

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

**Summer 2021
Assessment Guidelines – Final Term**

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. The Marks distribution portion on ZABLMS (ZABDESK) will remain the same as already uploaded.
3. The faculty who are going for assignment-based assessment shall assess the assignments for **25 Marks on written report and 15 Marks on Viva** (Mandatory for Assignment Based Assessment). Faculty should ensure quality while taking viva.
4. Please make questions related to your course and divide them into three categories: Easy, Moderate and Difficult. Ask one question each from each of the three categories. In the Easy question (you can give **0 to 3** marks, in the moderate category, you can give **0 to 5** marks and in the difficult category, you can give **0 to 7** marks. Hence collectively an individual student can get **0 to 15 marks**.
5. Please use ZOOM or Microsoft Team for oral exams. Please record your oral exam sessions.
6. Time Duration for all Assignment-Based Assessment will be **24 Hours** (Assessment will start as per the schedule provided by the Exam department):
7. **The viva shall be conducted on same day after the formal Assessment Schedule as per the convenience of Faculty and Students.** In case of any emergency faculty may take viva of respective student as per availability of student with approval of relevant PMs. The Faculty should send the Google Meet link for Viva to Students at least a day before. After the Viva of Students, concerned faculty may note their marks and ask them to leave the class. The Viva session must be recorded, and the recordings shall be submitted to Exam department.
8. **The marked copies along with Viva marks sheet of each student must be submitted by concerned faculty to Exam Department within 3 days of Exam.**
9. Those faculty who are going to conduct the assessment on the Class Marker shall provide the students **3 Hours** for the assessments.
10. The Faculty shall develop the Question Bank of **Minimum 100 MCQS** for Class Marker. Each faculty member shall equip the students with usage of Class marker before the formal assessment.
11. The total number of MCQs to be attempted by the students may vary according the difficulty level and allocated time.
12. The assessment will be shared through Email, ZABLMS (ZABDESK), Class Marker, or Google Classroom. Faculty will have liberty to use any mode as per the nature of subject and convenience of Faculty member after the approval from PM's.

13. The information related with Assessment Schedule/Mode will be shared with all the Students, Faculty, PMs, HoDs and HoC through different channels like, ZABLMS (ZABDESK) SMS, Facebook Official Page, Website, and other Social Media Channels. However, due to the different nature of subjects, assessment duration and submission timeline will differ.

14. **There will be no Retake Policy.**

1. The faculty will not use the SZABIST logo/exam template on 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. Submission guidelines (Google class/Class Marker/ Email/Other)

VIII. Any other necessary details.

115. Faculty are encouraged to use the following assessment tools for assessment. However, faculty may suggest specific assessment tools in their meeting with PM's, 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

V. Essays

VI. Conceptual questions

VII. MCQs

VIII. Short Question and Answers

16. All assessments either on Class Marker or Assignment based should be rational in term of time duration as well as coverage of syllabus.

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

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Final Examination Time Table of BBA-MBA-BSAF-Summer 2021 Semester
SEPTEMBER 7TH 2021 TO SEPTEMBER 11TH 2021

Days	BBA, BSAF & MBA			
Tuesday			Macro/ /B.E	FMI
'07-09-2021			12:00 Noon – Next Day 9:00 am Majid Hussain Serai (Viva 9:00AM to 12:00Noon.)	12:00 Noon – Next Day 9:00 am Bisharat Hussain (Viva 9:00AM to 12:00Noon.)
Wednesday			Cost Accounting	Operations Management
'08-09-2021			12:00 Noon – Next Day 9:00 am Jameel Ahmed (Viva 9:00AM to 12:00Noon.)	12:00 Noon – Next Day 9:00 am Qasim Shah (Viva 9:00AM to 12:00Noon.)
Thursday	ITA/ITFA	IBF	Financial Management	
'09-09-2021	12:00 Noon – Next Day 9:00 am Raza Ali (Viva 9:00AM to 12:00Noon.)	3:00PM to 6:00PM Class Marker Vickram Talreja	12:00 Noon – Next Day 9:00 am Shahzad Jamil (Viva 9:00AM to 12:00Noon.)	
Friday	Business Maths	Business Stats/Stats & Prob.	HRM	
'10-09-2021	12:00 Noon – Next Day 9:00 am Arfan Ali (Viva 9:00AM to 12:00Noon.)	3:00PM to 6:00PM Class Marker Urooj Aftab	12:00 Noon – Next Day 9:00 am (Viva 9:00AM to 12:00Noon.) Aimen Rashid	
Saturday		CB		International Banking
'11-09-2021		12:00 Noon – Next Day 9:00 am Juned Shah (Viva 9:00AM to 12:00Noon.)		12:00 Noon – Next Day 9:00 am Ghulam Mustafa (Viva 9:00AM to 12:00Noon.)
				Examination

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Final Examination Time Table of BSCS-Summer 2021 Semester

SEPTEMBER 7TH 2021 TO SEPTEMBER 11TH 2021

Days	BSCS-Open
Thursday '09-09-2021	ITA 12:00 Noon – Next Day 9:00 am Raza Ali (Viva 9:00AM to 12:00Noon.)
Friday 10-09-2021	Statistics & Probability 3:00PM to 6:00PM Class Marker Urooj Aftab
	Examination