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| Document Name & No. | POLICY & SOP ON SUPPLEMENTARY/SPECIAL EXAMINATIONS TO BE CONDUCTED DURING COVID-19 PANDEMIC |
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BAQAI MEDICAL UNIVERSITY

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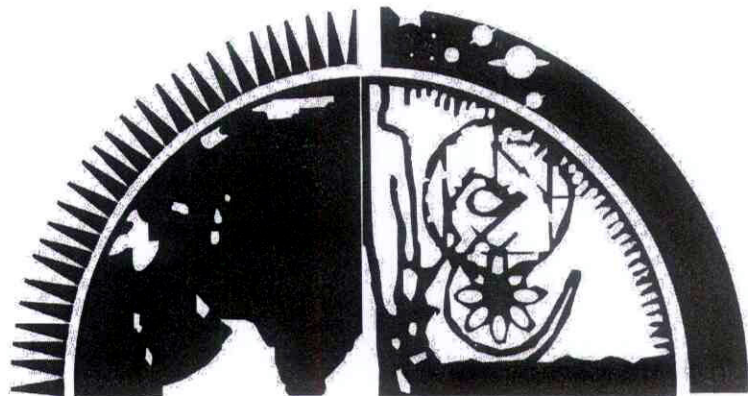
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BAQAI MEDICAL UNIVERSITY

POLICY & SOP ON SUPPLEMENTARY/SPECIAL EXAMINATIONS AT THE UNDERGRADUATE LEVEL TO BE CONDUCTED DURING COVID-19 PANDEMIC

Version 1

2020



Baqai Medical University

CONTENTS

| | |
|--|----------|
| 1. INTRODUCTION | 3 |
| 2. PURPOSE | 3 |
| 3. IMPLEMENTATION TIMELINE | 3 |
| 4. POLICY STATEMENT | 3 |
| 5. STANDARD OPERATING PROCEDURE (SOP) | 4 |
| 5.1. General Protocols | 4 |
| 5.2. Theory Exams | 5 |
| 5.3. Viva Exams | 5 |

1. INTRODUCTION

The Vice-Chancellor, BMU constituted a special committee on May 12, 2020, to formulate a one-time policy and Standard Operating Procedure (SOP) for the arrangement of supplementary/special/exit examinations for the undergraduate students of various faculties.

2. PURPOSE

The main purpose to draft this document is to save the precious time of the students that have already been affected due to COVID-19 pandemic closure and support the community by producing healthcare professionals who could provide their services as a front line defender in the current pandemic situation.

3. IMPLEMENTATION TIMELINE

This one-time policy and SOP shall be implemented immediately and will last till the completion of supplementary/special/exit examinations of the year 2019-20.

4. POLICY STATEMENT

1. All examinations of any of the constituent institutions of BMU shall be arranged as per the existing standard protocols of the Examination Department.
2. The Controller of Examinations shall be the chief authority for the said matter.
3. The announcement of examinations shall be made through the official website of the university, emails, messaging, or direct phone calls to the students. The Student Affairs Department shall do the needful in this regard in collaboration with the Examination Department for calling, emailing, and messaging.
4. It is the liability of the students to keep themselves updated by regularly visiting the university website and contacting the Principal/Director secretariat.
5. Once the exam has been conducted and the student fails to appear due to any reason, the same shall be offered with the next subsequent batch/year.
6. It is the responsibility of the students to manage the transportation and appear for the examination on due date and time. The university shall not provide any transportation under these extraordinary circumstances.
7. The Examination Department shall prepare a schedule keeping the dates and timings in a way to avoid clashes between exams for various faculties in the same time frame.
8. The time table shall be announced at least a week before the start of exams.
9. The students shall pay the prescribed examination fee for each paper in the Accounts Department of the university.
10. There shall be no late fee for these examinations.
11. The venue for examinations would be the main campus of BMU or the city campus of BIIT, Nazimabad depending upon the number of students and arrangement feasibility.

12. The Examination Department shall do all the necessary arrangements that are required in this regard as per their previous practices.
13. All exams shall be conducted following the HEC COVID-19 guidelines with proper invigilation.
14. Admit cards shall be emailed to the students and the list of students appearing in the examinations shall be provided to the Hall Incharge/Invigilators.
15. The Examination Department shall intimate the enrolled students about the paper pattern and general protocols to be followed during the examinations.
16. No physical practical exam shall be conducted. For lab/practical/clinical exams only viva shall be conducted either online or with proper social distancing.
17. The Examination Department/Semester Cell shall prepare a list for the expected number of students to appear in a particular examination so that proper arrangements shall be made. The same should be shared with the concerned Principal/Director and the IT Department.
18. In any case, the number of students should not exceed the available facilities and space with proper social distancing. In any such situation, where the number of students is very high, either the exam shall be arranged on multiple campuses or a prior proper plan shall be devised to conduct the exam on different times at the same place.
19. The examination paper pattern shall be as per the policy of the respective institute of BMU and according to the directives of the concerned regulatory bodies.
20. The Examination Department may seek help from the IT department for the arrangements of supplementary/special/exit examinations.
21. The SOPs defined hereunder shall be followed to the maximum.

5. STANDARD OPERATING PROCEDURE (SOP)

5.1. General Protocols

1. In any case, gatherings of students, without social distancing, shall not be allowed to be formed.
2. Proper information shall be provided to students regarding the area where they have to be seated.
3. The students shall leave the premises immediately once they are done with the examination.
4. No food or drink shall be allowed on the premises.
5. No student shall be allowed to enter the examination premises without wearing a proper mask and gloves. Each student has to arrange both items themselves.

6. The university shall take every possible measure of disinfecting the required premises before and after the examination.
7. Sanitizers shall be made available in each examination area and all individuals (students, invigilators, staff) shall be asked to properly sanitize their hands and belongings.
8. The sitting arrangements shall be made with an optimum distance between two individuals.
9. Each classroom/area shall be used for the optimum number of students keeping the required distance.
10. Proper electricity backup shall be provided during examinations.
11. The invigilators shall also wear masks, gloves, and if possible the protective suits.

5.2. Theory Exams

1. The theory exams may be conducted electronically and the question paper shall be shown on a screen and the answers shall be given on a response sheet.
2. The students shall solve the paper in the allotted time according to the prescribed instructions.
3. The concerned Course Incharge/Principal/Director shall hand over the exam paper to the Controller of Examinations, who will be responsible for maintaining the confidentiality of the same.
4. The concerned Course Incharge/Principal/Director shall remain in touch with the Examination Department until the end of the exam to assist during any unforeseen circumstances related to the paper.
5. Invigilators shall be appointed by the Examination Department/Semester Cell Incharge for each paper.

5.3. Viva Exams

1. For viva exams, the candidate shall be called in a room one-by-one after proper disinfection of the area each time.
2. Either the viva exam shall be conducted online or through proper social distancing.
3. The students waiting for their turn for the viva exam shall be allowed to sit in a single or multiple rooms with proper social distancing.