

১৫ নভেম্বর ২০০৮ অনুষ্ঠিত রিজেন্ট বোর্ডের ৬ষ্ঠ সভায় অনুমোদিত 'নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের পরীক্ষা অধ্যাদেশ' (Ordinance for Undergraduate Examination of Noakhali Science and Technology University as Approved in the Meeting of Regent Board on 15 November 2008)

The following procedures will be followed in conducting examinations of (01) Theory courses, (02) Sessional courses and (03) Publication of Result.

01. Theory Courses: In any theory course the distribution of total marks (100%) will be as follows: (a) Continuous assessment 30% and (b) Written examination 70%.

(a) Continuous Assessment (CA)

(i) The total marks (30%) of CA will be constituted of: Class participation of Attendance: 5% and Class test, Quizes, Assignments, Term-papers etc: 25%.

(ii) The class test, Quizes, Assignments, Term-papers etc. carrying 25% will be arranged according to the following table:

No. of credit of the course	Total no. of assessments required	No. of best assessments to be considered for grading
1	2	1
2	3	2
3	3	2

(iii) Duration of a class test will be 20-45 minutes and it will preferably be taken during class hour.

(iv) Each of the continuous assessment will finally carry equal marks or weightage. Answer script of the assessment may be shown to the student. The concerned teacher would submit the evaluated answer-scripts and attendance register to the Chairman of the Department.

(v) If a student repeats a course for which he obtained F grade (in any previous Term), he will not be allowed to repeat the continuous assessment (i.e. class test/quiz/assignment/Term paper). The marks of class participation will be taken from the previous record.

(vi) In all backlog/repeat courses the result of a student will be evaluated as D grade irrespective of grade he/she obtained. It will be effective from session 2009-

10.

(b) Written Examination:

An Examination Committee, henceforth mentioned as EC will be formed for conducting all jobs relating to written examination.

a. Formation of EC:

According to the proposal of Academic Committee and on the recommendation of the Executive Committee (if any) of the faculty, the Academic Council will formulate an EC (examination committee) for each academic Term of each department following the procedure written hereunder:

- i) The Academic Committee of the Department will take decision about the Chairmanship of Examination Committee.
- ii) There will be three internal members not below the rank of Assistant Professor from the concerned department(s). In case teachers of this rank are not available then the lecturer(s) may be nominated as member(s).
- iii) One external member of relevant subject/field from outside the concerned department or outside the University, who will not be below the rank and status of an Associate Professor.

b. Duties of the EC:

- i) The Executive Committee of the faculty will recommend the proposed panel(s) of examiners (four examiners for each course) for each Term received from the Academic Committee of concerned departments to the Academic Council for approval.
- ii) The Controller of Examinations will appoint question-paper setters and answer-script examiners as recommended by the Academic Committee. **Generally it is implied that question paper setter will examine the answer script. If any question paper setter is unable to accept his/her appointment he/she shall notify it to the Controller of Examinations within two days after receiving his/her appointment. If under any unavoidable circumstance (s) he/she is unable to examine answer script of a course/courses he/she shall inform it to the Controller of Examinations and EC chairman within two days of examination of the respective course (s). In that case the EC will recommend another examiner from the panel to the Controller of Examinations.**

iii) If a relative of a person (such as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse and in laws thereof) is an examinee, he/she can not be the Chairman, examiner or member of the EC.

iv) The EC would organize and manage all activities including moderation of questions, scrutinizing of answer-scripts and appointment of Tabulators for completion of the examination process. The EC Chairman will call a meeting of the committee to finalize the results. The committee will recommend the results and the Chairman, EC will send the results to the Controller of Examinations **through the Chairman of the Department** for publication.

v) The EC of the final year second term will also work for special term.

c. Setting question-paper, Moderation, Evaluating and Scrutinizing answer-script and Preparation of Marks Sheet:

i) For a theory course of each Term-Final Examination two examiners will be appointed. Every examiner will set questions and examine the answer-script.

ii) The question-paper setters will submit the sealed manuscripts of questions directly to the EC Chairman or will seal and send both internal and external envelopes containing manuscripts of questions to the EC Chairman through insured-postal service. After receiving the question-papers the EC Chairman will make arrangement for moderation of question-papers.

iii) The EC Chairman will appoint answer-script scrutinizers and they will scrutinize the answer-scripts. Scrutinizers will inform the EC chairman if any answer is not evaluated or if any mistake is found in summation of marks. The EC Chairman will arrange to evaluate the answer or correct the summation.

iv) The course teachers will submit marks of theory courses (marks of class participation and continuous assessment), class-assessment and viva of sessional courses in sealed envelopes, two copies directly to the EC Chairman and one copy to the Controller of Examinations. These marks should be displayed in the notice board before the starting of the preparatory leave.

v) The script examiners will prepare two copies of mark sheets and submit to the EC Chairman in sealed envelope by hand or insured postal service. The scrutinized

copies of mark sheets will be submitted to the Controller of Examinations by the EC Chairman before the publication of results.

vi) If the marks awarded by the first and second examiner vary 20% or more as reported by tabulators a third examiner is to be appointed from the panel of examiners. Among these numbers average of the nearest two numbers will be considered for grading. However, if the marks given by the third examiner happen to stand at the middle of the marks given by the first two examiners, the average of the higher two marks will be considered for grading.

vii) EC Chairman will appoint two tabulators for each Term of each year and will distribute mark-sheets for tabulation. If any tabulator becomes unable to complete tabulation for the Term, EC Chairman will appoint new tabulator as replacement. Tabulation will be made in two formats: Student-wise and Course-wise. Two tabulators can work together to prepare tabulation sheets, but they will individually cross-check the correctness of tabulation before making it final.

viii) The question-paper setters, answer-script examiners, scrutinizers and tabulators will consider all the documents and information related to the examination as very confidential and shall keep them secured.

ix) In case the concerned person(s) make any change or correction in manuscript of question-paper, marks on answer-script or grades written in grade-sheet he/she must sign there. In case of marks one should cross the wrong marks and write the correct one beside it and should avoid overwriting.

x) The question paper-setters will not make drastic change in the standard and form of questions from one to another session. Repetition of the same questions in consecutive sessions is also not desirable. No question should create any confusion in meaning or become unintelligible. Questions must be set in such a way that they encourage test of originality and uniqueness of the examinee.

xi) The question-paper setters will be given regulatory advice about the required field of knowledge, syllabus and chapters of approved text book (if any) of the concerned course that are included for examination.

xii) For each theory course maximum 25% options can be given in the total number of questions. Question must be set in such a way that one can generally answer within the stipulated time.

xiii) Form of the questions can be subjective, objective, problem solving, etc.

xiv) Following steps should be maintained by the question-paper setter:

a) The question-paper setter shall write question-paper/manuscript in clean and legible handwriting or typed written. Name of any object or person and technical term must be written correctly.

b) Any part or copy of the question paper cannot be kept **within** computer and all related rough papers must be incinerated/deleted.

c) The question-paper setter shall put his/her signature in each page of the manuscript.

xv) The first answer script examiner shall receive answer scripts within two days of examination of the respective course from the Controller of Examinations. Ten days are stipulated for evaluation after receiving the answer scripts.

xvi) Tk. 100 per course will be deducted from his Remuneration Bill for each day of delay.

xvii) On receiving the answer-script packet the examiner will compare the number of answer-script/s and other information against the preamble given inside the packet. If any discrepancy is found, that shall be notified in writing to the Controller of Examinations within three days after receiving the answer-scripts. Otherwise it will be taken as granted that everything mentioned in the preamble was found all right. If mistakenly script of other course is supplied, he/she will instantly return that to the Controller of Examinations.

xviii) The examiners will give marks to every answer within the mark sheet and add them. If any student answers more number of questions that are asked for, then the examiner will scratch the last redundant answer(s).

xix) In the end of the total summation by the tabulators, if there **is** any fraction of 0.5 or more the next integer will be taken, otherwise the fraction **is to be** truncated.

xx) During evaluation of answer-script if the examiner finds reason to believe that unfair means was adopted by the examinee, he/she will instantly send confidential report to the EC Chairman on the matter mentioning the basis along with a copy to the Controller of Examination.

xxi) If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer-script, the examiner will instantly notify that to the EC Chairman.

xxii) The course teachers, question-paper setters, answer-script examiners, question-paper moderators, answer-script scrutinizers, tabulators, relevant persons etc., will send Remuneration Bill to the Controller of Examinations through the EC Chairman. Postal charge along with voucher/s other relevant expenses should be included with this bill.

xxiii) Immediately after scrutiny the EC Chairman will handover answer-scripts to the Controller of Examination of all students. The Controller of Examination will preserve all answer-scripts of each student till five more years after a student's final passing out from the University.

d. Question paper printing, preservation/storage and distribution:

i) The EC Chairman will make arrangements for printing all question papers concerning that examination. Two **separate** envelopes, one containing adequate number of question papers for using in examination hall and the other one containing 10 copies of question papers for the controller office must be packed, properly sealed submitted to the Controller of Examinations for preservation. Envelope containing questions for use in the examination hall must be earmarked with the name of the department, year, Term, course code, course title, room number and the examination date. Likewise, envelopes containing question papers for controller office must be earmarked with the sentence- "For controller office".

ii) Controller of Examinations will hand over the sealed envelopes containing question papers to the Chief Invigilator at least 45 minutes before of the scheduled time of examination. The Chief Invigilator will open the main packet and hand over the question papers to the concerned invigilators of the examination hall.

e. Procedures to be followed for conducting examination:

The Controller of Examination will prepare the duty list of the chief invigilators and invigilators and supporting staffs at least before one week of first day of examination which has to be properly signed by the Vice-Chancellor. Then the

Controller of Examination will circulate the lists among the teachers well ahead of first day of examination.

i) A student will be allowed to take part in Term Final examination if she/he fulfills the following conditions:

- a. If the student has been registered for the concerned course in due time.
- b. If the student has paid all dues (Registration/tuition fees/other charges) applicable with university administration/residential hall administration/department administration.
- c. If the student was not instructed by Disciplinary Action Committee to refrain from taking part in the examination.

ii) Student who already has been registered for a particular course, her/his student number/roll number will be treated as the roll number for examination hall for all course and no separate roll number will be assigned later. Inside the examination hall each examinee must bear Admit Card.

iii) The Dean of the faculty in consultation with the chairman of Department will set up the Term Final Examination schedule normally two weeks before the first day of examination. The Controller will officially announce the examination schedule. However, the Academic Council must be informed of the schedule of examinations.

iv) No examinee or her/his assignee/representative will have access to her/his answer script of any course after the examination of that course is over. Under any circumstances no answer script will be shown to the examinee or reexamined. However, re-scrutiny of any answer script may be possible/allowed if the student applies in writing following prescribed procedure and paying appropriate fee within 15 days after publication of the results. In such case, the EC/Controller will make arrangement for re-scrutiny of answer script in question.

02. Assessment of Sessional Course:

a) The full marks (100%) of the sessional course will constitute the following: (i) Class participation of attendance; 10%, (ii) Evaluation; 70% and (iii) Oral test; 20%.

(i) Class participation or Attendance: It would carry 10% marks.

(ii) Evaluation: The evaluation carrying 70% marks would be done through lab test, class test, quiz, assignment, assigned project performance/behavior of the students etc.

(iii) Oral test carrying 20% marks would be done through asking questions. In this case presence of another teacher of the same department is desirable.

b) Oral Assessment Course will be conducted by the respective EC.

03. Publication of Results:

The results of a Term should be prepared by the EC Chairman within 40 days (from last date of written examinations) and sent to the Controller of Examinations for publication. **The EC Chairman would send one copy of the tabulation sheets to the Controller of Examinations.** The Controller of Examination will arrange to publish the results following official procedure. **Another copy of all tabulation sheets will be kept in the office of the respective department.** **The EC Chairman will submit a soft copy of the result to the controller of Examinations.**

NSTU Education and Exam Ordinance Committee:

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Deputy Controller of Examinations and
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Vice-Chancellor and Convenor of this committee, NSTU