

Shaheed Zulfikar Ali Bhutto Institute of Sciences and Technology (SZABIST)

Final Term Assessment Guidelines

1. Final term examinations and papers will be called Final term assessments and/or assignments/project. Words examination and paper will not be used as both words create panic among students.
2. Faculty will be required to edit and update the Marks distribution portion on Zabdesk as per the following breakup. Faculty may suggest a different breakup and seek approval from the respective program manager and HoD.
 - I. Midterm: 15 to 20 Marks
 - II. Final Term: 40 to 60 Marks
 - III. Sessional Marks (Quizzes, Assignments, Projects, Reports) 30 to 45 Marks
3. The final term assessments will be held from June 15, 2020, to June 28, 2020.
4. Faculty will be required to complete fifteen sessions (including midterm) by June 07, 2020, mandatorily.
5. Students will be on preparatory leaves from June 08, 2020, to June 14, 2020. This will be considered as a dead week, and no classes will be conducted in any case.
6. The examination department will finalize the final term assessment schedule, all assessments will be held according to the schedule. However, due to the different nature of subjects, assessment duration and submission timeline will differ. The entire should take place in two weeks' time.
7. All final term assessment assignments including time duration and submission timeline are to be approved by respective program managers.
8. Faculty will be required to email the final term assessments to respective program managers at least one week before the scheduled date of respective final term assessment.
9. Faculty members may ask students to submit final term assessment in file (word, excel, pdf) format or in handwritten form.
10. It is recommended that faculty members use google classroom/Edmodo for final term assessments. Students can upload word, excel, and pdf files as well as images on Google Classroom. Class Marker can also be used. However, faculty may ask students to email the answer scripts or use any other mode with prior approval of the respective program manager. If students are required to email the answer scripts, the faculty must use the official Gmail id (Szabist.pk).
11. Faculty members are encouraged to check for plagiarism, similarity index and may opt for relative grading. However, it is not to be disclosed to the students in any case.

12. Faculty members will not share/show final term assessment scripts with students in any case.
13. The faculty will not use the Szabist logo/exam template on final term assessments. However, the following information must be mentioned mandatorily on the final term assignment.
 - I. Name of the subject
 - II. Program
 - III. Section
 - IV. Faculty Name
 - V. Marks allocated
 - VI. Date of Assessment
 - VII. Final term assessment sharing (whether the assignment will be shared on Google Classroom/Zabdesk/any other medium with students on scheduled date and time)
 - VIII. Duration of assessment (please mentions exact start and end time along with duration)
 - IX. Submission timeline (please allow sometime due to connectivity issues as practised during mid assessments, mention exact time)
 - X. Submission guidelines (Google class/Class Marker/ Email/Other)
 - XI. File type (word excel or pdf) or handwritten (mention in detail that students can use presentable paper from old diaries and journals already available at home and scan it into pdf through android apps like Scan Doc before submitting).
 - XII. Any other necessary details.
14. Faculty are encouraged to use the following assessment tools for final term assessments. However, faculty may suggest specific assessment tools by May 20, 2020, which they believe will be better for their specific subjects and seek approval of the respective program manager.
 - I. Problem Solving Case Studies
 - II. Critical Cases (Including research and ethical cases)
 - III. Analytical Cases and questions
 - IV. Simulations
 - V. Essays
 - VI. Conceptual questions
 - VII. MCQs
 - VIII. Short Question and Answers
15. Faculty teaching subjects related to Mathematics, Statistics, Accounting, and Research may opt for course-specific assessment tools.
16. Due to some very specific and specialized requirements, assessment of the Lab-work component of any course will be done through a specialized SoP. Departments like Computer Sciences, Mechatronics, Media Sciences, and Biosciences have developed SoPs

for the Lab-work assessments, addressing the specific requirements of their programs (Please see Appendix-I).

17. Faculty may refer to the following summary from Bloom's Taxonomy concerning online assessment methods in selecting assessment tools.



