



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

Ref # CIIT/CVC/E/TF -15/131

Dated: December 29, 2015

TERMINAL EXAMINATION INSTRUCTIONS FOR STUDENTS

It is hereby informed all the concerned that the Terminal Examination Session Fall 2015 will be a paper based written examination.

Terminal Examination Session Fall 2015 will be conducted in examination centers.

Before Examination:

1. It is student's responsibility to ensure that they know the correct date, time, and location of all their examinations.
2. Mobile Phones/any electronic gadget/text material are strictly prohibited in the examination room.
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 examination room 30 minutes before the scheduled start time of the examination.
2. Student will not be allowed to enter an examination room after the examination has been in progress for 30 minutes.
3. Students should sit on the assigned seats and should obey instructions to change seats during examination as directed by the invigilator without questioning or hesitation.
4. The decision of the invigilator 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 invigilator immediately.
6. Student should write the required information on both the Answer Sheet and Question Paper immediately after receiving.



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7. Student should write exactly the same subject title and 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 whether used or not.
13. Rough work and all calculation must be written in the answer sheet.
14. Answers should be numbered clearly according to question paper.
15. Students must not communicate in any way with each other during the examination. 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 late comers.
18. Smoking is prohibited in the exam room.
19. No Student may leave the examination room during either the first half or final 15 minutes of an examination.
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 Invigilator.
22. Students may not take away the examination question paper.
23. No student may use unfair means in an examination or help or attempt to help any other student to use unfair means in an examination.
24. Violating **any** of the aforementioned Instructions may initiate a case of unfair means against the student.



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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 examination. The use of unfair means is regarded as a serious offence within the University's Code of Conduct for 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.


**In-Charge Examinations
CIIT Virtual Campus**

Cc:

1. PS to Director, CIIT Virtual Campus, ISB
2. All Students of CIIT Virtual Campus, ISB through LMS and Website
3. All HoDs, CIIT Virtual Campus, ISB
4. All Regional Managers, CIIT Virtual Campus, ISB
5. Manager IT, CIIT Virtual Campus, ISB (to Publish on LMS and Website)
6. In-Charge Student Affairs, CIIT Virtual Campus, ISB
7. Master File