



COMSATS Institute of Information Technology
Virtual Campus Islamabad
Department of Examinations

No. CIIT/CVC/E/TE-16/144

Dated: June 14, 2016

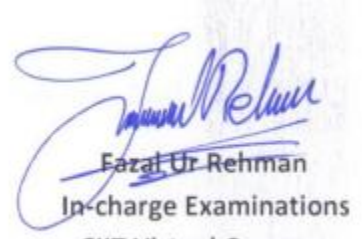
General Instructions for Terminal Examination Session Spring-2016
(Overseas Category)

It is for the information of all concerned that Terminal Examinations Spring-2016 for overseas category will be a closed book examination and shall be conducted through CIIT Virtual Campus specialized examination software.

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

1. The duration of the each exam paper will be 3 Hours.
2. To appear in the examination students shall ensure the minimum required resources at their end, prescribed in the point NO. 5 below, failing to comply with, the student will be held responsible for any delay in the commencement or cancelation of examination.
3. Resources required for online examination at students end are:
 - a) A high speed 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
4. 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.
5. Internal webcam shall not be acceptable under any circumstances. The student may not be allowed to appear in examination or his/her examination will be dealt as cancelled accordingly.
6. Any other person appearing in place of the student himself/herself during the examination will be dealt as an Unfair Mean (UFM) case.
7. Students are required to keep their Student ID Card(s)/Exam Entry Coupon within reach. And shall show through webcam to the invigilator whenever asked.
8. The invigilator would not respond to any query related to the question paper.

9. 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
CIIT Virtual Campus

Cc:

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