



## Reference

a) NUST Statutes Chap V Para 33

b) UG handbook (Chapter #03 para 8 (b) page #21) & (Chapter#04 Para 14 & 15 page # 29)



**SOP for Conduct of Retest of Missed Exam**

**SEecs**

**V 1.1**

### 1. Purpose

This Standard Operating Procedure (SOP) is aimed to provide guidelines for students, faculty members, departments and the Exam Branch on timeline to conduct of the retest of missed Mid and End Semester Exams.

### 2. Scope

Students who are seeking retake examination of MSE/ESE and other stakeholder involved in arranging and conducting the retake exam, including UG-PG Coordinators, the Exam Branch, Account office and the Academic Coordination Branch (ACB).

### 3. Eligibility for Retake Exam

- a. Students are eligible to undertake the retest exam under the following extraordinary and unavoidable circumstances:
  - i. Who missed the scheduled Mid Semester Exam (MSE) or End Semester Exam (ESE) due to unavoidable reasons beyond the student's control, such as illness, unforeseen emergencies, or other valid reasons acceptable to the DBS/FBS.
  - ii. Who earned 'F' grade in the subject which is a pre requisite for a course in the following semester.

### 4. Responsibilities

Student who has missed the scheduled exam is required:

- i. To inform the respective dept coordinators (UG-PG) on the prescribed performa at (Annex 'A'), within five (5) working days after the conclusion of the exam along with the supporting documents (duly completed).
- ii. Failing which will result in an earned grade (based upon sessional result)
- iii. A fee of **Rs. 5000/-** per subject will be charged for a retake of a missed scheduled exam.

### 5. Procedure

- a. The Examination Branch will share the list of students who missed the scheduled exam with respective program coordinators within (2) working days after the exam week.
- b. Department coordinators will scrutinize the received list (based upon the supporting evidence provided by the student) and present the cases in the DBS meeting for approval of retest, in the light of the already Issued Policy on Missed Exam, Quizzes, Assignment, Labs and Attendance.

SOP No: 1/2024

Prepared By: DD Programs Coordination (UG), SEecs

Dated: June 3, 2024

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6/6/2024

- c. List of the retest cases approved by DBS will be shared by UG-PG coordinators with Exam Branch within two (2) working days after DBS meeting, to recommend the 'I' grade to students.
- d. UG coordinator will finalize the list of students with 'F' grades in the prerequisite courses offered in the following semester and forward to the Exam Branch.
- e. Exam Branch will share the expected retest week (dates) with the students within (2) working days after receiving the approved list of students from departments for retake.
- f. The Exam branch will share the approved list of students who have got F & I grades along with subjects with ACB for preparations of Retest Date Sheet on the format appended below.

Student Reg #	Student Name	Subject Name/code	Instructor	Batch-section	Grade
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- g. ACB will prepare the date sheet within (2-3) working days and share with the Exam Branch.
- h. Exam Branch will disseminate the Final retest date sheet to students.

#### 6. Timelines

- a. **Mid Semester Exam:** A retest test should be arranged within the period to be decided by the DBS meeting but not later than four (4<sup>th</sup>) weeks from the end of Mid Semester Examination week.

Activity	Initiator	Week	Days	Action By
Share list of students who missed Mid Semester Exam (MSE)	Exam Branch	10	D+1d	Dept Coord
UG-PG coordinators will inform the student to apply on the prescribed form for retest	Dept Coord	10	D+2d	Students
UG-PG coordinators will scrutinized MSE retest list based on application received from students	Dept Coord	11	D+06d	Dept Coord
Shared the finalize list of students to be appear in retest exam with Exam branch	Dept Coord	11	D+07d	Exam Branch
Exam Branch will share the list for date sheet preparation	Exam Branch	11	D+09d	ACB
Prepare the Date sheet & share with exam dept	ACB	12	D+11d	Exam Branch
Dissemination of MSE retest date sheet to all concerned	Exam Branch	12	D+13d	Exam Branch
MSE retest exam will be held	Exam Branch	13	D+16d	Students
MSE retest will be finalized & be upload on qalam	Faculty	14	D+23d	Faculty
<b>D: Last day of exam (MSE) d: working day of the week</b>				

**SOP for Conduct of Retest of Missed Exam****SEECs****V 1.1****b. End Semester Exam:**

- i. Retest /make-up examination should be arranged within the first six (6) weeks after the beginning of the subsequent semester (Regular/Summer).
- ii. Retest grades will be finalized in DBS and FBS in case a student earned an 'F' grad(s) or did not appear in the retest exam.

Activity	Initiator	Week	Days	Action By
Share list of students who missed exam	Exam Branch	1	D + 02d	Dept Coord
UG coordinator will inform the student to apply on the prescribed form for retest	Dept Coord	1	D + 04d	Student
UG-PG coordinators will scrutinized ESE retest list based on application received from students	Dept Coord	2	D + 07d	Dept Coord
Finalized retest list shared with exam dept	Dept Coord	2	D + 10d	Exam Branch
Shared the finalize list of students with 'F' grade in the prerequisite courses with Exam branch	Dept Coord	3	D + 11d	Dept Coord
Exam branch assign "I" grades to students	Exam Dept	3	D + 13d	Exam Branch
Exam Branch will share the list of F & I grade courses for date sheet preparation	Exam Branch	3	D + 15d	ACB
Prepare the Date sheet & share with exam dept	ACB	4	D + 17d	Exam Branch
Dissemination of date sheet & exam arrangements to all concerned	Exam Branch	4	D + 19d	Exam Branch
ESE retest exam will be held	Faculty	5	D + 21d	Students
ESE retest result submission on qalam through DBS	Faculty	6	D + 27d	Departments
DBS to finalized the results & FBS will held (in case students earned F grads or did not appear in retest exam )	Exam Branch	6	D + 29d	Exam Branch
<b>D: Last day of the Exam (ESE) d: Working Day of the week</b>				

Approved:

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Dated: June 3, 2024

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SOP No: 1/2024

Prepared By: DD Programs Coordination (UG), SEECs



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Application - Retake Exam for Missed MSE / ESE

Student Name \_\_\_\_\_ CMS ID \_\_\_\_\_

Prog/Batch \_\_\_\_\_ Section \_\_\_\_\_ Semester \_\_\_\_\_ CGPA \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile No \_\_\_\_\_

I am applying for Retake exam of missed MSE/ESE of following course(s):-

S. No.	Course Code	Course Title	Name of Faculty

Reason(s) for not appearing in MSE / ESE:-

Following Supporting Documents are attached with this application:-

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**Undertaking:** I understand that I will be charged fee of Rs. 5,000/ per course for retake exam, if my application is approved by DBS/FBS.

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

(For Official Use Only)

UG Coordinator: - Recommended/Not Recommended Signatures: \_\_\_\_\_

HOD: - Recommended/Not Recommended Signatures: \_\_\_\_\_

Assoc Dean: - Recommended/Not Recommended Signatures: \_\_\_\_\_

Dean/Principal

Approved / Not Approved

Signatures: \_\_\_\_\_

DCE-SEECs: