

Bangladesh University of Textiles

Tejgaon, Dhaka 1208

Guideline for the Online Exam

[This Guideline is prepared based on the guideline provided by UGC, and
Approved by the Academic Council (Meeting No.: 57, Date: 20/05/2021)]

This guideline focuses on the students' issues to overcome the extraordinary situation created by the Covid-19 Pandemic. For preparing this, consideration is given to the first principle that we should always be considerate towards students in this situation.

1. Exam Routine

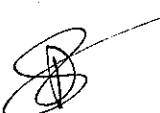
- 1.1 The Exam Routine for the theory courses will be prepared by the Exam Committee
- 1.2 The prepared routine will be published by the Exam Control Office

2. Question setters and Examiners

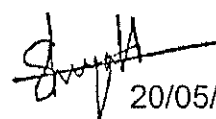
- 2.1 List of Question setters and Examiners for theory (both Part A and Part B) and practical courses will be prepared by the Exam Committee.
- 2.2 The Exam Committee will send the list to the Exam Office
- 2.3 The Exam Control Office will issue the recruitment letter to the Question setters and Examiners


3. Question Preparation and Marks Distribution

- 3.1 In the final exam of theory courses, there are two components: Quiz test and Written test.
- 3.2 The Question setters (Course teachers) will prepare the questions based on the following criteria for the theory courses.
 - a) Quiz test
 - Type of questions: MCQ/True-False/Yes-No
 - Total marks: 36 marks (Part A: 18 questions and Part B: 18 questions) in a single Question script.
 - Marks of each question: 1.0
 - Duration of the exam: 30 minutes
 - b) Written test
 - Type of questions: Descriptive (handwritten)
 - Total marks: 36 (Part A: 18 marks and Part B: 18 marks)
 - Marks of each question: 3-6 depending on the nature of the course
 - Duration of the exam: 1 hr


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4. Collection and Moderation of the Questions

- 4.1 Two Question setter will prepare a Quiz test (in Google classroom/Google Form) and a Written test question (word file) jointly, which will be moderated by the respective Exam Committee (EC). Both Question setter will join the moderation meeting with EC.
- 4.2 The moderation process will be done before the exam.
- 4.3 The EC will check the quality and standard of the questions and instruct the respective Question setter to modify (if necessary).
- 4.4 The moderated final Quiz test link will be shared to the respective Head of the Department by EC. The Head of the Department will then share the Quiz test link to the respective batch co-ordinator.
- 4.5 The moderated Written test question scripts (soft copy) will be shared to the Head of the respective Department. The Head of the Department will then share the Written test scripts (soft copy) with the respective batch co-ordinator.
- 4.6 The Controller of the Examination will collect the final Quiz test and final Written question scripts (signed by the Question setters and the Chairman of the EC) for the official record.

5. Conducting the Exam

- 5.1 An Examroom link will be created in BdREN Zoom by the Batch Co-ordinator of the respective Department for their students. A second exam link may be created by the Batch Co-ordinator in Google Meet. This link will be used in emergency case only. In case of emergency situation (e.g. Sickness/accident of Batch co-ordinator), the Head of the Department will take necessary alternative action to conduct the exam in time.
- 5.2 The BdREN Zoom Examroom link will be shared with the students by the respective Batch Co-ordinator at least 2 days before the exam date but after completing the previous exam.
- 5.3 BdREN Zoom Examroom link will be shared with the students and the respective Chairman of the EC and Head of the Department via Email, Messenger Group, WhatsApp Group, Viber Group, etc.
- 5.4 On the day of examination, the Batch Co-ordinator (Host) and another invigilator (Co-host) from other Departments will open the Examroom link. The examinees will be allowed to join the link 30 minutes before the exam.
- 5.5 For the Quiz test, the Quiz test question link (created by the question setter/course teacher) will be shared in the chatbox of the BdREN Examroom by the batch co-ordinator/invigilator at the scheduled time. The students will use the link to enter the Quiz test question page. After completion of the exam, students will submit the response within the time limit.
- 5.6 For the Written test, the moderated final written question will be shared in the Screen and Chatbox of the BdREN Examroom, and in the Answer Script Submission link by the batch co-ordinator at the scheduled time.

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- 5.7. Answer Script Submission link will be created by the batch co-ordinator for the students to upload the written test answer scripts.
- 5.8. After completion of the written exam, the answer scripts will be downloaded and printed by the batch co-ordinator with close supervision of the Head of the Department immediately after the exam. The printed scripts will be then handed over to the respective examiners on the same day.
- 5.9. If any student can't upload his/her answer script timely, the respective batch co-ordinator will allow that student to submit the script by email. This will only be allowed for exceptionally valid reasons.
- 5.10. Before the Quiz test, the invigilators will take the attendance of the students. The list of absent students will be provided to the Question setters (Course teacher) immediately after the exam. The question setter will make the necessary arrangements for taking the Alternative Evaluation System (AES) for those students.
- 5.11. If any student fails to attend any component of this examination (Quiz test or Written test) due to valid reason he/she can attend the missed component in the Alternative Evaluation System (AES) to make up the missed component as described in Section 8 of this Guideline. For example, if a student missed the Quiz test in the regular exam but attended the Written test then he/she can sit for the Viva-voce part in AES on next day to makeup his/her missed Quiz test. In that case, he/she will not obtain more than 'B' grade in the missed component of the exam.

6. Quality Assurance of the Exam

- 6.1. Students should keep open the Camera and Microphone close to their face and exam table.
- 6.2. Invigilators will follow up the action and activities of the examinee with the batch co-ordinator as invigilator.
- 6.3. Exam Committee and Exam Controller will play an inspection role during the exam.
- 6.4. If any examinee found to commit unfair activities, the invigilator can report to the EC. The decision will be taken according to the university rules.

7. Dealing Technical Issues

- 7.1. If the main BdREN Examroom link does not work, the respective batch co-ordinator will make an alternative arrangement consulting with the respective Head of the Department.
- 7.2. When there is no option to conduct the exam, the Head of the Department will contact the Chairman of EC for a decision. In that case, the exam may be postponed.

8. Absenteeism and Alternative Evaluation System (AES)

- 8.1. If any student cannot join the BdREN Examroom or remain absent due to valid reasons, the student will inform his/her Head of the Department or batch co-ordinator via email/phone call on the same day of the scheduled exam.

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8.2 For the absent students, Batch Co-ordinator will follow the following Alternative Evaluation System (AES):

Type of the questions: Viva-voce

Total marks: 36 (Part A: 18 marks and Part B: 18 marks)

Conduct method: Both examiners (Course teachers) will take the viva in a single sitting.

ii) Type of questions: Written test (handwritten)

Total marks: 36 (Part A: 18 marks and Part B: 18 marks)

Marks of each question: 3-6 depending on the nature of the course

Duration of the exam: 1 hr

8.3 This Viva-voce and the Written test will be taken place the next day of the scheduled date of the exam and will be conducted by respective examiners (Question setter).

8.4 In this case, the students will not obtain more than 'B' grade, similar to the Re-take exam rules.

9. Marksheet Preparation

9.1 Quiz test: Google system will generate a single mark sheet at the owner (Question setter/Course teacher) of the Quiz test.

9.2 Written test (Handwritten): Both examiners (Part A and Part B) will assess the scripts separately. However, a single marksheet will be prepared by compiling both parts.

9.3 Final Mark sheet: All marks (Quiz test/Viva-voce, Written test) will be compiled in a single marks sheet (Final Marksheet) by both examiners (Examiner 1 and Examiner 2) jointly.

9.4 All documents must be prepared in both soft and hard form. Copy of the compiled Final marksheet (soft copy: Excel/Google sheet) would be uploaded in a google link. The EC/Exam Control Office can create a Google link to distribute amongst the Examiners to upload the signed Final Marksheet. BUTEX-ICT cell can assist EC/ECO in creating the Google link. This marksheets (signed soft copy) will be used only for tabulation purpose.

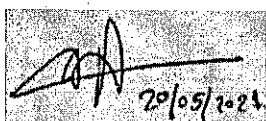
9.5 The compiled Final Marksheet (hard copy) signed by both examiners will be submitted to the Chairman of the Exam Committee (2 sets) and the Controller of the Examination (1 set).

10. Scrutinising of the Scripts

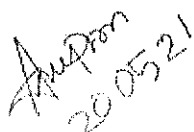
10.1 All the hard copy of the answer scripts will be checked and scrutinised by the appointed scrutinisers.

11. Tabulation of the Mark sheet

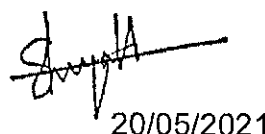
11.1 The Tabulators will receive a soft copy of the Final Marksheet from the respective EC/Examiners. Tabulators will complete the tabulation using these mark sheets.



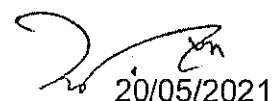
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- 11.2 Before taking the print, the Tabulators must check all the data in the tabulation sheet with the provided hard copy of the Final Marksheet (signed by both examiners).
- 11.3 Once all found correct in the tabulation sheet, the print will be taken, and both tabulators will sign on the hard copy of the Final Tabulation Sheet.

12. Result publication

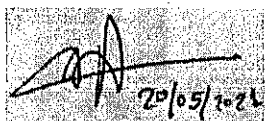
- 12.1 The result will be published according to the university rules.

13. Re-take Exam

- 13.1 The Question setter will prepare a single Quiz test question and a Written test question for the old and new curriculum according to Section 3 of this Guideline.
- 13.2 In addition, the Question setters will follow the below procedure for the courses of the old curriculum:
- i) The Question setter will take the written approval from the Head of the respective Department and Dean of the respective Faculty for the equivalency of that courses/subjects.
 - ii) All the Courses/ Subjects title with the Code should be mentioned on the top of the question scripts of both the Quiz test and Written test.
In preparing the mark sheets, the examiners will convert the marks for the equivalent courses as required in the old system (i.e. 72 marks in current courses will be converted to 105 marks for the equivalent old courses).
 - iii) For the old courses where equivalency is not possible, the Question setters (Course teachers) will prepare separate question paper following Section 3 of this Guideline (i.e. Quiz test: 36 marks and Written test: 36 marks). The question paper will be moderated according to Section 4. For subsequent preparation of marksheet, Examiners will convert the marks of those courses required for the old system.

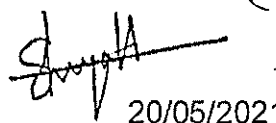
14. In-course Assessment

- 14.1 Class participation marks will be given according to the academic rules of the university.
- 14.2 The class test will be conducted in the form of Quiz test conducted by the respective Course teacher using Google Classroom/ Google Form, which should be preferred by the mass students.
- 14.3 The exam room should be open at least 15 minutes before the exam.
- 14.4 If any students can not appear in any Class test due to technological reason or any other valid reasons, he/she should inform the course teacher within an hour either by phone call or email mentioning the issues and student ID number. The course teacher will arrange a new CT for those students at a suitable time. This could happen only once for each course




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15. Practical Exams

15.1 The In-course and Final assessment of the Practical courses will be conducted physically after opening the campus.

16. Dispute Management

16.1 If any issues arise that is not included in this guideline will be resolved by the respective Exam Committee subject to the approval of the Vice-Chancellor.

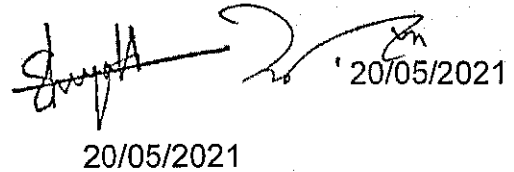
17. Exams of Affiliated Colleges

17.1 This guideline will be applicable to all Textile Engineering Colleges under the affiliation of Bangladesh University of Textiles. However, the Principal of the respective Colleges, for the exceptional dissimilar cases in exam management, will take written approval from the BUTEX authority.



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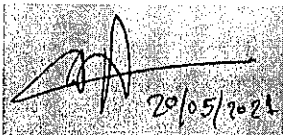
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Online Exam


Instructions to the Students

1. Students should try to select/set their exam place in a silent zone.
2. Students are requested to attend the exam where internet network and connections have better coverage in their respective area for an uninterrupted exam schedule.
3. Students should keep their smartphone/laptop with a full charge and enough data. Also, requested to keep a power bank (if possible) to cover any electricity outage.
4. Students can Tether the mobile /Hotspot to Laptop for better facilities.
5. Students should keep open the Camera and Microphone close to their face and exam table.
6. If any students become disconnected should join the exam immediately. More than 5 minutes away from the screen will be reported as exam misconduct.
7. Students should rename them in the online Exam room as Student's ID_Name (e.g. 201719011_Rubayet Rahim)
8. In the written answer scripts, students must put the page number sequentially (e.g. 1 of 6, 2 of 6, 3 of 6) and the student's ID on each page.
9. Students are advised not to mix up the answers of Part: A and Part: B (i.e. Whole Part A in a sequence followed by Part B or vice versa.
10. A single answer script of written test in pdf format including both Part A and Part B is only acceptable.
11. Whoever is appearing the exam in mobile phone, a pdf converter from the image (e.g. CamScanner) should be installed beforehand. After completion of the Written test, the students will use the software to create pdf to upload in the submission link provided by the respective exam room. Make sure you have uploaded the correct pdf file, as the exam could be cancelled because of the wrong attachment of the answer script.
12. In Written-test, the answer script file name should be: Student's ID_Course title_Date (e.g. 201719011_MMTF_20210531)
13. For any issue, students will contact with respective Batch Co-ordinator/ Head of the Department.
14. The students should be careful about the following time distribution for the online final exam of the theory courses:
 - i) Quiz test: 30 minutes
 - ii) Short break for review/technical/administrative issues: 5 minutes
 - iii) Written test: 60 minutes
 - iv) Answer scripts submission: 10 minutes





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Instructions to the Faculty members

1. Please be considerate towards students. We should try to uphold our quality, but at the same time, we should consider the overall scenario of the students, society and country as a whole.
2. The Head of the Department, Question setter and Batch Co-ordinator should have a gmail account, and have enough space in the account. If necessary, a new gmail account can be created.
3. In question preparation, the Question setter (Course teachers) should prepare the written questions creatively.
4. After the written test, the batch co-ordinator in presence of the co-invigilator will download the scripts, will print, and will sign on each page of the answer scripts.
5. Scrutinizer will also sign on each page of the answer script after completion of scrutinisation.
6. Batch co-ordinator will conduct a Mock test before the final exam.
7. The following links will be used for completion of a Term final theory exam:
 - i) BdREN Zoom Examroom link: This link will be created and shared by the Batch Co-ordinator
 - ii) Quiz test link: This link will be created by the Question setters, and shared by the Batch Co-ordinator
 - iii) Answer Scripts submission link: This link will be created and shared by the Batch Co-ordinator.
 - iv) Marksheet submission link: This link will be created and shared by the Chairman of the respective Exam Committee/ Controller of the Examinations.
8. In the final exam, Batch Co-ordinator will be the Host, and another invigilator will be the Co-host for the BdREN Zoom Examroom.
9. When students look into the Quiz test or Written questions on the screen, it is most likely that the camera will remain static. Invigilators should accept the technical issues but should not be too liberal.
10. Disconnection may happen at any time. In that case, you can ask the reasons of disconnection to the respective student in the chatbox when he join again, not in the common platform. This situation should be handled softly and proactively.
11. If any student made any technical mistakes or face any technical difficulties, try to consider the issues with soft care.
12. Unfair activities of the students have to be dealt with utmost carefulness considering the overall situation.
13. The Batch Co-ordinator will record the complete exam sessions (Quiz test and Written test) for future reference. The respective Department will keep it in a computer/cloud store for the next 12 months to resolve any issues that can arise in future.
14. The invigilators will follow the following time distribution for the online final exam of theory courses:
 - i) Quiz test: 30 minutes
 - ii) Short break for review/technical/administrative issues: 5 minutes
 - iii) Written test: 60 minutes
 - iv) Answer scripts submission: 10 minutes

