

## **Guidelines for Midterm Exams Winter 2021**

1. Students will be responsible for electricity and internet connectivity. They have to ensure that they have data connectivity back up at the time of the exam.
2. Total mid-term marks= 30 for every course whether it has lab or not.
3. Midterm examination is of one hour (60 minutes). There will be 10 min time provision for facilitation of students of uploading. This time is included in this 60 minutes time. No extra time will be given after this time.
4. It is mandatory for students to perform their exam on computer/laptop with working camera.
5. Attendance time is 10min before the start of exam.
6. Attendance will be on ZOOM so join zoom meeting before the start time of exam.
7. It is mandatory for students to keep the camera on throughout the exam session.
8. Student must be alone in the room/ exam venue, sitting in groups while attempting the exam is strictly prohibited.
9. Mic of the student will remain mute throughout the exam session however teacher may ask the student to unmute/speak any time.
10. During exam, student cannot use Handsfree or Bluetooth device for audio aid.
11. Teacher can ask any student to inspect the student venue anytime during exam.
12. Teacher can ask any student to give a 360° view of venue anytime during exam on immediate basis.

### **Guidelines:**

1. A4 size pages are to be used by students for answering of questions. White color paper is mandatory though it can be blank or with lines.
2. Students can submit their answers in only **PDF format.**
3. Students should upload their answers on SLATE during the allotted time.
4. In submitting hand written answers, following format of answer script will be used and all files will be converted to PDF.

Course Title \_\_\_\_\_  
Course Code \_\_\_\_\_ Section \_\_\_\_\_

Student Reg. # \_\_\_\_\_ Student Name \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Page # \_\_\_\_\_

Teacher Name \_\_\_\_\_

Must be printed on every Page. (Answer script).

- Student should keep this script ready for 8-10 pages before the start of exam to save the time.

- Please use A4 Sheet

- Please use Blue or Black ink / Ballpoint pen to solve the Questions.

5. Following fields must be shown on each page (Image attached above) for answer.

- |                            |                      |
|----------------------------|----------------------|
| ➤ Student Registration No. | ➤ Teacher Name       |
| ➤ Student Name             | ➤ Page No.           |
| ➤ Course Title             | ➤ Exam Date and Time |
| ➤ Course Code and Section  |                      |

6. Students have to make sure they have the attachment papers ready with written credentials (as mentioned above) beforehand.

7. Students can use direct Camera Picture or preferable apps for it (Cam Scanner, Microsoft lens) for better results and easier uploading.

8. Manage your time accordingly and start converting and uploading your papers 10 minutes before ending time. No extra time will be allotted.

**Note:** Cam Scanner application can convert your images directly into PDF format

**Note:** It is advised to follow all the instructions and guidelines given in this document. Failing in any of the above mentioned points may lead to cancellation of paper.