

Instructions for Faculty (Examiners) for Assessment for End Semester Examinations Fall 2023

Regular and Visiting Faculty (Examiners) are requested to ensure compliance of following instructions in letter and spirit for assessment and compilation of results of End Semester Examinations **Fall 2023**, which will be held in **February 2024**

- After conclusion of examination of a paper/course, it should be ensured that 25 Answer Scripts of each course/subject are duly checked within a day (24 hours).
- On the last day of the Examinations, the Examiner has to assess 30 answer scripts per day.
- **Faculty is responsible for three assessed Answer Scripts (Best, Average, and Worst) for course file. Since hard copies are required for course file, Faculty is advised to use departmental facilities for printing.**
- The results will be posted on CMS, after verified and signed by concerned CMS Co-ordinator on the Award list submitted to the Examinations Department (duly signed by Examiner and Chairperson).
- **Deadlines for submission of results is attached as (Annexure-A). All Examiners are requested in earnest to see that the dates and timings for submitting the checked scripts – award lists etc. are completed and send to the Examinations Department precisely in time.**

Assessment/Marking of Answer Scripts

- After receiving the Answer Scripts from the Factotum/Head Invigilator/Examinations Department, please count the Answer Scripts and cross check with the Attendance Sheet. if there is any discrepancy, please report immediately to the Examinations Department.
- Answer Scripts are to be carefully marked with RED pen. Each question must be checked individually with proper comments and the secured marks.
- Internal individual question marks must be reflected on the top of the Answer Sheets and also cross checked.
- Totaling of marks must be checked twice.
- Post the marks on Award List and cross check with Answer Sheet.
- The number of awards posted on the Award list and the number of students appeared in the Examination must be matched.
- The Award list must be generated from CMS. (Instructions will be shared later on)
- Absent candidates must be entered as absent in the CMS and reflected on the Award List.
- Short of Attendance must be posted SOA in the CMS and reflected on the Award List.
- Students Using Unfair Means must be entered as UFM in the CMS and reflected on the Award List.
- While handing over the Award List to the Examinations Department please ensure that the number of answer sheets tally with attendance sheet handed over and received.
- Do not assume that the student will get his/her marks changed by the Examinations Department that is custodian of results submitted by the examiners.
- The Award List must be signed by the concerned Chairman and should personally be submitted by the Examiner to the Examinations Department along with Answer Sheets. In this regard, no person other than the Examiner will be entertained by the Examinations Department.
- Marks are NOT reassigned: Once the award list is received at Examinations Department, no request by examiners to change/reassign marks from theory to practical or vice versa are entertained.
- Following are the common mistakes made by Examiners during preparation of Award Lists:
 - **Issues with rounding of the marks:** Teachers round off the marks incorrectly resulting in mismatch of totals at Examinations Department.

- **Passing/failing of students by one mark:** A student is declared pass by examiners while he/she is actually fail as per rules. This mostly happens when a student is marginally passed in the lowest grades.
- **Entering marks higher than assigned to specific portion:** e.g. 21 marks for assignment/quizzes instead of 20 in a 3 Credit hour course.
- **Incorrect recording of marks:** Marks obtained on each question is not correctly recorded on the summary sheet on the first page.
- **Incorrect totals:** Many times the totals are incorrectly made when calculated manually.
- **Grace Marks:** The teachers grant grace marks to students but are not reflected/adjusted anywhere inside the Answer Scripts.

Grading System

The performance of each student in a course of studies is graded as follows:

DEGREE PROGRAMMES (BS) [CE, EE, TE, EL, CV, BM, BMS, CS, SE, BI, IT, AR, BT, DS, CYS & CNS], BBA, (BSc.) [ELT, CVT, EET & CET] (BS) [Maths, MC&S, Clinical Psychology]

BATCH 2020S, 2020F, 2021S, 2021F, 2022S, 2022F, 2023S & 2023F

The performance of each student in a course of studies is graded as follows:

Numerical Grade	Grade Point	Letter Grade	Value Remarks
86-100	4.00	A	Excellent
80-85	3.66	A-	Very Good
75-79	3.33	B+	Very Good
70-74	3.00	B	Good
67-69	2.66	B-	Above Average
63-66	2.33	C+	Average
60-62	2.00	C	Satisfactory
57-59	1.66	C-	Adequate
54-56	1.30	D+	Pass
50-53	1.00	D	Pass
Less than 50	0.0	F	Fail
-	-	I	Incomplete
-	-	W	Withdrawal
-	-	X	Exempted
-	-	IP	In progress
-	-	WU	Short of attendance

Student's Evaluation Chart

Name of Examinations	Duration	Frequency per semester	Mark Distribution
A. Theory			
End Semester Examinations	3 Hrs.	1	50
Mid Semester Examinations	1.5 Hrs.	1	1x30=30
Quizzes / Assignments	-	Minimum 1 per credit hour	1x20=20
B. Practical	3 Hrs.	14-15	50

For all disciplines except Bachelor of Architecture

The required pass marks for each course of a term are as under:

Name of Exams	Total Marks	Pass Marks
Sessionals	50	50
End Semester Examinations	50	
Laboratory Examinations	50	25

Lab Work: For Courses with labs, the lab work is assessed by the instructor, which carries 15 marks for lab manual, 15 marks for project/assignments and Final Exam 20 marks.

Name of Exams	Total Marks	Pass Marks
Lab Manual	15	25
Project/Assignments	15	
Final Laboratory Examinations	20	

For Bachelor of Architecture

The required pass marks for each course of a term are as under:

Name of Exams	Total Marks	Pass Marks
For Theory Courses only		
Sessionals	50	60
End Semester Examinations	50	
For Studio Courses only		
Name of Exams	Total Marks	Pass Marks
Sessionals	50	120
End Semester Examinations	50	
Studio	100	

Weightage of Student's Evaluation for Batch (2017, 2018 & 2019)

Name of Examinations	Duration	Frequency per semester	Mark Distribution Weightage in % of subject			
			Without lab %		With lab %	
A. Theory			Max. Marks	Passing Marks	Max. Marks	Passing Marks
End Term Examination	3 Hrs.	1	50	25	50	25
Mid Semester Examinations	1.5 Hrs.	1	30	25	20	Total of Mid+Quiz+Lab=25
Quizzes/	5-10 Mins.	Minimum 1 as per credit hour	20		10	
Assignments	-					
B. Practical	3 Hrs.	Minimum 14			20	10

- **Lab Assessment**

Lab Sessionals: 10

Lab Final Examinations: 10

- **A Student must get passed in Theory and Practical Separately**

- A student must be passed 50% in THEORY (Final Exam), 50% (for without lab course) Sessional (Mid +Quizzes/Assignment) and LAB separately: If a student obtains higher marks in theory but is failed in lab, he would be declared FAIL even if he/she obtains marks more than pass marks in cumulative.
- **Rounding** should not be practiced for individual sections. However, TOTAL MARKS can be rounded.
- **A student declared pass by examiner due to rounding** of individual sections may be declared fail by the Examinations Department.
- **Absent in Mid, Final or Practical** but scoring cumulatively passing marks is declared **FAIL**.

Grading System [Applicable for Batch 2019 for all disciplines except Department of Architecture]

Numerical Grade	Grade Point	Letter Grade	Value Remarks
90-100	4.0	A+	Extra Ordinary
85-89	3.7-3.9	A	Excellent
80-84	3.5-3.6	A-	Very Good
75-79	3.2-3.4	B+	Good
70-74	3.0-3.1	B	Above Average
65-69	2.5-2.9	C+	Average
60-64	2.0-2.4	C	Satisfactory
50-59	1.0-1.9	D	Pass
Less than 50	0.0	F	Fail

Grading System [Applicable for Batch 2018 for all disciplines except Department of Architecture]

Numerical Grade	Grade Point	Letter Grade	Value Remarks
90-100	4.0	A+	Extra Ordinary
85-89	3.7-3.9	A	Excellent
80-84	3.5-3.6	A-	Very Good
75-79	3.2-3.4	B+	Good
70-74	3.0-3.1	B	Above Average
65-69	2.5-2.9	C+	Average
60-64	2.0-2.4	C	Satisfactory
55-59	1.5-1.9	D+	Pass
50-54	1.0-1.4	D	Pass
Less than 50	0.0	F	Fail

Grading System [Applicable from Batch 2017 for all disciplines except Department of Architecture]

Numerical Grade	Grade Point	Letter Grade	Value Remarks
90-100	4.0	A	Excellent
85-89	3.7-3.9	A-	Very Good
80-84	3.4-3.6	B+	Good
70-79	3.0-3.3	B	Above Average
60-69	2.5-2.9	C+	Average
50-59	2.0-2.4	C	Satisfactory
Less than 50	0.0	F	Fail

**Grading System [Department of Architecture]
[Applicable from Batch 2014 to Batch 2019]**

Numerical Grade	Grade Point	Letter Grade	Value Remarks
90-100	4.0	A	Excellent
85-89	3.7-3.9	A-	Very Good
80-84	3.4-3.6	B+	Good
70-79	3.0-3.3	B	Above Average
60-69	2.5-2.9	C+	Average
Less than 60	0.0	F	Fail

Grading System [Applicable for Batch 2018 & 2019 for BBA]

WEIGHTAGE OF STUDENT'S EVALUATION

Name of Examinations	Duration	Frequency per semester	Mark Distribution Weightage in % of Course	
			Max. Marks	Passing Marks
A. Theory				
End Term Examination	3 Hrs.	1	50	50 (Aggregate)
Mid Semester Examinations	1.5 Hrs.	1	30	
Quizzes	5-10 Mins.	Minimum 1 as per credit hour	20	
Assignments	-			

**SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI
GRADING SYSTEM (BBA)
Batch 2018 & 2019**

Grade	Marks	Grade Points
A+	95 – 100	4.00
A	85 – 94	3.5 – 3.9
B+	75 – 84	3.2 – 3.4
B	70 – 74	3.0 – 3.1
C+	65 – 69	2.5 – 2.9
C	60 – 64	2.0 – 2.4
D+	55 – 59	1.5 – 1.9
D	50 – 54	1.0 – 1.4
F	Below 50	0.0

**Grading System [Applicable for Batch 2019 for BSc. ELT & CVT]
WEIGHTAGE OF STUDENT'S EVALUATION**

Name of Examinations	Duration	Frequency per semester	Mark Distribution Weightage in % of subject			
			Without lab %		With lab %	
A. Theory			Max. Marks	Passing Marks	Max. Marks	Passing Marks
End Term Examination	3 Hrs.	1	50	50	50	50
Mid Semester Examinations	1.5 Hrs.	1	30		30	
Quizzes/ Assignments	5-10 Mins. -	Minimum 1 as per credit hour	20		20	
B. Practical	3 Hrs.	Minimum 14			50	25

**GRADING SYSTEM
B.Sc. (EL & CV) ENGINEERING TECHNOLOGY PROGRAMMES
Batch 2019**

Grade	Marks	Grade Points
A+	95 – 100	4.00
A	85 – 94	3.5 – 3.9
B+	75 – 84	3.2 – 3.4
B	70 – 74	3.0 – 3.1
C+	65 – 69	2.5 – 2.9
C	60 – 64	2.0 – 2.4
D+	55 – 59	1.5 – 1.9
D	50 – 54	1.0 – 1.4
F	Below 50	0.0