



**COMSATS Institute of Information Technology, Virtual Campus, ISB  
Department of Examinations**

Ref # CIIT/CVC/E/TF -16/154

Dated: December 16, 2016

**TERMINAL EXAMINATION INSTRUCTIONS FOR STUDENTS**

It is hereby informed all the concerned that the Terminal Examinations Session Fall-2016 will be a paper based written examinations.

Terminal Examinations Session Fall-2016 will be conducted in examinations centers.

**Before Examinations:**

1. It is student's responsibility to ensure that they know the correct date, time, and location of all their examinations; the details of which are available on their respective LMS consoles.
2. Mobile Phones/any electronic gadget/text material are strictly prohibited in the examinations room/hall.
3. Candidates must take their Student Identification Card/CNIC and Exam Entry Coupon to each examination and produce upon request.

**During Examination:**

1. Students will be allowed into the examinations room/hall 30 minutes before the scheduled start time of the examinations.
2. Student will not be allowed to enter the examinations room/hall after the examinations has been in progress for 30 minutes.
3. Students should sit on the assigned seats and should obey instructions to change seats during examinations as directed by the invigilation staff without questioning or hesitation.
4. The decision of the invigilation staff in the Examination Center will be binding. In case any student does not follow the instructions, his/her behavior will be treated towards misconduct.
5. It is students' responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should seek for the attention of an invigilation staff immediately.
6. Student should write the required information on both the Answer Sheet and Question Paper immediately after receiving it.



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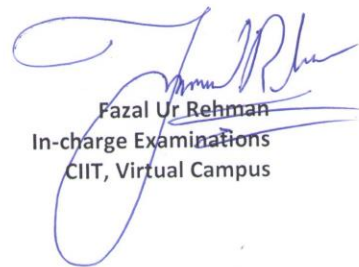
7. Student should write the same Subject Title and Course Code as given in the Exam Entry Coupon.
8. Students must mark their attendance in the relevant sheet by indicating their answer sheet number.
9. All work must be written in the answer sheet or on other examination stationery provided in the examination room by the invigilation staff.
10. Students must write their answers in blue ink.
11. Students must write their answers legibly; examiners cannot mark what they cannot read.
12. Students must not tear out pages or parts of pages of answer sheet. They must not take answer sheet or any other item of examination stationery from an examination room/hall whether used or not.
13. Rough work and all calculation must be written in the answer sheet on the last few pages by categorically mentioning it as a rough work.
14. Answers should be numbered clearly according to question paper.
15. Students must not communicate in any way with each other during the examinations. They should not turn around or/and look at the other students. This will be considered as the use of unfair means.
16. Students are not allowed to leave the examination room during the examination timings in any case without the permission of the invigilation staff.
17. No extra time is allowed for the late comers.
18. Smoking is prohibited in the exam room/hall.
19. No Student may leave the examination room/hall during either the first half or final 15 minutes of an examinations.
20. Students once leaves the examination hall will not be allowed to re-enter under any circumstances.
21. Students must stop work when instructed to do so by the invigilation staff.
22. Students may not take away the examination question paper.
23. No student shall use unfair means himself/herself or help or attempt to help any other student to use unfair means in the examinations.
24. Violating **any** of the afore mentioned Instructions may initiate a case of unfair means against the student as and where required.



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**ACADEMIC MISCONDUCT (USE OF UNFAIR MEANS) IN AN EXAMINATION**

Students should be aware that the CIIT Virtual Campus takes an extremely serious view of any attempt to use unfair practice in the examinations. The use of unfair means is regarded as a serious offence within the University's Code of Conduct for the Students. Students found guilty of this offence will lose academic credits, be suspended or be expelled from the COMSATS Institute of Information Technology, Virtual Campus.

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

**Cc:**

1. PS to In-charge, CIIT Virtual Campus, ISB.
2. All Students of CIIT Virtual Campus, ISB through LMS and Website.
3. All HoDs, CIIT Virtual Campus, ISB.
4. Manager IT, CIIT Virtual Campus, ISB. (to Publish on LMS and Website).
5. Deputy Registrar (Student Affairs), CIIT Virtual Campus, ISB.
6. Deputy Registrar (A&E), CIIT Virtual Campus, ISB.
7. Master File.