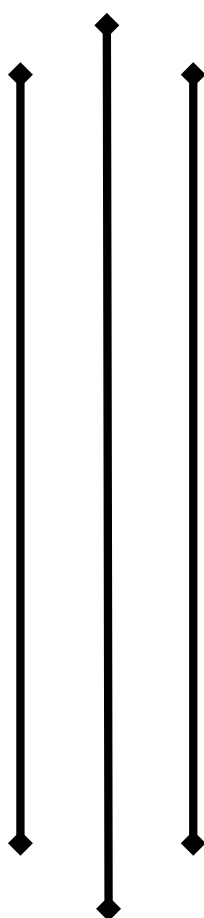# Pokhara University Directives for Alternative Evaluation, 2021

Pokhara University

Kaski, Nepal

Pokhara University Directives for Alternative Evaluation, 2021

Approved date: 31 May 2021
First amendment: 18 July 2021

Preamble

Whereas, it is expedient to:

Assessment or evaluation of students' knowledge and skills is an integral part of the education system all over the world. The assessment system needs to find out what exactly the students have learnt and to what extent they have mastery over the subject matter and skills they have learnt. The evaluation system is equally important for all levels of students i.e. from school to university. Evaluation system may include different methods such as formal physical examination, practical examination, assignment, interview, observation etc. which are generally used in practice. However, a formal physical examination has been most commonly used assessment system before the outbreak of the COVID-19 pandemic. The pandemic has forced the educational institutions of the world to perceive the evaluation system differently as it has limited the applications of the physically proctored mode of the examination system. Now, therefore, upon the recommendation of Pokhara University Academic Council from, its 87th meeting, "Pokhara University Directives for Alternative Evaluation, 2021" is enacted by the Executive Council of Pokhara University in order to regulate and guide the process of alternative evaluation of the students of Bachelor, Master and MPhil level.

1. **Short Title and Commencement**

    [a] This Directives may be cited as the "Pokhara University Directives for Alternative Evaluation, 2021".

    [b] Pokhara University Directives for Alternative Evaluation, 2021 shall come into force immediately after approval by the Executive Council of Pokhara University.

2. **Objectives**

    The objectives of the Pokhara University Directives for Alternative Evaluation, 2021 are to regulate and guide the process of alternative evaluation of the students of Bachelor, Master and MPhil level.

3. **Definition**

[a] "University" means Pokhara University.

[b] "Rules" means rules under Pokhara University Act.

[c] "Directives" means the Pokhara University Directives for Alternative Evaluation, 2021.

[d] "Executive Council" means the Executive Council of Pokhara University.

[e] "Academic Council" means the Academic Council of Pokhara University.

[f] "Committee" means the Examination Committee formed at School/College level to conduct the alternative examination.

[g] "School" means the constituent and joint-constituent schools of Pokhara University.

[h] "Director" means the Director of the constituent school of Pokhara University.

[i] "College" means the college affiliated to Pokhara University.

[j] "Institution Head" means the Institution Head of the constituent school, joint-constituent school and colleges affiliated to Pokhara University.

[k] "Principal" means the Principal of the college affiliated to Pokhara University.

[l] "Vice-Principal" means the Vice-Principal of the college affiliated to Pokhara University.

[m] "Department Head" means the academic head of the department at the constituent school, joint-constituent school and college affiliated to Pokhara University.

[n] "Programme Coordinator" means the Programme Coordinator at the constituent school(s), joint-constituent school(s) and colleges affiliated to Pokhara University.

[o] "Faculty" or "Subject Teacher" or "Teacher" means the faculty member or teacher facilitating certain course to the students at constituent schools, joint-constituent schools and colleges affiliated to Pokhara University.

[p] "Coordinator (Superintendent)" means the Coordinator/Superintendent of the Examination Committee formed at the School/College level to conduct the examination as per the directives.

[q] "Internal Examination Coordinator" means the Internal Examination Coordinator of the constituent school, joint-constituent school and affiliated college.

[r] "Information Technology Expert" means the Information Technology (IT) Expert of the constituent school, joint-constituent school and affiliated college.

[s] "Member" refers to the member of the Examination Committee formed at the School/College level to conduct the examination as per the directives.

4. **Alternative Evaluation Framework**

Alternative evaluation framework comprises the following evaluation methods:

*## 4.1 Time-Bound Hybrid Examination

*Time-Bound Hybrid Examination consists of analytical and critical questions covering all the areas of the syllabus. Time-Bound Hybrid Examination aims to assess students' understanding of the subject matter and application of knowledge to construct an argument to answer the exam question(s). Teachers shall prepare questions that require students to answer in more critical and analytical ways. Students shall download the question set and write answer on the answer sheet. Upon completing the answer, students shall upload the scanned copies of their answer sheets within the certain time frame prescribed by the directives. Time-Bound Hybrid Examination carries 70 percent weightage of the total evaluation of the students.

4.2 Online Interview/Viva-Voce.

Online Interview/Viva-Voce is similar to face to face interview or viva-voce. The difference lies in the mode or medium of the interview. It takes place through online methods using a certain online platform such as Microsoft Teams, Zoom, Google Meet, In-house developed software or any other platforms that the schools and colleges are using to facilitate the teaching-learning process at students' schools and colleges. Online Interview/Viva-Voce carries 30 percent weightage of the total evaluation of the students.

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5. Examination Committee

An examination committee shall be formed in every examination center to conduct the examination. The committee shall comprise the following members:

* Coordinator (Superintendent)	Director/Principal/Institution Head/ Vice-Principal/ Department Head/Program Coordinator
*Member	Vice-Principal(s)/Program Coordinator(s)/ Teacher(s)
Member	Internal Examination Coordinator
*Member	Information Technology (IT) Expert/Staff

6. Authorities, Roles and Responsibilities of Examination Committee

*[i] The examination committee shall be responsible to conduct the examination both Time-Bound Hybrid Examination and Online Interview/ Viva-Voce.

[ii] The examination committee shall be responsible to timely disseminate the examination-related information provided by the Office of the Controller of Examination, Pokhara University to the concerned students.

[iii] The examination committee shall ensure that the students of the particular school/college will attend the examination as per the schedule published by the Office of the Controller of Examination, Pokhara University.

[iv] In case of any issue related to question set, examinees, etc., the examination committee shall immediately communicate and coordinate with the Office of the Controller of Examinations, Pokhara University.

[v] The Examination Committee will be accountable to the Office of the Controller of Examinations, Pokhara University.

* 7. Process for Time-Bound Hybrid Examination

[a] Publication of Exam Schedule, Allocation of Exam Centers & Dispatch of Students' Triplicate of Examinations

*[i] The Office of the Controller of Examinations shall publish an examination schedule for the Time-Bound Hybrid Examination as it does for normal exams.

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[ii] The exams shall be run by Home Centers which means each school/college shall conduct the examinations for its respective group of students.

[iii] All centers shall conduct examination as per the examination schedule published by the Office of the Controller of Examinations, Pokhara University.

[iv] The Office of the Controller of Examinations shall timely forward the students' triplicate of examination to all the exam centers.

[b] Question Setting

[i] The Office of the Controller of Examinations shall prepare the questions for examinations.

[ii] The questions should consist of analytical and critical thinking covering all the areas of the syllabus.

*[iii] The total marks of the Time-Bound Hybrid Examination shall be 70. The questions in Section A (each weighing 10 marks) will carry 50 marks. Any one question among the questions in Section A shall include **one OR question**. In Section B, there will be a long question of 20 marks (Those courses which have a scope for a case study may include one case of 20 Marks). *Question Format is provided in Annexure 1.*

[iv] The duration of the examination shall be as follows:
  – Bachelor level: 2 hours
  – Master/MPhil level: 3 hours

[v] The question setter shall make questions that assess students' understanding of the topic and application of knowledge to construct an argument to answer the exam question(s). *Instructions for questions setter(s) is provided in Annexure 6.*

*[vi] Questions that require students to reproduce information from memory should generally be avoided.

[vii] The question setter shall make questions that require students to apply and make use of the information from their textbook or notes rather than simply requiring them to locate and re-write this information.

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[viii] The question setter shall make questions that test the students' ability of application, analysis, creativity and evaluation.

[ix] The question setter may make some situation based questions that require students to apply analytical and critical reasoning skills in response to a scenario. Teachers may create situations/scenario related to a particular concept or theory to test a concept.

[x] The question setter shall avoid generic and ambiguous questions.

[c] Question Moderation

[i] The Office of the Controller of Examinations shall appoint the moderator(s) to moderate the questions received from the question setters.

*[ii] The moderated sets of questions shall be used in the Time-Bound Hybrid Examination.

[d] Preparation for Conducting Examinations

[i] The Office of the Controller of Examinations, Pokhara University shall create an official email address for every school/college and timely provide to the concerned school/college for the purpose of the alternative examinations. The format of the email address shall be as follows:

- "School/CollegeName@pu.edu.np"
- For example: sob@pu.edu.np

[ii] The Office of the Controller of Examinations shall create faculty-wise official email addresses (e.g. altexam.fms@pu.edu.np; altexam.fst@pu.edu.np; altexam.fhs@pu.edu.np; altexam.fhss@pu.edu.np) to be used for the purpose of Alternative Examination and timely provide to all the schools/colleges.

[iii] The school/college shall timely forward their official email address provided by the Office of the Controller of Examinations, Pokhara University to their students.

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[iv] The school/college shall ensure that every student can create a single pdf file of their answer sheets and upload the pdf file to Google Drives/One Drive or any other cloud or online storage system provided by the school/college and/or share the link to the official email address of the school/college. A school/college may teach/train their students on how to create pdf file of answer sheets, upload the pdf file and share the link to the official email address of the school/college.

[v] The students shall share the link of pdf file of their answer sheets to Google Drive/One Drive or any other cloud/online storage system to the official email address provided by the school/college within 30 minutes after the examination end time.

*[e] Conduct of Time-Bound Hybrid Examination

*[i] Every school/college shall work as an examination center to conduct Time-Bound Hybrid Examination for their students.

*[ii] The Time-Bound Hybrid Examination shall be conducted by all centers as per the schedule by the Office of the Controller of Examination, Pokhara University.

[iii] The duration of the examination shall be as follows:
– Bachelor level: 2 hours
– Master/MPhil level: 3 hours

[iv] The question set (pdf format) shall be made available to the official email ID of the Examination Committee 30 minutes before the examination start time.

*[v] The question set shall be mailed to the email ID of the students 10 minutes before the examination start time.

[vi] The examination shall be pen and paper-based only.

*[vii] After ensuring that all the students are in appropriate exam setup (under the camera coverage which can take video of the examinee during exam (except short toilet break), the examination committee of the school/college shall send question set to its students.

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*[viii] The students shall keep their devices (computer/laptop/tablet/ smartphone, etc. which are being used for the purpose of time-bound hybrid examination) on 'video-on' mode displaying the video of the answer sheets, examinee and surrounding during the entire exam period (from receiving the question set to submitting the pdf file of answer sheets to the official email).

*[ix] The Office of the Examination Controller shall appoint observers who will observe the Time-Bound Hybrid Examination through virtual platform (video). The Office of the Controller of Examinations shall provide the link/Meeting ID and passcode to the observer to observe the examination through virtual platform (video).

*[x] The students shall download the question set and write the answers using a normal black ink pen and paper.

[xi] Students shall use A4 size/Foolscap size plain/Ruled paper for writing the exam. They shall not use small notebooks, diaries and scrap papers.

[xii] Students shall write their exam center code, PU registration number, exam roll number, level, programme, semester, year, and subject on the cover page. *Format of Cover Page of Answer Sheet is provided in Annexure 2.*

[xiii] Students shall write answers from the second page onwards. Students must write answers on the front side of the page only or students must not write answers on both sides of the page of the answer sheet.

[xiv] Students shall write page number and exam roll number on the top of each page of their answer sheet. Any page of the answer sheet without page number and exam roll number shall not be considered for evaluation.

[xv] Students shall maintain appropriate margins on both sides (left and right) of the pages, as well as the top and bottom of the pages.

[xvi] All pages shall be numbered chronologically.

[xvii] After the examination is over, the students are required to click pictures/scan the answer sheets and convert them into pdf format. The students shall submit the answer sheets to the official mail ID of the respective school/college given to them by the Office of the Controller of Examinations, Pokhara University in a pdf format within 30 minutes of completion of the examination. *Answer Sheet files received after this time shall not be considered for evaluation and the student shall be treated as disqualified.* The students shall compile all answer sheets into one pdf file. They should not send different pages separately and separate files.

[xviii] The final pdf document shall be clear enough to read.

[xix] The filename should follow the format given below:
   - "ExamCenterCode_Program_Semester_Subject_RollNumber".
   - For example, "509_BBA_VIII_EntrepreneurshipStudies _160005".

[xx] After the answer sheets are received at the examination center, the concerned examination committee shall file the answer sheets in the proper folder(s). The folders' name shall be in the format given below:
   - "ExamCentreCode_Date (DD-MM-YYYY)_Program_Subject"
   - For example, "509_12-06-2021_BBA_EntrepreneurshipStudies"

[xxi] The examination committee shall also prepare an attendance sheet of the present and absent examinees in the examination. *Format of Attendance Sheet is provided in Annexure 7.*

[xxii] After the answer sheets are filed/arranged in the proper folder, the folder shall be uploaded on Google Drive/One Drive or any other Cloud Storage and the link shall be shared to the official email ID assigned by the Office of the Controller of the Examinations, Pokhara University for records and check. The schools/colleges shall share the link to the official mail ID of the Office of the Controller of the Examinations, Pokhara University within the office hour of the same day of the examination.

[f] Evaluation of Answer Sheets

[i] The examination committee shall distribute the collected electronic copies of answer sheets to the respective faculties through possible electronic means like Email/Google Drive/One Drive, etc.

[ii] The concerned faculty member shall evaluate the answer sheets electronically and give question wise marks in the answer sheet using any pdf reader/writer/editor (such as pdf Editor/Foxit pdf Reader, etc.).

*[iii] If examiner finds the matching answers of the students, the examiner shall report such cases to the Office of the Controller of Examinations for necessary actions.

[iv] The examiner shall also transfer the marks in a separate marks foil. *The Format of Evaluation Sheet is provided in Annexure 3.*

8. **Process for Online Interview/Viva-Voce**

[a] **Conduct of Online Interview/Viva-Voce**

[i] The Online Interview/Viva-Voce shall be conducted by the concerned school/college.

*[ii] Online Interview/Viva-Voce shall be conducted in presence of the following team:
  – Subject Teacher
  – External Examiner

*[iii] The school/college shall select the external examiner from the roster created by the Office of the Dean. The external examiner must not be involved in teaching in the same school/college.

[iv] The Online Interview/Viva-Voce schedule for each subject shall be timely provided by the school/college to the Office of the Controller of Examinations, Pokhara University.

[v] The duration of each Online Interview/Viva-Voce shall be around 6 to 10 minutes.

*[vi] Out of 30 marks, the marking of the Online Interview/Viva-Voce shall be divided as follows:

| External Examiner | 20 |
| Subject Teacher | 10 |

[vii] The questions of the Online Interview/Viva-Voce shall be such that it ensures that the student demonstrates enough knowledge and understanding of the subject matter.

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[viii] The viva-voce team shall ask a minimum of 5 questions. If a student fails to answer a question, an alternate question should be asked and that can be done twice.

[ix] The interviewer shall give marks on the format given by the University. *The Format of Online Interview/Viva-Voce Assessment Form is provided in Annexure 4.*

[x] The Online Interview/Viva-Voce shall be conducted online on an online videoconferencing platform like MS Teams/Zoom/Google Meet or any other platform that the particular school/college is using to facilitate the teaching-learning process.

[xi] All Online Interview/Viva-Voce should be recorded and the recording shall be saved on Google Drive/One Drive or any other cloud/online storage by the school/college.

[xii] Any Online Interview/Viva-Voce without a recording is not considered to be valid.

[xiii] Online Interview/Viva-Voce of every student shall be recorded on a separate file in the following format:
- "ExamCenterCode_Subject_ExamRollNumer"
- For example, "509_EntreprenerushipStudies_16009"

[xiv] The recorded files of the Online Interview/Viva-Voce shall be saved in a separate folder name in the following format:
- "ExamCenterCode_Program_Semester_SubjectName_Date"(DD-MM-YYYY).
- For example, "509_BBA_VIII_EntreprenerushipStudies_16-06-2021"

[xv] The recordings shall be made available to the Office of the Controller of Examinations, Pokhara University by providing the accessible link of Google Drive/One Drive or any other cloud/online storage system of the school/college.

[xvi] Such video recording shall be properly archived and maintained in the Google Drive/ One Drive or any other cloud/online storage system of the college until the university allows for its deletion.

[xvii] The Online Interview/Viva-Voce evaluation sheet provided by the Office of the Controller of Examination, Pokhara University shall be used.

9. **Submission of Attendance Sheet and Video Recordings (written exam and viva-voce) to the Office of the Controller of Examinations**

[i] The examination committee shall upload attendance sheets, video recordings (written exam and viva-voce) on Google Drive/ One Drive or any other cloud/online storage system and share the link to the official email address of the Office of the Controller of Examinations, Pokhara University, and confirm that the attendance sheets and video recordings are well received at the Office of the Controller of Examinations, Pokhara University.

10. **Submission of Marks to the Office of the Controller of Examinations**

[i] The examination committee of the school/college shall compile the marks of their students in the Marks Foil. *The Format of Marks Foil is provided in Annexure 5.*

[ii] The examination committee shall upload attendance sheets, examined answer sheets, video recordings, and the Marks Foils on Google Drive/ One Drive or any other cloud/online storage system and share the link to the official email address of the Office of the Controller of Examinations, Pokhara University, and confirm that the results are well received at the Office of the Controller of Examinations, Pokhara University.

*11. **Scrutiny of Time-Bound Hybrid Examination Answer Sheets and Online Interview/Viva-Voce Video Recordings**

*[i] The Office of the Controller of the Examinations, Pokhara University shall appoint scrutinizer(s) to scrutinize the answer sheets of Time-Bound Hybrid Examination and video recordings of Online Interview/Viva-Voce of every school/college.

[ii] Scrutinizers shall scrutinize at least 10 percent of answer sheets and video recordings of every subject.

12. COVID-19 Patients

*[i] Any student with Positive COVID-19 Case, if not in position to attend the Time-Bound Hybrid Examination and/or Online Interview/Viva-Voce, shall submit an application to the Office of the Controller of Examinations, Pokhara University through the concerned school/college at least one day before the exam date of the particular subject. With the application, the student shall submit an authentic report of the COVID-19 Case. After studying the case in detail, the Office of the Controller of Examinations, Pokhara University may arrange separate exam for such students.

13. Final Grading and Result Publications

*[i] Time-Bound Hybrid Examination shall be given 70 percent weightage and Online Interview/Viva-Voce shall be given 30 percent weightage.

*[ii] Students must pass both Time-Bound Hybrid Examination and Online Interview/Viva-Voce separately.

*[iii] Using the above method, final marks of Time-Bound Hybrid Examination and Online Interview/Viva-Voce shall be calculated on 100 marks.

[iv] Internal assessment marks (evaluated during the students' study period) shall be collected by the Office of the Controller of Examinations, Pokhara University and prepare the final grades/results according to the normal university grading procedure and proceed further for the publication of the final result.

14. Retotaling and Rechecking Procedures

[i] If any student is not satisfied with his/her results published by the Office of the Controller of Examinations, Pokhara University, he/she may apply for retotaling and rechecking according to the university rules.

15. Code of Conduct

[i] The students appearing the alternative examination shall ensure that they have the necessary technologies required to attend the examination (computer/ laptop/ tablet/ internet/ email/ videoconferencing platforms/ paper/ pen/ power backup and so on) and can properly use the technologies for the purpose of their examination before commencement of the examination.

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[ii] Conducting examinations ethically and effectively is the moral responsibility of every authority, teacher, staff, and students of the schools/colleges and University.

[iii] Timely dissemination of examination related information shall be the responsibility of the University, Office of the Controller of Examination, Schools/Colleges and the Committees.

[iv] Despite timely dissemination of examination related information to the students, if a student is absent in the examination or cannot submit the electronic copies of answer sheets in accordance with the directives, the student himself/herself shall be responsible.

[v] Collaborative fraud and impersonation are strictly prohibited. If such fraud and impersonations are found, the Office of the Examination Controller will take necessary actions to all the students involved in such cases.

[vi] Every school/college, examination committee, teachers and staff involved in conducting the examination shall ensure confidentiality and trust. Students' marks/result shall not be disseminated to the students by any means before the Office of the Controller of Examinations publishes the result.

16. Remuneration

[i] Remuneration of setting question, moderation, examining/evaluating answer sheet and scrutiny shall be paid according to the decision of the Executive Council of Pokhara University.

*[ii] Remuneration of the observers and members of the examination committee shall be paid as per the decision of the Executive Council, Pokhara University.

[iii] Remuneration of conducting Online Interview/Viva-Voce shall be paid as per the decision of the Executive Council, Pokhara University.

[iv] The operating expenses of conducting the examination shall be provided to the exam centers according to the decision of the Executive Council of Pokhara University.

17. Interpretation Rights

[i] The right to interpret the directives is reserved to the Executive Council of Pokhara University.

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QUESTION SET FORMAT
POKHARA UNIVERSITY
*TIME-BOUND HYBRID EXAMINATION

Level: ……………   Semester - …………………   Full Marks: ……..

Programme:…………………………   Pass Marks:……

Course:………………………………………………………………   Time: ……….. hrs

Candidates are required to give their answers in their own words as far as practicable. The figures in the right margin indicate full marks.

Attempt all the questions.

Section A (5 x 10 = 50) +	
1.	10
2.	10
3.	10
4.	10
5.	10
Section B (1 x 20 = 20)	
6.	20

+*Any one question among the questions in "Section A" shall include* **one OR question**.

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Annexure 2

COVER PAGE OF ANSWER SHEET

Every examinee/student must write the following details on the cover page/first page of the answer sheet.

Exam Center Code:...................................

PU Registration No.................................

Exam Roll Number:................................

Level:...

Programme:...

Semester:..

Subject:..

Signature of the Examinee/Student:...........................   Date of Examination:..............................
[dd/mm/yyyy]

Note: Examinee/Student shall write the answers from the second page onwards. Students must write answers on the front side of the page only. Students must not write answers on both sides of the page of the answer sheet.

POKHARA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

*TIME-BOUND HYBRID EXAMINATION EVALUATION SHEET

Level: ....   Semester -.............   Full Marks: 70

Programme:................................   Pass Marks: 31.5

Course:...   Exam Center Code:..........

Exam Roll Number	Marks Obtained *(Time-Bound Hybrid Examination) (70)							
	Question-wise Marks						Total Marks (70)	Total Marks in Words
	1 (10)	2 (10)	3 (10)	4 (10)	5 (10)	6 (20)		

Name of Evaluator/Examiner:..............................Signature:......................Mobile No.:.....................

Name of Scrutinizer(s):..Signature:......................Mobile No.:.....................

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

VIVA-VOCE ASSESSMENT FORM

Level: ………………   Semester -…………   Full Marks: 30
Programme:……………………………   Pass Marks: 13.5
Course:………………………………………………………………   Exam Center Code:……….

Exam Roll Number	Name of Student	Marks Obtained (Online Interview/ Viva-Voce) (30)			
		Subject Matter (25)	Language and Communication (5)	Total Marks (30)	Total Marks in Words

Name of Subject Teacher:…………………………………Signature:……………………Mobile No.:……………………

Name of External Examiner:………………………………Signature:……………………Mobile No.:……………………

Name of Scrutinizer(s):………………………………………Signature:…………………Mobile No.:……………………

Annexure 5

POKHARA UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATION
MARKS FOIL

Level: ....   Semester -.............   Full Marks: 100

Programme:................................   Pass Marks: 45

Course:..   Exam Center Code:..........

Exam Roll Number	Marks Obtained *(Time-bound Hybrid Examination) (70)							Marks Obtained (Online Interview/ Viva-voce) (30)			Total Marks Obtained (100)	Total Marks in Words
	Question-wise Marks						Total Marks (70)	Subject Matter (25)	Lang & Comm.+ (5)	Total Marks (30)		
	1 (10)	2 (10)	3 (10)	4 (10)	5 (10)	6 (20)						

Examination Committee

Name of Examination Coordinator(Superintendent):...Signature:......................Mobile No.:....................

Name of Program Coordinator/Teacher:...Signature:......................Mobile No.:....................

Name of Internal Examination Coordinator:...Signature:......................Mobile No.:...................

Name of Information Technology (IT) Expert/Staff:..Signature:......................Mobile No.:....................

Name of Scrutinizer(s):..Signature:......................Mobile No.:....................

+*Language and Communication Skills*

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* First amendment 18 July 2021

POKHARA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS FOR QUESTION SETTERS

* The question setters shall strictly follow the following instructions while setting questions for Time-Bound Hybrid Examination.

1) The questions should consist of analytical and critical thinking covering all the areas of the syllabus.

*2) The total marks of the Time-Bound Hybrid Examination shall be 70. The questions in Section A (each weighing 10 marks) will carry 50 marks. Any one question among the questions in Section A shall have **one OR question**. In Section B, there will be a long question of 20 marks (Those courses which have a scope for a case study may include one case of 20 Marks).

3) The question setter shall make questions that assess students' understanding of the topic and application of knowledge to construct an argument to answer the exam question(s).

*4) Questions that require students to reproduce information from memory should generally be avoided.

5) The question setter shall make questions that require students to apply and make use of the information from their textbook or notes rather than simply requiring them to locate and re-write the information

6) The question setter shall make questions that test the students' ability of application, analysis, creativity and evaluation.

7) The question setter may make some situation based questions that require students to apply analytical and critical reasoning skills in response to a scenario. Teachers may create situations/scenario related to a particular concept/theory to test a concept.

8) The question setter shall avoid generic and ambiguous questions.

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POKHARA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATION

ATTENDANCE SHEET

Level: ....   Semester –...............   Exam Date:.........................

Programme:................................

Course:..   Exam Center Code:..........

S.N.	Exam Roll Number	Name	Status (Present/Absent)	Remarks

Prepared by:...............................   Verified by:.................

Date:..................................   Date:...............................