

Guideline for home based assessment exam (HBAE)

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1. The exam duration is 40 minutes, 18 Full marks, additional 20 minutes will be provided to prepare e-Copy (PDF) file and submission.
2. Student should write the answer in the defined answer sheet, scan the answer sheet using scanner or any e-scan software in your mobile, but make sure that the e-copy is clean and easily understandable for checking.
3. Student should use A4 size line paper, which are easily available in the nearby stationary store. Please keep at least one inch blank space at the left and right side of the paper.
4. Student should manage the contents of their answers confined into four pages only.
5. Exam date and time is as per the schedule provided by course instructor in the notice.
6. Different sets question paper shall be released via MS team session. Throughout the session, student must keep in touch and listen invigilator's regular information if any, student can ask queries if any confusion during the exam session.
7. When the time starts, a pdf file submission information and button would be enabled at the '**upload assignment**' tab of the instructor's website: www.baburd.com.np. Submission information with submission button will automatically disabled after the session is completed. Hence, student won't be able to submit their work after the timeout.
8. Student can see his/her submission status any time through the submission panel after submission.
9. Student can't leave the session until his/her submission is acknowledged by the instructor within the specified exam period. Instructor continuously monitor the submission information via his/her admin panel.
10. The exam is an open book exam, but make sure that any direct copy from the source or copy from other any sources will be subject to zero evaluation of your works.
11. If any technical or internet connection problem during the exam, student can directly contact instructor via phone or any other communication medium.
12. Internet connection issues can't be considered. Since, student should manage the submission through either mobile data or other nearest internet available places.
13. This guideline for HBAE is applicable during the pandemic period, when there is no possibility of physical classes in the campus classroom.