

# **Notification on Online Final Assessment of Autumn 2019**

All the concerned are hereby notified that the Final Evaluation of Autumn 2019 of the Department of CSE will be held online from June 6, 2020 to June 25, 2020. Evaluation of URC courses will take place from June 6, 2020 to June 9, 2020. **Evaluation of the Departmental Courses will take place from June 10, 2020 to June 25, 2020.** As per earlier notification, Evaluation of each course will be on the basis of an Assignment (40 marks) and a Viva Voce (10 marks). Students are advised to follow the published schedule for the assessment of the Assignments and Viva Voce. Following instructions should be followed regarding the Evaluation of the Departmental courses. Instructions from CENURC should be followed regarding URC courses.

## **Eligibility, Review Class and Contact Email**

1. Only the students who have registered in Autumn 2019 semester are eligible for taking part in the assessment process. Admit cards should be kept available. If Admit card is not available then the ID card should be presented and the name of the student should be in the list of registered students.
2. There will be at least one review class for each course as per the given schedule. Students should attend the review class to get themselves familiar with the evaluation process and to register himself/herself with his/her section in the Google Classroom.
3. During review class, a student should make sure that his/her email is available to the teacher and is included in the corresponding class of the Google Classroom. He/she must use his/her personal email given in the student's profile at IIUC.

## **Preparing Assignment**

4. Questions of the assignment will be available in the respective class of Google Classroom as soon as the Assessment time begins (see the schedule of assessment).
5. A student will get 12 hours to complete his/her assignment. Assignments submitted after the deadline will not be considered for evaluation.
6. Assignment must be written on paper in the student's own handwriting.
7. Standard paper size (like A4) should be used so that it can be properly scanned.
8. Course Code, Course Title, Semester, Section, Student ID, and Name of the Course Teacher should be clearly written on the first page. Student

ID should be written on top of every page. Page number should be clearly written on each page.

9. A student should prepare the assignment himself/herself. Use of study materials or online resources are allowed.
10. Copying from other students' assignments is prohibited and will be penalized as per IIUC rule. Assignments will be checked for similarity with others and for plagiarized content.
11. Hard copies of the written Assignments should be preserved by the students and should be submitted in the department when the university opens.

### **Submission of Assignment**

12. All pages of the handwritten assignment should be scanned and converted to a single PDF file. PDF file name should be in the following format: ID\_Course-Code (e.g. C193000\_CSE-1234). Admit card (ID card in its absence) should also be scanned.
13. Handwriting should be clearly readable after scanning. Readability should be checked before uploading. Use of dark pens is advised.
14. Scanned PDF file(s) should be uploaded to the corresponding class of the Google Classroom.
15. Assignment must be uploaded within the deadline. To ensure it, students should start uploading the assignment at least half an hour before the ending time.

### **Viva Voce**

16. Viva Voce will take place within the time frame specified in the given schedule. Detail schedule (i.e. student-wise schedule) of Viva for a section will be given by the course teacher. Students should attend his/her Viva Voce strictly at the time designated by the course teacher. The course teacher should be contacted if any change in timing is required.
17. Viva Voce will be on the topics covered in the assignment. Students will be judged whether the assignment is genuinely prepared by him/her and on the knowledge and understanding of the topics covered in the assignment.
18. Viva will be conducted through Zoom. Course teacher should be contacted for the meeting ID and password.
19. Admit card (ID card in its absence) should be made available by the students during Viva Voce.
20. Corresponding course teachers should be contacted in case of technical incapability in attending the Viva Voce using Zoom. Alternative arrangement may be made where it is possible and reliable.