Final Assessments
Instructions for Students
Spring 2020

General Instructions

1. Students can view the marks distribution and internal marks of the registered courses through ZABDESK.(SZABIST LMS)
2. The assessment contents will be based on the entire course taught during the semester, as uploaded on ZABDESK.(SZABIST LMS)
3. All students will be graded based on their attained scores in each registered course according to respective grading plan(s) as uploaded on ZABDESK. (SZABIST LMS)

Important Dates

1. Final Term assessments for Spring 2020 will be conducted online from June 15th –June 28, 2020.
2. The date sheet for the assessments will be announced by the Examination Department.
3. Final Assessments for semester Research work (Research Projects, Thesis, IRS, etc.) will be conducted from 29th June 2020.
4. The date sheet for the Theses/IRS/Dissertation assessments will be announced by the ASO in consultation with Program Manager.

Assessment Platform / Apps & Students' Training

1. Google Classroom app or ClassMarker web applications will be used for the conduct of online Assessments.
2. Respective faculty members will guide the students regarding the mode of assessment and necessary details of assessment method that includes the format of the assessment, platform used for assessment (Google classroom/ClassMarker) and the evaluation criteria set for the assessment.
3. Faculty members will provide the necessary trainings to students on the assessment platforms in the form of mock Test/ exercises.

Preparing for the Assessments

1. Students must prepare a dedicated place in their residence for appearing in the final assessments.

2. Desktop PC or Laptops are with good internet connection is recommended to be used for appearing in the assessments. Use of other devices such as mobiles, tablets etc. are discouraged from being used in appearing in the final assessments.
3. Students Must be ready at least Thirty(30) minutes prior to the assessment.
4. Students must polish their necessary computer skills for the online assessments.

During the Assessments

1. Students can only log in to the designated apps for assessment through their official SZABIST e-mail addresses.
4. It is mandatory for students to join
    a. Google Meet
       and
    b. Google Class or ClassMarker; as prescribed by the respective faculty member for his/her course.
5. Students will communicate with the respective faculty member using Google Meet App for any querry during the assessments.
6. Students will give the final assessment using Google Class or ClassMarker; as prescribed by the respective faculty member for that particular course.
7. Use of unfair means during the assessment period is unacceptable. Any student proved doing so will be awarded an "F" grade in that particular course.

After the Assessments

1. Students will be able to view their results once finalized by the respective faculty members only through ZABDESK (SZABIST LMS)
2. In case of any concern regarding evaluation of Final Assessments, a student can apply for rechecking through prescribed forms within the stipulated date. The date will be communicated by the examination office.

Grievance Mechanism.

Students who face special difficulties related to the assessments may contact SZABIST grievance committee by sending an email to grievance@szabist-isb.edu.pk

Examination Office
01 – June 2020