



Hajee Mohammad Danesh Science and Technology University
Dinajpur 5200, Bangladesh

Annex-01

HSTU Online examination policy-2021

(Part -Translated only for the International students)

This policy is only for the tenure of Covid-19 pandemic situation

1. Examination routine

- 1.1 Faculty/Department will recommend the examination routine which will be published by the controller of Examination office to the notice board, University web, and student group email/Facebook media.
- 1.2 Respective Dean office/Department will monitor to confirm the publicity of examination routine among the students

3. Marks distribution and time

- 3.1 10% and 20% of the total marks are assigned for quiz and mid term examination, respectively, as like the existing system will be conducted by the course teacher using MCQ/creative/assignment/term paper/viva voce through online or any suitable system.

For Masters/ PhD, the course teacher can take class test, assignment and presentation along with any continuous evaluation through suitable way by online.

- 3.2 For semester Final examination of undergraduate program- by keeping the section-‘A’ & section-‘B’, a question paper will be prepared using continuous numbering. For example: question number 1 to 7 will be for section ‘A’ and from 8 to 14 for the ‘B’ section. Total marks distribution will be based on credit hour following existing rules.

The examination time for online examination will be half of previously followed time. For example: 1.5 hour will be for 3 credit hour and 1.0 hour for 2 credit hour will be maintained. Half of the time of previously followed time will be for 1.0 credit hour. The question setter will consider half time during question preparation. 30% question will be set as alternative and marks of each question may be equal or question setter can follow the existing rules. Note that, for evaluation of examination answer script, two examiners will be nominated from the related Department / Faculty (One will be internal examiner and another will be external).

- 3.3 For question preparation of Masters/ PhD examination, existing procedure will be followed. Examination time will be half of the previously maintained time like undergraduate program. For example; 2 hours will be maintained against 4.0 hours, 1.5 hour against 3.0 hours, and 1.0 hour against 2.0 hours examination. Seminar and defense of the examinee of related Department may be taken through online system. Likewise undergraduate, two teacher of related department/ Faculty will evaluate the final examination answer scripts (One is internal and another for external). The 3rd examiner will be assigned to evaluate in case of =>20% difference of evaluated marks by the two



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examiners (internal and external). Average of two nearest evaluated marks can be taken for consideration.

- 3.4 Each examinee will be joined separately by BDRen Zoom platform which will be circulated using Google Class Room/ group email.
- 3.5 10% marks for attendance will be calculated based on the presence of student in the class/lecture taken by the course teacher. Student will get more marks based on the attendance of class/lecture taken. The course teacher will consider the shortcomings and weakness of the technological issues during the marking.

4. Control of technological issues of online examination

- 4.1 Respective Chief supervisor will create necessary number Zoom link for each examination. He/She will send/upload Zoom link, Session ID and mobile number of two supervisors among the students through Google Class Room/Group Email at least two days before. Cooperation may be taken from the University IT cell. Start time will be selected 30 minutes before from the actual examination starting time while creating Zoom link.
- 4.2 Chief Supervisor will create class in Google Class Room (example: ABC 101) and collect question from the Chairman/ Office of the Examination of Controller. He/She will invite responsible supervisor to join as Co-Teacher in examination period for monitoring all necessary things such as handed in/turned including submission of answer script. After completion of examination, Invited supervisor/Co-teacher will leave the Class (ABC 101) with his own responsibility or Chief supervisor will remove the invited supervisor from the Class.
- 4.3 Examinees and Supervisors have to open account in Google Class Room/Gmail account. Examinees will prepare a combined PDF file of the answer scripts and send in Google class room/G-mail by next 20 minutes of completion of the written examination. If any examinee fails to upload and send the answer script intentionally within the specified time then the respective supervisor can take the decision on cancelling /accepting his/her participation in that examination.
- 4.4 Examinees must join to zoom link by using examination Roll Number and Name (Example; Student ID_Student Name). If anyone cannot join by this way, the responsible supervisor will Rename him/her. Examinees must join 15 minutes prior to starting an examination and must take part in examination with video on. If any examinee is disconnected due to electricity disturbance or any other reason, he/she will inform the respective supervisor within 10 minutes by mobile phone call. Otherwise, it will be considered unfair means that will be punishable crime as per examination rule.

5. Answer script collection and distribution issues

- 5.1 Examinees will ready A4 size paper for cover page (Top page) typing all the student and examination information by his own hand. The format with necessary information is already given in the University Website and. Examinees will sit for the examination with maximum 10 sheets of A4 size white paper. Page number and Student ID must be written on top right corner of each page in a numeric order.
- 5.2 After completion of his/her examination, examinees will prepare a single combined PDF file of the answer script within maximum 20 minutes and upload/ send in Google class room/G-mail. In case of



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failing to upload and send within the specified time, he/she will inform the responsible supervisor / Chief supervisor immediately citing specific reason. They can decide to give permission to upload/send his/her answer script or on cancellation that examination.

5.3 An examinee shall not upload and send more than one combined PDF file of answer script. He/She will use common format to name the uploaded file of that day as 'Course Code_Student ID'. It must be informed to the students prior to the examination held and supervisor will remind it again at the beginning of examination.

5.4 Supervisor will confirm the 'Handed in/Turned in' of candidates answer script within the assigned time in the Google class room. The examinee can only leave Zoom link after the successful submission of answer script.

7. Viva-Voce issues

7.1 Viva voce can be taken in Zoom platform.

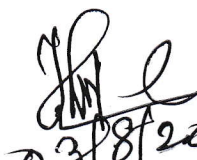
7.2 Separate time and date for each examinee will be scheduled and informed prior to examination.

7.3 Internal and external examiner of each course will take viva voce through online and provide marks by evaluating separately. The given marks by the internal and external examiners for a examinee will be averaged.

10. Absent and Failed student issues

If any student is absent from the online examination or failed in one or more courses, the student can appear in the examination in the next available Level/semester as per the University examination rule.

*Note: Original is in Bangla version issued by HSTU Authority (Ref:)


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Heroic Freedom Fighter Prof. Dr. Md. Fazlul Hoque
Registrar (Additional Charge)
Hajee Mohammad Danesh Science and Technology
University, Dinajpur-5200, Bangladesh.