

**The University of Lahore**

**Spring 2020**

**Final Exam Policy/Guidelines for Students**

This is for the information of all that Electricity and Internet Connectivity is responsibility of student, University will not be responsible for any disconnect at student end.

For attempting online Final Exam following steps must be insured.

1. All the students are directed to use Web Browser to access their final exam, University is not offering any support for MOODLE App (Exam will not be available on MOODLE App).
2. Fee defaulters will not be allowed to appear in the exam.
3. Only communication using official UOL Email ID will be entertained.
4. Final Exam will be available at the top of the Course-Page of Slate with the standard name of "Final Exam", so that student may not face difficulties in searching their final exam.
5. Exam terms and conditions and information including timings will be available in the "Announcement" field.
6. The Final Exam may consist of one or two parts that are MCQs (Objective Type Questions) and SEQs (Subjective Type Questions).
7. Time for both parts will be calculated separately and mentioned with both exams.
8. Part 2 of the exam will start after the end of Part 1 of the exam (if applicable)
9. Student have to follow the sequence of the exams and cannot opt to attempt 2<sup>nd</sup> part first.
10. For Objective type of questions student does not need to attach any document for answering any question. Student will enter the answer directly on the slate.
11. For Part 2 of the Exam, This will be SEQ type of Exam where student has to submit the answer as attachment file or hand written answer.
12. Student may write the answer in text field available in answer or use following formats to upload their answers using Google Drive:
  - i. Image file
  - ii. PDF Document
  - iii. Word Document
  - iv. Or any other Document type that may be required to answer the question (as directed by Teacher).
13. Student can submit their answers by writing on white paper and submit the images using google drive.

14. In case student use hand writing answer script following information must be maintained on every page of the answer sheet:

- |                                |                   |
|--------------------------------|-------------------|
| i. Course Title                | vi. Student Name  |
| ii. Course Code                | vii. Teacher Name |
| iii. Section                   | viii. Date        |
| iv. Degree                     | ix. Time          |
| v. Student Registration Number | x. Page Number    |

Course Title \_\_\_\_\_  
Course Code \_\_\_\_\_ Section \_\_\_\_\_

Student Reg. #. \_\_\_\_\_ Student Name. \_\_\_\_\_

Date : \_\_\_\_\_ Time: \_\_\_\_\_ Page. #. \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Must be printed on every Page. (Answer script).

- Student should keep this script ready for 8-10 pages, before the start of exam to save the time
- Please Use A4 Sheet
- Please use Blue or Black ink / Ballpoint pen to solve the Questions.

15. Start every question from Next page
16. Take the picture of every page from your mobile camera and upload in google drive then share the link of the image in the answer of the question.
17. You can upload as many images/files as you want to answer your questions.
18. Manage time of your answer carefully. There is no possibility of extra time in online examination.
19. SEQ Exam time includes Upload and attachment time of your answer script, no extra time will be allowed to upload the files.
20. You can use “Cam Scanner”, “Microsoft Lens” application to improve the quality of image for clear view of your answers for marking.
21. The images of your answer must be clear and readable, images must not blur or faint, Images must be **bright enough** (Do not use camera flash to take the image).
22. In case of any issues in image/file upload, you can send the image/file attachment in email to the official email address of the subject teacher with in the ALLOTED TIME of the paper. No email shall be considered for marking after the exam time as per schedule.

**Good Luck**

**Team VLE**