



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

No. CIIT/CVC/Exam/33117/197

Dated: March 31, 2017

**General Instructions for Midterm/Second Sessional Examinations Session  
Spring-2017 for Graduate and Undergraduate Students**


It is for the information of all concerned that Midterm/Second Sessional Examinations Spring-2017 are conducted online through CIIT Virtual Campus specialized examination software.

The examinations will be taken as an open book/source; however, any dictation/impersonation will be dealt as Unfair Mean (UFM).

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

1. The Midterm/Second Sessional Examinations Spring-2017 will start from  
April 07, 2017 to April 12, 2017 **(For Graduate Programs)**  
April 14, 2017 to April 19, 2017 **(For Undergraduate Programs)**
2. The duration of each exam paper will be 60 Minutes.
3. Students can attempt the online examinations from any place of their own choice subject to the availability of the following minimum required resources:
  - i. Personal Computer i.e. Laptop/Desktop
  - ii. An Installed External Webcam (Fixed approximately at 1 meter distance on extreme left/right side)
  - iii. A headphone and microphone installed, required for communication between invigilation staff and student wherever required.
  - iv. High speed stable Internet Connection
  - v. Uninterrupted power supply during examinations
4. The External Webcam is a mandatory requirement.
5. Make sure that you have read the instructions regarding online examinations system reachable at (<https://exam.vcomsats.edu.pk/default.aspx>)
6. Before the start of examination student(s) shall ensure the minimum required resources at their end, prescribed in the point **NO. 4 above**, failing to comply the instructions, the student will be held responsible for any delay/cancelation in the commencement of examinations.

7. Student(s) can view their Date Sheet(s) through their respective LMS console before.
8. 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.
9. Internal webcam shall not be acceptable under any circumstances. The student will not be allowed to appear in examination(s) or his/her examination(s) will be dealt as canceled accordingly.
10. It is mandatory that the person appearing for online examination shall be the student himself/herself. Any other person appearing in place of the student himself/herself during the examination will be dealt as an Unfair Mean (UFM) case.
11. Students are required to keep their Student ID Card(s) within reach. And shall show through webcam in the start of each examination and whenever asked.
12. The invigilator would not respond to any query related to the question paper.
13. The student(s) are advised to attempt the question as such; and may state some assumptions explicitly through email after examination.

  
**Fazal Ur Rehman**  
**In-charge Examinations/DCE**  
**Virtual Campus, CIIT, Islamabad**

**Cc:**

1. PS to In-Charge, Virtual Campus, CIIT, ISB;
2. All HoDs of Teaching Departments, Virtual Campus, CIIT, ISB;
3. Deputy Registrar (A&E), Virtual Campus, CIIT, ISB;
4. Deputy Registrar Student Affairs, Virtual Campus, CIIT, ISB;
5. Manager IT, Virtual Campus, CIIT, ISB; (to publish on LMS and website)
6. Students (through LMS portal)
7. Master File