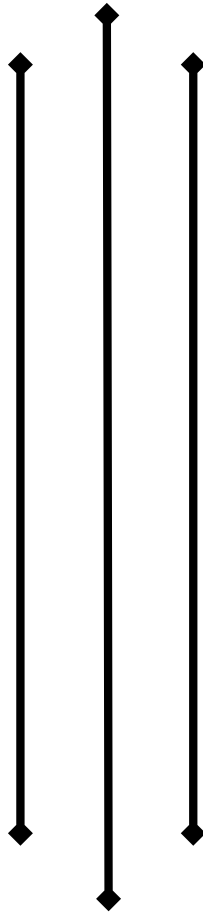# Pokhara University Directives for Alternative Evaluation, 2021

Pokhara University

Kaski, Nepal

Pokhara University Directives for Alternative Evaluation, 2021

Approved date: 31 May 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 learned 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 84th 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] "Department Head" means the academic head of the department at the constituent school, joint-constituent school and college affiliated to Pokhara University.

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

[n] "Faculty" or "Subject 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.

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

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

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

[r] "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 of the following evaluation methods:

4.1 Time-Bound Open Book Hybrid Examination

Time-bound Open Book Hybrid Examination consists of analytical and critical questions covering all the areas of the syllabus. Students are allowed to use study materials, books, and the internet while answering the exam questions(s). Time-bound Open Book Hybrid Examination aims not to test much about the memory of the students but 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 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 Open Book 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 their schools and colleges. Online Interview/Viva-Voce carries 30 percent weightage of the total evaluation of the students.

5. **Examination Committee**

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

Coordinator: Director/Principal/Institution Head/Department Head/Program
              Coordinator

Member: Subject Teacher(s)

Member: Internal Examination Coordinator

Member: Information Technology (IT) Expert

Note: The Subject Teacher refers to the teacher who facilitated the course of which examination being conducted on a particular day. The number of subject teachers shall be based on the number of subject(s) of which examination is being conducted on the particular shift.

6. **Authorities, Roles and Responsibilities of Examination Committee**

   [i] The examination committee shall be responsible to conduct the examination both Time-Bound Open Book 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. arose, 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 Open Book 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 Open Book Hybrid Examination as it does for normal exams.

   [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 on the same date and time 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 Open Book 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 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.

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

[ix] The question setter shall ensure that copying straight from google, book or any other source does not help in writing answer of the questions.

[x]   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.

[xi] 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 Open Book 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.

[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 Open Book Hybrid Examination

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

[ii] The Time-Bound Open Book Hybrid Examination shall be conducted by all centers at the same time 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. (All schools/colleges should have collected the official email IDs of students and keep it ready at least a week before the examination)

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

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

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

[ix] 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.*

[x] 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.

[xi] 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.

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

[xiii] All pages shall be numbered chronologically.

[xiv] 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.

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

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

[xvii] 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"

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

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

[iii] The evaluator shall evaluate the answer sheets thoroughly. If any sort of copy/plagiarism is noticed on the answers, considering the type of copy/plagiarism, the evaluator may give zero or the minimum marks for such answer(s), and provide reasons on the answer sheet. *Format of Marks Foil is provided in Annexure 4.*

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 the presence of the following team:
   - Director/Principal/Institution Head/Department Head/ Programme Coordinator
   - Subject Teacher
   - External Examiner

   [iii] The external examiner shall be appointed by the Office of the Controller of Examinations, Pokhara University.

   [iv] The list of the members of the team involved in Online Interview/Viva-Voce (Director/Principal/Head of Institutions/Head of Department/Programme Coordinator, Subject Teacher(s)), Subjects, and 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 of around 10 minutes.

[vi] The marking of the Online Interview/Viva-Voce shall be divided as follows:

Director/Principal/Institution Head/Department Head/ Programme Coordinator	: 10%
Subject Teacher	: 40%
External Examiner	: 50%

[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.

[viii] The teacher 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 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.

10. Scrutiny of Time-Bound Open Book 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 Open book 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.

11. COVID-19 Patients

[i] Any student with Positive COVID-19 Case, if not in position to attend the Time-Bound Open Book 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.

12. Final Grading and Result Publications

[i] Time-Bound Open Book 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 Open Book Hybrid Examination and Online Interview/Viva-Voce separately.

[iii] Using the above method, final marks of Time-Bound Open Book 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.

13. 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.

14. 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, and so on) and can properly use the technologies for the purpose of their examination before commencement of the examination.

[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] In the Time-Bound Open Book Hybrid Examination, if the answer is found copied from the books, internet, study materials, and the like shall be considered plagiarism. Students are strictly prohibited to plagiarize in writing answers.

[vi] Collaborative fraud and impersonation are strictly prohibited.

[vii] 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.

15. 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 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.

16. Interpretation Rights

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

QUESTION SET FORMAT
POKHARA UNIVERSITY
TIME-BOUND OPEN BOOK 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**.*

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.

Annexure 3

POKHARA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

TIME-BOUND OPEN BOOK 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 Open Book Hybrid Examination) (70)						Total Marks (70)	Total Marks in Words
	Question-wise Marks							
	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.:....................

POKHARA UNIVERSITY

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 Director/Principal:……………………………Signature:……………………Mobile No.:…………………

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 Open Book 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:..Signature:.....................Mobile No.:....................

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

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

Information Technology (IT) Expert:...Signature:.....................Mobile No.:....................

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

Language and Communication Skills

Annexure 6

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 Open Book 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 Open Book 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 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 shall ensure that copying straight from google, book or any other source does not help in writing the answer to the questions.
8) 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.
9) The question setter shall avoid generic and ambiguous questions.

POKHARA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATION

ATTENDANCE SHEET

Level: Bachelor   Semester –……………   Exam Date:…………………..
Programme:…………………………….
Course:……………………………………………………………   Exam Center Code:……….

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

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

Date:………………………….   Date:……………………………