NARULA INSTITUTE OF TECHNOLOGY

An Autonomous Institution

under Moulana Abul Kalam Azad University of Technology

Draft Rules regarding Open Book Evaluation System

1. Introduction

Till now, the assessments usually were in the form of invigilated, handwritten exams taken by large teams of faculty and staff. Due to the current pandemic, these kinds of examinations are not practical. Certain efforts have been made to conduct online proctored examinations based on MCQ. But there are certain limitations in assessment as prevalent MCQs are designed for assessing rote-learning only. In addition, it may difficult to stop sharing of answers among the students. Open-book exams, on the other hand, are appeared remotely by students from their own homes. Students are able to access their textbooks, notes and other resources. Once they are finished, each student will submit his response in the Learning Management System (LMS). The attempt hours in an open book examination will be slightly longer than conventional exams to account for the different format.

The methodology of open book examination is different, but there are many similarities to conventional examination. The papers the students will take will be similar in format and content. The only difference is that paper-setter has ensured that solutions to the questions are not directly available in internet or lecture notes or text book.

It is not true that students who can write quickly will have an unfair advantage, but the examiners are interested in quality not quantity, and are not looking for longer essays than normal. As the students get more time than in conventional exams, it is not speed but analytical thinking and preparation shall be the criteria. The level of referencing expected will be the same as in conventional handwritten exams.

2. Preparation

The students will need to do revisions for open-book exams as they would for traditional exams. The students may have the opportunity of looking in books and searching the web, but the relatively tight time window makes it highly unlikely that they will have enough time to study and perform within the prescribed time limit. The students will do best if they approach the exam normally, do revisions in the usual way and spend the time in the exam focused on writing the best answers. It is recommended that they practice with a couple of mock papers with help from faculty members.

3. Requirements of Students

The student will need around 16 A4 size paper sheets to write each examination and an Android mobile phone with 2G data connection. On top of each page, the student must mention his Roll number and page number. Before the start of each examination, all related students will get in their email inbox two links to a drive in the cloud. The first link will be for download of the question paper. The second link will be for upload of the answer. After the student completes writing the examination, he/she must scan all the pages sequentially and make a single PDF file. The student must upload the single PDF file in the link provided for answer.

4. Exam timetable

Exam timetables will be posted as usual on the NiT official web page. Exam timetable will also be sent to each student at least a week before your first exam.

5. Exam duration

Open-book exam durations will be longer than conventional papers. However, each student is expected to spend the same amount of time as he/she would for a conventional paper on reading the exam paper, planning the answers and writing them. Each student is advised to spend the additional time analytical thinking and problem solving. An additional half an hour time is provided for working with the new format and technology (e.g. downloading the exam paper at the start and then submitting at the end). Additional time (one hour) will be provided for students who have approved alternative exam arrangements such as extra writing and/or rest time from their head of the department.

Penalties may be applied when marking exam answers, if a student uploads his/her answer later than the time specified and do not have prior approved alternative exam arrangements in place.

The alternative exam arrangement process remains in place for students needing to request an adjustment to their exam start time outside the scope of the policy above, for example if you have caring responsibilities which cannot be rearranged for your exams. Please contact your mentor for support with the alternative arrangements process.

6. Illegible handwriting and blurred scripts

Each student must ensure that his/her handwriting is legible and work is scanned clearly for markers to read.

Each student must follow the step-by-step instructions in and practice scanning and uploading his/her work before the exams take place.

If illness or accident prevents any student from being able to handwrite, and there is a member of his/her household who is prepared to act as an amanuensis, this arrangement can be accommodated as an alternative arrangement. Each student should consult his/her mentor at least two hours before the examination to make such arrangements.

7. Plagiarism and collusion

In an open-book exam, each student must submit his/her own work, without any help from others. When each student takes an exam, he/she will be required to confirm obedience to the Institute's ethics code. This confirms that he/she have understood and abided by the Institute's rules on plagiarism and collusion. There will be extensive use of plagiarism checkers for uploaded answers, and the institute reserve the right to conduct follow-up viva voce exams to check students' understanding of the examined material. The institute depend on students' integrity. All students are expected to adhere to this in open-book exams.

8. Complaints and academic appeals

Complaints concerning the conduct of university exams or circumstances that affected the teaching or tutorial support on your course - raise concerns with your Mentor.

If, following such a discussion, you have a complaint about procedures not being correctly followed during an exam, or you have reason to believe that your exam was not conducted fairly, you may make an academic appeal your Head of the Department.

9. Further information

Please refer to the Open-book code of ethics for candidates available in NiT webpage. All students taking part in an open-book exam this term must read this document carefully.

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Code of Ethics for Open Book Examination System

1. Introduction

Before you start your exam answers at the beginning of your open-book exam, you will be asked to agree to the following pledge:

> *"I acknowledge the Code of Ethics for Open Book Examination System of Narula Institute of Technology and **I hereby confirm** that I shall submit answers which is entirely my own and (i) I shall not use the services of any agency or person(s) providing specimen, model or ghostwritten work in the preparation of the work I submit for this open book examination; (ii) I shall not give assistance in accessing this paper or in providing specimen, model or ghostwritten work to other candidates submitting for this open-book examination."*

Please take the time now, before your first exam, to read and understand the ethics code, as well as the following key policies and regulations which interact with the ethics code:

Narula Institute of Technology views cheating, acting dishonestly and/or collusion in an examination as serious disciplinary offences that may result in disciplinary actions, with the most severe penalty being expulsion from the Institute without a qualification. In the context of open-book examinations:

• The Institute considers that accessing the question paper via any other means than directly, via the designated platform, and/or sharing the question paper with other students, falls within its definition of cheating and of acting dishonestly.

• The Institute reserves the right to use manual checking as well as software applications, to screen submitted work for matches either to electronic sources or to other submitted work.

2. Standards of Behaviour of Students

Students are expected to act as responsible members of the Institute's community. In the context of open-book examination, this means students are:

(a) Permitted to:

    1. Refer to their own course and revision notes; and

    2. Access offline or online resources, for example textbooks or online journals.

(b) Expected to:

    1. Submit work which has not been submitted, either partially or in full, either for their current Curriculum, or for another Curriculum of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.

2. Indicate clearly the presence of all material they have quoted from other sources, including any diagrams, charts, tables or graphs. Students are not expected to reference, however if you provide a direct quote, or copy a diagram or chart, you are expected to make some mention of the source material as you would in a typical invigilated exam.

3. Paraphrase adequately all material in their own words

(c) Required to confirm as part of each submission:

1. That the work they are submitting for the open-book examination is entirely their own work, except where otherwise indicated.

2. That they have not copied from the work of any other candidate, nor consulted or colluded with any other candidate during the examination.

3. Alternative Exam Arrangements

Additional time will be provided for students who have approved alternative exam arrangements such as extra writing and/or rest time. You will know already if you have this approval, which is provided on disability/health grounds. You'll be able to submit your exam response later than the 'standard' stated duration.

Candidates who usually have standard extra time of up to 15 minutes per hour for writing and/or rest time combined, will be awarded an additional hour for each open-book exam duration.

Please ensure that you have checked your approved exam duration before you open the exam paper.

4. Time Limit for Examination

Do not wait until the very end of your exam time to start submitting your response as you may go over your allocated time and incur a penalty as detailed further in this guide.

You exactly get 1/2/3/4 hours for writing the exam. For scanning and upload, you get a certain technical time based on the duration of the exam. The exact amount of technical time will vary based on the following rule:

Exam length	Technical time allowance
up to and including 75 minutes	15 minutes technical time
76 minutes to 179 minutes	30 minutes technical time
180 minutes or more	60 minutes technical time

5. Penalty for Late Exam Response

You must not leave it until the last minute to upload your exam response in the designated link. You have additional time added to your exam duration to enable you to download your exam paper at the start and upload your exam response at the end without encroaching on your writing time.

Penalties as decided by the Board of Examination will be applied if you submit your exam response later than the times detailed above (beyond the relevant grace period) and including later than specified in agreed alternative arrangements.

You should upload your exam response within the time allowed. If you access the exam paper later than the published start time (and you do not have an agreed alternative start time) you will still need to finish and submit your exam response within the published timeframe or be considered to have submitted late.

If you access the paper on time but upload your exam response after the published timeframe (and you do not have an agreed alternative arrangement in place), you will also be considered to have submitted late.

If you believe you have a good reason for submitting late including difficulties related to downloading your exam paper or uploading your response, you should submit a mitigating circumstances notice to examiners to explain this. The Board of Examination of the Institute will use the mitigating circumstances notice to consider whether to waive penalties.

6. Checklist to upload Exam Response

Before submitting your examination response document, you must first make sure your work meets each of the requirements in the list below:

1. You may only submit ONE document. Any scanned images, diagrams or handwriting must be included in the same document. **Please make absolutely sure you upload the correct document and that all pages are included** as you expect them to be as you will not be able to change this once it has been submitted.

2. Your exam response must be submitted within the duration (hours and minutes) stated in the individual timetable email sent to you. If you have approved alternative examination arrangements, please refer to the duration already communicated to you.

3. Your exam response should be identified ONLY by your Roll number as per your admit card.

4. Your exam response should not contain any other pieces of information that could identify you to the marker of your paper.

6. Save your exam response as a PDF document. If you're unable to submit as a PDF, you may submit in the .jpg format, but note that this may lead to formatting issues.

7. The file name should follow the format: RollNumber_PaperCode.pdf, e.g. 430318010016_EE505A.pdf.

After you submit your exam response, you will receive an email confirmation. You should save this email for reference.

7. Helpdesk

Helpdesk numbers and email address shall be mailed to you at least 24 hours in advance. Before contacting the helpdesk, you must always consult your mentor who will be notified on current technical issues and mitigation strategy. Also, you must register your problem with the helpdesk by sending an email.

The Helpdesk team will aim to help you resolve you query or issue straightaway, but it may be necessary to forward your query or issue to another team. You query or issue will be logged and shared with those who need to know that you have had an issue which may have affected your open-book exam(s).

On the day of your exam, if you are unable to download or open your question paper at this point, or you are having technical problems uploading your exam response, please contact the helpdesk immediately.

You must state explicitly that you are in the middle of an exam – please include your Roll number and exam paper code so the team can help you quickly.

Please contact the helpdesk team immediately and before the end of your exam if you realise that you have submitted a document which is not your exam response. The Helpdesk staff will be able to help you submit the correct document. Remember that if you submit this after the end of your exam duration, you may incur a late penalty. It will not be possible to accept your correct document if you simply wish to submit an edited version of your originally submitted exam response document.

It will not be possible to query the content of the question paper during the exam. If you think that there is an error or mistake in your exam paper then you should state what you consider the error or mistake to be at the start of your answer for that question and if necessary, you should state your understanding of the question. You should then try to complete the paper as best you can.