

Date: May 20, 2020

To
Controller of Examinations
The People's University of Bangladesh (PUB)
3/2, Asad Avenue, Mohammadpur, Dhaka-1207

Subject: **Format of online examinations going to be followed in Trimester Final Examinations of Spring 2020**

Dear Sir:

Kindly know that Department of English, PUB is going to follow the following format of online examinations in the upcoming Trimester Final Examinations of Spring 2020:

Format of Online Examinations	
Total Marks: 50	
Part - A	
i) Assignment	10
<ul style="list-style-type: none">• 3 days will be given to complete the assignment.• Students have to submit the image of their hand written assignment through e-mail of the course teacher keeping Chairman of the Department in CC before deadline.	
Part - B	
ii) Comprehensive Test/Case Study	10
iii) Creative/Free-hand Writing	05
<ul style="list-style-type: none">• 1 hour will be given to complete and submit answer scripts of this part.• Students have to submit the image of their hand written answer scripts through e-mail of the course teacher keeping Chairman of the Department in CC within the time limit.	
Part - C	
iv) Viva Voce	25
<ul style="list-style-type: none">• Viva voce will be conducted individually through Zoom Cloud Meeting (camera must be on) by the committee consist of an External Member, Chairman of the Department, Course Teacher and Co-teacher(s).• Students are expected to activate Zoom Cloud Meeting app, and be familiar with its application in advance.• Meeting ID, Password and Link will be shared to the messenger group of each course before five (05) minutes of the scheduled time mentioned in the exam routine.• Students are instructed to join the meeting from a calm and quiet place one by one in formal dress.	

I, therefore, am requesting you to take necessary initiatives for the arrangement of the examinations.

Thanking you.

Yours faithfully


20.05.2020

Pratap Datta
Chairman
Department of English
The People's University of Bangladesh