



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/2.3/P23001/2022/V1.0

Date: 22/04/2022

Title: Open Book Test/Exam Guidelines (From Y21 Regulations - Common for all departments)

Policy:

Open Book Test (OBT)/exam is to be encouraged in all programs of study in order to allow the students to widen their scope and purpose of learning thereby preventing rote learning. Students have the freedom to access/refer learning materials (notes, texts, and/or any other approved material) while answering the questions in the exam.

Outcomes:

- Enables students to experience higher order thinking skills by thinking critically.
- Solve problems through application of knowledge and exploring the relevant information from the reference materials.

Guidelines for conducting OBT:

- 1) Questions in OBT need to be created to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.
- 2) It is suggested to test the lower order skills relevant to the subject through the traditional forms like quizzes, written tests, etc. if required in advance before the teachers proceed ahead with the Open Book Tests. This is to ensure that the students have got a basic understanding of the subject and hence they can be tested for the Higher-order skills.

- 3) Explain to the students in advance the purpose of conducting the OBT and the expectations on the assessments. Mock OBT can be conducted in class to sensitize the students on the same.
- 4) Ensure that all the exams of the subject (offered in OBT mode) in that semester be conducted in OBT mode as otherwise it would be difficult for the students to shuttle between different modes of exam.
- 5) Use scenarios and case studies-based questions wherever possible so that the students can apply critical thinking skills and derive necessary inferences out of it.
- 6) Prepare clear and unambiguous questions to limit time spent on interpreting the question so that the students can spend their time on using the reference materials and think effectively to answer them.
- 7) Devise questions that require students to apply and make use of the information from the reference materials rather than simply locating them and re-write the same.
- 8) Design your questions with the intent of assessing the learning outcomes and the skills, knowledge, and levels being assessed.
- 9) Open Book Exams can be conducted for the lab subjects also. However, necessary care should be taken by the teachers on supplementary materials to be allowed for reference.
- 10) The execution of OBT may be planned by the respective course coordinator during the SRP phase itself and the same must be communicated to the center of Examination(CoE) well in advance to plan the necessary arrangements for the smooth conduct of OBT.

Evaluation Plan:

The evaluation plan for the OBT can be decided by the respective course coordinator.


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