

BGMEA University of Fashion & Technology (BUFT)
Office of the Controller of Examinations

Notice

Date: July 09, 2020

Online Final Exams, Spring Semester-2020

It is notified for information of all concerned that the Online Final Exams of Spring Semester-2020 of Undergraduate Program will start from **August 09, 2020 (Sunday)**. All the Undergraduate students are advised to attend the online written exams and follow the Instructions mentioned below:

1. Exam Schedule: 09th August to 20th August, 2020. Detailed exam schedule will be published soon.

2. Duration of Exams: Duration of online written exams is allocated **03 (Three)** hours (Total time for answering questions and return the answer scripts from the students).

3. Written Exam Time: a) Exam starting time: 10:00 AM

b) Exam closing time: 01:00 PM fixed for each exam.

4. Eligibility to sit for the Final Exams: Only those students, who have completed their registration/advising for Spring Semester-2020 and clear their payments (outstanding dues), will be allowed to sit for the Final Exams of Spring Semester-2020.

Distribution of Marks for Theory Courses:

- **Attendance Marks: 10 (Ten)** will be distributed based on the total attendance.
- **Class Test/ Quiz Test Marks: 24 (Twenty Four)** is allocated for class test/quiz. Student will attend at least two CT/Quiz exams through online to the course teacher before the Final Exams.
- **Assignment/Term paper Marks: 36 (Thirty Six)** is allocated for Assignment and Term paper. Assignment and Term paper have to be given to students for each course and those can be received by Google Class room/Emails or by any suitable mode decided by the respective course teacher before the Final Exams.
- **Written Exams Marks: 30 (Thirty)** is assigned for online Final written Exams.

Distribution of Marks for Practical/Lab Courses:

- **Attendance Marks: 10 (Ten)** will be distributed based on the total attendance.
- **Practical Lab Report Marks: 30 (Thirty)** is allocated for practical lab report.
- **Class Test: 20 (Twenty)** is allocated for class test.
- **Final Exams Marks: 40 (Forty)** is assigned for Final Exams.

Instructions to the students/Examinees:

- a) All submissions through Google Classroom/Email/Messenger or any other means.
- b) Late submission will not be accepted under any circumstances. Do not wait for the last hours to return your answer script. Send your all attachment in a single mail.
- c) **Make a cover page with your ID NO: Course Code, Course Title & Section No: (You must mention your ID No in every page).**
- d) Your answer must be handwritten on white paper and use one side only. Write your answer with **black ink ball point pen**.
- e) Take high resolution good quality pictures of pages with **sufficient light** in portrait layout form. Your answer script must be very neat and clean.
- f) After completing the exam, Create one full document with all pages preferably in **PDF /JPG format** and then upload as one file/ folder (file name contain student full ID).
- g) If any two or more answer scripts are same write-up (full or partial) and the examiner believes that these are copied from each other, then all such papers will earn ZERO in total and will be reported to the authority as per BUFT Exams policy. This act will be treated as offence/misconduct and will be dealt with as per disciplinary rules.
- h) There are **04 (Four)** questions for you. Answer any **03 (Three)** questions.
- i) All the questions carry equal marks. There will be internal division of marks.
- j) Answer all parts of each question consecutively.



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