

Open Book Exam Guideline for Students June 2020

1.0 Introduction

During this pandemic time, in order to support the quality aspects of teaching and learning, online open book examinations for mid-exam and final exam will be conducted by the department instead of traditional proctored exam. You will use Internet connection to log into the DIU Blended Learning Center (DIU BLC) on your respective course on the day of the examination as per the exam routine of the department. The examination will be configured to support the examination schedule and you will be allowed soon it opens the exam. You need to download (1) ExamPaper.pdf and (2) AnswerScriptTemplate.doc from the Mid-exam or final exam section of the week in DIUBLC class. You will type your answers in the answer script doc file and save as pdf with your ID e.g. **CSE134-O1-111-15-2345-mid.pdf** (Course Code-Section-Student ID) or **CSE134-O1-111-15-2345-final.pdf** and upload in the BLC within the given time frame.

2.0 Exam Condition

During this open book exam, you need to ensure the following items and code of conducts:

- (1) Books, online repository and other relevant materials
- (2) Your other supporting materials like clock, pen, pencil, eraser, calculator etc
- (3) Drink water and have snacks
- (4) No discussion in group or with your classmates as it will be reflected in your answers
- (5) No sharing of codes, write-ups or ideas as this **will be automatically detected by DIU BLC** and will lead **to negative marking proposed by the system**
- (6) No copy text or code or any from Internet as this will be detected by **DIU BLC system plagiarism checker** and this will lead to negative marking by the system

3.0 Exam Time Table

The examination committee of the CSE department will send the examination routine in the email and as per the examination routine the exam will be conducted using DIU BLC.

4.0 Allocated Exam Time

Based on the condition of Internet, connectivity and all other aspects of the situation, the following allocation of time will be provided to ensure healthy exam situation for the students:

Time Component	Hours/Minutes for Component
Download of Paper	1hr (due to connectivity issues)
Working on the Paper	2hrs (considering the accessibility and openness of the exam)
Upload the response in the form of pdf at DIU BLC	1hr
Total time for exam	4hrs (Four Hours)

Exam duration based on the above table: 4hrs (regular 1hr30mins or 2hrs), 1hour 30mins (for 1 credit course)

N.B. If the student fails to upload the paper, can send in email or telegram in private within the exam duration

5.0 During the Exam in DIUBLC

As per the examination routine of the department, the mid-exam or final-exam section will be activated on your DIU BLC classroom and the following activity will have to performed by you considering the exam condition described in section 2.0:

- (1) Download the paper (pdf) and answer script template (doc) from DIU BLC
- (2) Write responses in the answer script template **either type or hand written**
- (3) Save the answer script template as pdf e.g. **CSE134-O1-111-15-1234-mid.pdf** or **CSE134-O1-111-15-1234-final.pdf** (Course Code-Section-Student ID)
- (4) Upload the pdf in DIU BLC and if failed, then send in email or telegram in private within the given time

6.0 Penalties for Late Exam in DIUBLC

Penalties for late exam response are as follows:

Time	Penalty
First 29mins	No penalty
30mins-40mins	5 or 5% of the marks available
40mins to 1hr	10 or 10% of the marks available