



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

No. CIIT/CVC/E/TE-16/153

Dated: December 16, 2016

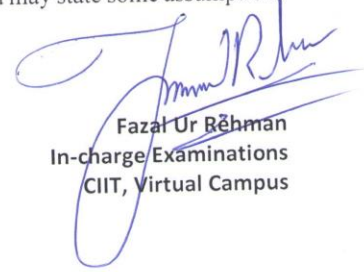
**General Instructions for Terminal Examination Session Fall-2016 (Overseas Category)**

It is for the information of all concerned that Terminal Examinations Fall-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 examinations.
3. Resources required for online examinations 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 examinations or his/her examinations will be dealt as cancelled accordingly.
6. Any other person appearing in place of the student himself/herself during the examinations 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 In Charge; CIIT Virtual Campus, ISB.
2. All HoDs of Teaching Departments; CIIT Virtual Campus, ISB.
3. Deputy Registrar (A&E); CIIT Virtual Campus, ISB.
4. Deputy Registrar (Student Affairs); CIIT Virtual Campus, ISB.
5. Manager IT; CIIT Virtual Campus, ISB. (to publish on LMS, CMS and official Website).
6. Students; CIIT Virtual Campus, ISB. (through LMS portal).
7. Master File.