

Important Instructions for the Candidates Spring 2014 Final Term Examinations

Candidates are directed to note the following instructions:-

1. For every paper, you must carry your valid **CIIT Virtual Campus Id Card** and “**Original CNIC/Form-B**” issued by NADRA to enter in the Examination Hall.
2. You shall be responsible for any loss of examination time upon not having these documents.
3. You shall report at the Exam Center **one hour** before start of your paper. You should also see seating plan before start of exam. Use of wash room after start of examination is not allowed.
4. Any type of electric/electronic gadgets (mobile phone, (even in offline mode), hand-free/blue-tooth device, tablet, digital diaries, and data storage media etc.) is not allowed to bring in Examination Hall.
5. Part with any type of helping material relevant to the course (Hard/Soft) before entering into the Examination Hall.
6. You must avoid disturbing the peace in and around the Examination Hall.
7. Eating, drinking and smoking is not permissible in the Examination Hall.
8. Inscribe your full name, father name, registration number, Study Center code and city, Exam Center code and city and put your signature on the space provided on the question paper and answer sheet.
9. No appeal to be made to the Examiner in the answer book.
10. Abusive or Obscene language should not be used in the answer book.
11. UMC case will be registered against the candidate who refuses to obey Examination Staff, changes his/her seat with another candidate, creates disturbance, stages walkout, resorts to pen down strike or instigates others to do so, or otherwise misbehaves in or around the Examination Hall.
12. UMC will be registered against the candidate who is found in possession of fire-arms or anything capable of being used as a weapon of offence in or around Examination Hall.
13. No one is allowed to leave the Examination Hall before half the time is over and without marking attendance on attendance sheet provided for the same.
14. Strict disciplinary action such as cancellation of the paper(s) and registration of UMC etc. shall be taken against the violators of instructions and rules/regulations of the University.

NOTE: Students entry in the examination hall will be banned **15 minutes** after the start of paper.

Assistant Controller of Examinations

Note: Should you have any queries or require any further information please do not hesitate to reach/contact Department of Examinations [Nisar Ahmad, In-Charge Examinations; Ch. Muhammad Irfan Tarar, In-Charge Academics], COMSATS, Virtual Campus, 10 Street 17, F-8/3, Islamabad. Phone: 051-9262236-8, 051- 835-444-4, 051-9262132-4 Ext. 809