

General Instructions for the UG students about the online Final Examination Fall 2019 Semester

PLEASE SPEND SUFFICIENT TIME TO READ ALL THE INSTRUCTIONS MENTIONED BELOW TO AVOID ANY KIND OF LOSS, CONFUSION OR MISUNDERSTANDINGS....

Examination timetable:

- (i) Students need to observe and take a note of **Date** and **Time** for the examination of each course as stated in the Examination schedule for Semester Final Examination, Fall 2019
- (ii) The examination of Faculty of Engineering and Faculty of Architecture will have two parts: Part A, closed book type examination with marks 40 and Part B, open book type examination with marks 20. However, the examination of School of Business will be one part: Part A with marks 60. Part A examination will start at 10 am and ends at 12 pm with 1 hour for uploading time considering the possible unavailability of internet and/or electricity. Google classroom Exam Portal will be Activated at 10 am and Closed at sharp 1 pm for Part A. However, Part B examination will start from 1 pm on the same day as of Part A and ends at 6.30 pm next day. Hence, the Exam portal will be closed at sharp 6.30 pm next day. Exam conduct center will not be responsible for any lack of time and its losses. Student must keep track of time on own responsibility, as no clock or time notification will be provided through Exam Portal.

Before the Exam:

- (i) You should use your institutional email address to register your respective classes. Without your institutional email address, you will not be able to upload your final examination answer script.
- (ii) Make sure that you have installed the necessary software and program in your device before the examination day. It is important that your laptop/desktop/smartphone fulfils the system requirements. For example, you need to install the PDF reader (software) in your device to read the question paper from the pdf file. To upload your answer scripts, you need to download the CamScanner App to your device and please see the video link to understand, how to create PDF using CamScanner in a mobile.

<https://youtu.be/LfWhu9I97W8> OR <https://youtu.be/fq45I2pWpNg>

During and After the Exam:

- (i) You will receive your question paper in pdf format and the required instructions through the google classroom of the corresponding courses. Along with the question paper, you will also receive link to upload your answer scripts
- (ii) Your answer script should be hand written and should be written in A4 white paper. You must submit the hard copy of this answer script to the Department when the university reopens **within 7 days**.

- (iii) You must write the following information at the top page of each answer script:

Part A	Section-1 (if the course is taught by two faculty members)
Department:	Program:
Course no:	Course Title:
Examination:	Semester (Session):
Student no:	Signature and Date:

A template is attached.

- (iv) You should write down Student ID, Course number, and put your signature on top of every single page of the answer script. You should also write down page number at the bottom of every page of the answer script
- (v) You should upload the scan copy of your answer script in PDF format at the respective site of the course at **google classroom** using institutional email within the allocated time. Uploading clear and readable scan copy (uncorrupted) is your responsibility and must be cover the full page of your answer script. However, for clear and readable scan copy of the answer script student should use only one side of a page for answering the questions.
- (vi) Before uploading you have to rename your file name as follows:

CourseNo_StudentID_PartNo_SectionNo.pdf [double manuscript]

For example

CSE4227_160104001_PartA_Section1.pdf
CSE4227_160104001_PartA_Section2.pdf
CSE4227_160104001_PartB_Section1.pdf
CSE4227_160104001_PartB_Section2.pdf

CourseNo_StudentID_PartNo.pdf [single manuscript]

For example

CSE4227_160104001_PartA.pdf
CSE4227_160104001_PartB.pdf

- (vii) You will be able to submit your answer script **only once**. Please be sure that you have uploaded the correct file before click the submit button. To ensure this, after uploading your PDF file, please open the file by **clicking** on your upload and be sure that you have uploaded the right file and the file is not corrupted.

Cancellation of Examination

1. To pass a course, you must appear in the semester final examination (both Part A and Part B for faculty of engineering and faculty of architecture, and Part A for School of Business).
2. You must avoid plagiarism, maintain academic integrity, and ethics. You are not allowed to take any help from another individual and doing so can result in stern disciplinary actions from the university authority.
3. **Exam will be cancelled if:**
 - (i) Students fail to appear for exam with in specified timings,
 - (ii) Students do not appear for both the parts (Part A and Part B for faculty of engineering and faculty of architecture, and Part A for School of Business),
 - (iii) Students ignores instructions and rules,
 - (iv) Students who do not submit the hard copy of the answer script to the Department when the University reopens,
 - (v) Students who do not maintain academic integrity and ethics,
 - (vi) Students who uploaded encrypted answer script or upload the answer script belatedly and give a cause of technical/whatever issues on their side

If you encounter problems accessing or submitting your exam answer script, you must contact the Invigilator team by phone.

Top page template

Answer script top page. Should be hand written

For double script

Part A

Section-1

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part A

Section-2

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part B

Section-1

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part B

Section-2

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part A

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part B

Department:

Program:

Course no:

Course Title:

Examination:

Semester (Session):

Student no:

Signature and Date:

Part A

Section-1

Department: MPE

Program: B.Sc. in Mechanical Engineering

Course no: Math 2207

Course Title: Numerical Analysis and Statistics

Examination: Semester Final

Semester (Session): Fall'19

Student no: 140107050

Signature and Date: