

## Instructions for MBA students

### For Online Final Exam, Spring Semester 2020, through **Google Classroom**

#### Guidelines & Policies for Online Examinations of MBA Program:

**Eligibility to sit for the Final Exams:** Only those students, who have completed their **registration/advising and payments** for Spring Semester- 2020, will be allowed to sit for the MBA Final Exams. All listed students in the UCAM system will be permitted to attend the exams. All students must clear the outstanding dues before exam.

#### Distribution of Marks:

**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. Respective course teachers are solely responsible for taking these tests at their convenience.

**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 through Google Classroom by the respective course teacher before the Final Exams.

**Written Exams Marks: 30 (Thirty)** is assigned for online Final Exams. There will be **04 (Four)** questions but students will answer any **03 (Three)**. All the questions carry equal marks.

**Duration of Exams: 03 (Three)** hours is allocated for Online Final Exams. It is mentioned here that in online exam system there may occur some uncertain and unwanted problems like slow internet, electricity failure, server disturbance, problems in mobile sets etc. For considering these, the exam time is allocated **03 (Three)** hours.

#### Online Final Exam Procedure:

1. The Office of the Controller of Exams has already published the Central Routine/Exam Schedule of Online Examination for MBA Program. As per schedule, exams will be carried out/conducted.
2. Faculty Members/Course Teachers will conduct the Exams as per Exams Schedule provided by the Controller's office.
3. The final question papers will be distributed to the students by the respective course teacher through **Google class room**.
4. **Make a cover page with your ID No: Course Code, Course Title & Section No: (You must mention your ID No in every page).**
5. Your answer must be handwritten on white paper and use one side only. Write your answer with **black ink ball point pen**.
6. Take high resolution good quality pictures of pages with **sufficient light** in portrait layout form. Your answer script must be very neat and clean.
7. **After completing the exam, you will create one full document with all pages in PDF format and then upload as one file/ folder (file name contain student full ID). Cam scanner must be used to convert the image into PDF.**
8. You will use only **Google classroom** for answer script submission.
9. Late submission will not be accepted under any circumstances. Do not wait for the last hours to return your answer scripts.

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BUFT