined by the teacher concerned) have different weightages, that contribute towards the overall appraisal in percentage marks and letter grades. This weightage is determined on the basis of the following guidelines:

Components of Examination	Weightage (Min/Max)
Quizzes	5-10 %
Mid Semester Examinations	20 %
Assignments/Presentations/Practical's	5-20 %
Final Examination	40-60%

Note: Midterm, Practical and Terminal are passing heads

- In the beginning of a semester, the teacher of each course hand out the information to students defining course contents, attendance policy, grade distribution policy, evaluation criteria, paper pattern, examination dates, schedules of course to be taught, take home assignment policy, reading material and any other information important for the successful completion of the course.

Student Handbook: At the start of semester every candidate is provided with the Student Handbook, which must be read out carefully.

Method of Assessment/Evaluation

Tangible teaching in a semester stretches over 16 weeks. A mid - term test is held after 8 weeks of teaching and a final (Terminal) Test is given after 16 weeks of teaching. For assessment purpose, students are given two types of grades, numeric and alphabetic.

Numerical Grading:

For numerical grading a course is assigned 100 marks, irrespective of the credit hours, with the following distribution of marks:

Mid - Term Test:	20 marks
Quizzes/Assignments/Presentations:	10/20 marks
Lab/Field work:	20 marks
Final Exam	50/40 marks

(Without Lab. Work or field work)

Mid - Term Test:	20 marks
Quizzes/Assignments/Presentations:	20 marks
Final Exam	60 marks

To qualify a course, it is necessary to pass in:

- Midterm,
- Lab work/field work and
- Final examinations

(Separately and collectively).

The faculty of Business Administration, Commerce & Economics and department of Computer science and Software Engineering have their own judgment system, which is based on hourlies, quizzes, assignments and report writing instead of the mid-term test and lab work.

Alphabetic Grade

In addition to the numerical grades, the students are given alphabetic grades called Grade Point, on the scale 4 i.e. A carries 4, B, C, D, F carry 3, 2, 1 and Zero respectively.

Grade Point Ratio (GPR)

The GPR of a semester is calculated by adding the products of grade points and credit hours for individual courses of a semester and dividing it by the total credit hours.

$$\left[\frac{\text{Sum (GP x Cr.Hr)}}{\text{T.Cr. Hrs}} \right]$$

Cumulative Grade Point Ratio (CGPR)

The CGPR (cumulative grade point ratio) for all courses at the end of the degree program (ten semesters for Pharm-D, eight semesters for BS, BBA, four semesters for Masters) is calculated by adding the product of grade points and credit hours for all the courses and dividing it by the total number of credit hours.

$$\left[\frac{\text{Sum (GP x Cr.Hr)}}{\text{T.Cr. Hrs}} \right]$$

To rate the student's performance in all the four faculties, the following grades and their corresponding percentage and points are applied.

Percentage Marks	Grade point	GPA	Remarks
85 & above	4.00	A	Excellent

80 – 84	3.66	A-	Excellent
75 – 79	3.33	B+	Good
71 – 74	3.00	B	Good
68 – 70	2.66	B-	Good
64 – 67	2.33	C+	Satisfactory, may need improvement
61 – 63	2.00	C	adequate, needs improvement
58 – 60	1.66	C-	needs improvement
54 – 57	1.3	D+	inadequate, needs improvement
50 – 53	1.00	D	must repeat course
Below 50	0.00	F	Fails

Note:

- Students might repeat a course in which C+, C, C- or D grade was earned. Only the better grade will be considered for the totaling of CGPA.
- A course can be repeated, whenever the course is offered again or in summer session only after attending the classes of the course.
- Whenever, the CGPA of a semester drops below the required, the student will be put on trial (probation) for the next semester.
- If she fails to get better, she will not be promoted to the next semester and will have to repeat the whole year, to improve her CGPA.

COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

GPA =

$$\frac{\text{Sum over all Courses in a Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

CGPA =

$$\frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours of all Semesters}}$$

Minimum marks required to qualify a course in different faculties

Faculty of Social Sciences, Science

60%

Faculty of Business Administration and Commerce & Economics	60%
Faculty of Pharmacy	50%

Minimum CGPR/CGPA required for the award of degree

- Minimum CGPA required for the award of degree in different faculties is as follows:
Faculties of Social Sciences and Science **CGPA = 2.2**
- Faculties of Pharmacy, Business Administration and Commerce & Economics and department of Visual Studies **CGPA = 2.5**

Re-evaluation & Re-checking of Papers

Only recounting is allowed (checking the papers for numerical mistakes, omissions and to see if any question is unmarked). If a student wants any paper to be re-checked, she must deposit re-checking fee of Rs. 500/- per paper and submit request for re-checking to the Controller of Examinations within five working days of the announcement of result. The Controller of Examinations must inform the respective Dean of the Faculty. A committee comprising of Dean, concerned teacher, a senior teacher of the respective department and Controller of Examination to review and take a decision. The decision must be conveyed to the student by the Controller of Examination.

Course Repeat Policy / Academic Warning

- A student in good standing whose cumulative GPA falls below 2.0 in a semester will be on an academic probation in the institution during the next semester. A student is removed from this probation and returned to good standing if she achieves a cumulative GPA of at least 2.2 at the end of her semester on probation.
- The maximum permissible duration of probation: Three (3) consecutive probations for 3 to 4 years program, two (2) consecutive probations for 2 to 2.5 years program and one (1) probation in 1.5 years program are allowed.
The student placed on trial (probation) list shall have to ensure a CGPA of 2.5 or above in the next two consecutive semesters, either a regular or a summer semester. Failing which her registration shall stand cancelled. However, the Vice Chancellor is proficient to unwind this condition by allowing one more chance or allowing admission to some other program being offered by the university.
- Terminal Test, Lab. Work, Mid-term, are passing heads.
- If student fails to keep the minimum CGPA of 2.0, after availing the chance to give the paper(s) when offered, she will be dropped from the programme. A student dropped on academic grounds may be permitted to connect to other academic programmes, provided she fulfills the basic criteria for admission to the concerned programme. If there are some common courses between the students's previous academic programme and the one they desire to join, credits can be claimed for only

those courses passed during the previous programme. Change of academic discipline can also be allowed on student's own choice/request.

Examination Rules

1. Student should be on time in the Examination Hall, and they must arrive before the starting time for each paper or practical.
2. Bring Admit cards, no student shall be allowed in the Examination Hall without admit card.
3. Bring all needed items e.g. pens, pencils, sharpeners, rulers, erasers etc. No borrowing of these items from other candidates will be allowed.
4. The student must be courteous towards invigilation staff. Misbehavior, misconduct will be dealt with serious punishment and cancellation of the paper.
5. Books, magazines, notes, written or blank paper sheets etc, are not allowed inside Examination Hall. If found in the possession of any candidate her paper shall immediately be cancelled.
6. Writing on palm, arm or anywhere on the candidate's body is considered adequate proof of cheating whether the written material is related or unrelated to the exam paper. Such a written matter shall result in the cancellation of the respective paper and strict disciplinary action shall be taken against the student.
7. Electronic notebooks, mobile phones, electronic dictionary/directories etc or any other stuff relevant for the subject is not allowed in the Examination Hall. Calculator may be allowed in certain papers as per instructions.
8. No candidate allows anyone to imitate to appear in the examination on her behalf. This shall result grim consequences such as cancellation of registration from UNIVERSITY.
9. Cheating from, and helping other candidates in the Examination hall would also result in serious consequences and cessation of the paper.
10. No page should be torn from the main answer book or extra sheet, and nor part of these is to be taken out of the Examination Hall. Such practice will result in the cancellation of the paper.
11. Discipline is to be maintained in the Examination Hall. Talking, making noise, shouting or throwing objects etc. shall be considered as severe and punishable offence.
12. In case, any clarification / correction in examination paper is required or indicated by the students, the subject teacher shall be contacted by the respective invigilator. After required clarification no one shall be allowed to ask any question.

Violation of Examination Rules/ Punishments

- i. If a candidate is found having in possession of papers, books, notes, mobile with stuff relevant to respective paper or any other material which may possibly be of assistance in examination, she shall be expelled from the examination of that day by the examination discipline committee and the paper will be cancelled of that day. Mobile phones are confiscated and on penalty of Rs 5000/- will be returned with regret application from the student.
- ii. A candidate, detected in giving or receiving assistance or found culpable of copying from any paper, book or note, or using or attempting to use these or any other unfair means, shall be expelled from the examination. The paper of such candidate will be cancelled.
- iii. Any candidate, obtaining admission to the examination on fake representation made in her application form or by false personification, or forging another student's signature on the form shall be legally responsible to cancellation of the examination result by the examination discipline committee.
- iv. A candidate, found guilty of disclosing herself or making weird marks in the answer book, or students, parents, relative, guardian or friends communicating or attempting to correspond with an examiner with the object of influencing in the award of marks, shall be deemed to have used or attempt to use unfair means and shall be answerable to the same punishment as described for other cases above.
- v. In any case not covered by the foregoing Regulations, the body concerned shall take such action alongside the candidate or candidates concerned as the circumstances of the case may deserve. The action taken against the candidate to be approved by the Dean committee and then notified by Registrar.
- vi. Each Board of Studies shall draw up a list of paper-setters and examiners in the subject or subjects with which the Board is concerned.
- vii. No individual shall be appointed as a paper-setter or examiner if his/her relative is appearing in the examination.