



## Format and Procedure of Final Examination of Spring 2020

### Duration, marks and format of the exam

1. Exam will commence from 7 November 2020.
2. Final exam of 50 marks will have two parts. Part 1: Written exam (30 marks) and Part 2: Quiz + Viva-voce (20 marks). Viva-voce is mandatory.
3. Specific evaluation method, time and duration for the Part 2 will be decided by the respective course teacher.
4. The written exam will have 5 questions each carrying 6 marks. All questions should be answered.
5. Duration of written exam is 5 hours. Out of this, 4.5 hours is for writing the answer and 30 minutes is for preparing the scanned copy and for uploading.
6. Student who has overlap will get additional 5 hours time for completing the answer of the second course. He/she should mention for which course the additional time is required by filling up the form given here <https://forms.gle/pHN5n61nt3GcEQsr9>
7. Questions will be creative where the students cannot copy the answer directly from the book or from internet. Rather, the students should apply their understanding of the subject and the analytical ability for answering the questions.
8. Questions will be uploaded in the Google Classroom by the Course Teacher at the beginning of the exam time.
9. Students will submit their answer scripts using Google Classroom (other means may be used only in extreme cases with the permission of the course teacher).
10. It is highly recommended to conduct the exam using G Suite for Education account. Ordinary Gmail account may be used only if G Suite account was not available for technical reasons.

### Submission procedure of the answer script of written exam

1. Answers must be written on paper in the student's own handwriting.
2. There must be a cover page of the assignment that will contain name of the department, university, semester, section, course code, course title, and the name of the course teacher. It will also contain student's name, student ID, email ID, Contact Number, Date of submission, Signature of the Students. Student ID should be written on top of every page. Each page should also contain page number and signature of the student. The whole assignment including the cover page should be in a single PDF before submission. The students must have to attach their Admit Card (Spring 2020 Final Exam) after the cover page. PDF file name should be in the following format: ID\_Course-Code (e.g. C193000\_CSE-1234).

3. Standard size paper like A4 should be used. Quality of paper is not important. However, writing should be clearly readable after scanning.
4. Copying from other students, helping other students during exam time or adopting any other unfair means is strictly prohibited and will be penalized as per IIUC rule. Answers will be checked for similarity with others and for plagiarized content. Moreover, as per decision of the university authority, answers of the written exam will be justified by Viva.
5. Hard copies of the answer scripts should be preserved by the students and should be submitted in the department when the university opens.
6. Handwriting should be clearly readable after scanning. Readability should be checked before uploading. Use of dark pen is advised.
7. Scanned PDF file should be uploaded to the corresponding class of the Google Classroom.
8. Scanned PDF file must be uploaded within the deadline. Last 30 minutes is given only for assignment submission. So, marks may be deducted for a late submission.