

General Rules

1. You should be ready with a **pen, paper, calculator, and technological backup (e.g., PC/Laptop, and smart-phones with fully charged, good Wifi connection and/or Internet data-plan, etc.)** during the exam.
2. **Cover Page** should include information such as **Mid-Semester Examination: Spring 2020; Reg. ID;; Name: ; Year;; Semester: Spring; Course code: CSE 305; Course Title: System Analysis and Design**. Besides, all the pages of your exam script must contain **page numbers** and **your Reg. ID**. You may prepare that before the exam. You should also write, "**During Examination and upload time I will not take any help from anyone and I will not help anyone else. I will give my exam all by myself.**"
3. The exam will start at sharp **10:00 am**, and you must **be present 15 minutes before the exam time (i.e., 9:45 am)**. Important instructions will be given during that time, which will not be repeated later.
4. The total duration of the exam is **1 hour**. After that, you will get **30 minutes more** to take images of your script, make a pdf (single) file, and submit it. **Late submission will not be accepted.**
5. **Questions and answer scripts will be provided and collected via Google Classroom.**
6. If for some reason, you face extreme difficulty uploading answer script in Google Classroom, you must send the script via email on/before 01:30 pm. Please note that if you fail to send the script even via email, any form of late submission will not be considered. **For email submission, please send it to mmiemon@uap-bd.edu**
7. If you are unable to sit for the exam due to any extreme circumstances, you **must have to contact the invigilators or hall-in-charge not later than 11.20 am**. If anyone does not submit the answer script and does not contact/inform invigilators or hall-in-charge, he/she will be considered absent.
8. Those who are **backlog** they should write their corresponding **course name (Information Systems)**.
9. You must turn on your video during the exam. If you have a problem with turning on the video or network related issues, inform in the chat box with your Reg. ID and reasons. Do not disturb the whole class by telling. If we do not find your id in the chat box and find your video camera off, your name will be noted for later consequences.
10. For your problems (any kind), a Google meet link will be provided. Just join that link, and the course teacher will be available. Please do not disturb others during the exam.

Contact details of relevant persons:

- **Invigilator 1:** Md. Mohaininul Islam (MMI) (Email: mmiemon@uap-bd.edu, Mobile: 01521-498823)
- **Invigilator 2:** Nadeem Ahmed (NAH) (Email: nadeem@uap-bd.edu, Mobile: 01912-092464)
- **Reserved Invigilator:** Fahad Ahmed (FMD) (Email: fahadahmed@uap-bd.edu, Mobile: 01737-777912)
- **Hall-in-Charge:** Dr. Alope Kumar Saha (AKS) (Email: aloke@uap-bd.edu, Mobile: 01711-465641)