



**COMSATS Institute of Information Technology Virtual Campus
Islamabad
Department of Examination**

No. CIIT/CVC/Exam/11-15//02

Dated: November 8, 2015

General Instructions for Partial Open Book Online Midterm/2nd Sessional Examination Session Fall 2015 for Graduate and Undergraduate Students of CIIT Virtual Campus

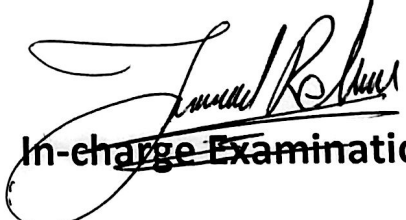
It is for the information of all concerned that Midterm/Second Sessional Examinations Fall 2015 are conducted online through CIIT Virtual Campus specialized examination software.

The examination will be taken as an open book/open source however online help, copy/paste facility and dictation/impersonation will be dealt as Unfair Mean (UFM).

Appearing students are directed to comply with the following instructions:-

1. The Midterm/Second Sessional Examination Fall 2015 will start from November 14, 2015, to November 22, 2015.
2. The Midterm/2nd Sessional Examination Fall 2015 will be a Partially Open Book Online Examination.
3. The duration of the each exam paper will be 60 Minutes
4. Student(s) registered as “**Study From Home**” can attempt their examinations from any place of their own choice.
5. Student(s) registered as “**Study Center Student**” can attempt their paper from any place of their own choice as well as they can also attempt their examinations from their registered study center.
6. Student(s) shall plan their Date Sheet(s) as per given date(s) and time slot(s) according to their convenience.
7. To appear in the examination student(s) shall ensure the minimum required resources at their end, prescribed in the point NO. 8 below, failing to comply with, the student will be held responsible for any delay/cancelation in the commencement of examination.
8. Resources required for online examination at student’s end are:
 - a) A stable internet connection.
 - b) A windows (Windows XP and above) workstation i.e. Laptop/Desktop.
 - c) An external Webcam installed, through which student shall be invigilated.

- d) A headphone and microphone installed, through which student shall be instructed by invigilation staff wherever required.
 - e) Power backup in case of electricity failure during examination time slot
9. External Webcam is a mandatory requirement.
 10. It is mandatory for the student to place their external webcam at such a distance that his/her face must remain visible along with the surroundings.
 11. Internal webcam shall not be acceptable under any circumstances. The student will not be allowed to appear in examination or his/her examination will be dealt as canceled accordingly.
 12. It is mandatory that the person appearing for online examination shall be the student himself/herself.
 13. Any other person appearing in place of the student himself/herself during the examination will be dealt as an Unfair Mean (UFM) case.
 14. Students are required to keep their Student ID Card(s) within reach. And shall show through webcam to the invigilator whenever asked.
 15. The invigilator would not respond to any query related to the question paper.
 16. The student(s) are advised to attempt the question as such; and may state some assumptions explicitly through email after examination.


In-charge Examinations

Cc:

- 1. PS to Director**
- 2. All HoDs of Teaching Departments**
- 3. In-Charge Academics**
- 4. In-Charge Student Affairs**
- 5. All Regional Managers**
- 6. All Study Centers (through website and regional offices)**
- 7. Manager IT (to publish on LMS and website)**
- 8. Students (through LMS portal)**
- 9. Master File**