

GENERAL INSTRUCTIONS – FA17 Midterm exams

It is for the information of all concerned that FA17 **online midterm examinations** will be started from November 07 to November 10, 2017. All Graduate programs students i.e., RPM, RBF and RBA having registered any course(s) are directed to comply with the following instructions: -

1. The duration of each exam paper will be 60 Minutes.
2. This midterm exam will be ONLINE exams (not open book). Therefore, any dictation/impersonation/help will be dealt as Unfair Mean (UFM) and exam will be cancelled immediately.
3. All students are required to set and follow the date sheet available on their LMS accordingly.
4. Midterm online exam will not be rescheduled as per policy.
5. Students can attempt the online examinations from any place of their own choice subject to the availability of the following minimum required resources:
 - i. A Windows (Windows XP and above) workstation 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.
6. The External Webcam is a mandatory requirement.
7. Before the start of examination student(s) shall ensure the minimum required resources at their end, mentioned earlier, failing to comply the instructions, the student will be held responsible for any delay/cancellation in the commencement of examinations.
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 and student will not be allowed to appear in examination(s) or his/her examination(s) without External Webcam.
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 during the examinations.
13. The student(s) are advised to attempt the question as such; and may state some assumptions explicitly through email after examination.
14. Please contact at conduct@vcomsats.edu.pk or studentaffairs@vcomsats.edu.pk for any query regarding the midterm online exam.