

BGMEA University of Fashion & Technology (BUFT)
Office of the Controller of Examinations
Instructions for students of Master's Program

For Online Midterm Exam, Fall Semester- 2020, through [Google Classroom](#)

Eligibility to sit for the Midterm Exam: Only those students, who have completed their registration/ advising and payments for Fall Semester- 2020, may be allowed to sit for the Midterm Exam. Students must clear their outstanding dues before exam.

Written Exam Marks: **30 (Thirty)** is assigned for online written Exams. There will be **04 (Four)** questions, **03 (Three)** of which will have to be answered.

Duration of Midterm Exam: **02 (Two)** hours is allocated for Online written Exams.

Online Midterm Exam Procedure:

1. The Office of the Controller of Exams has already published the Central Routine/ Exam Schedule of Online Exam 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 Classroom**.
4. Make a cover page with your **ID NO, Course Code & Title with 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 (CS) must be used to convert the image into PDF.**
8. You will use only **Google Classroom** for the submission of your answer scripts.
9. **Late submission will not be accepted under any circumstances.** Do not wait for the last hours to return your answer scripts.

Prof. Dr. Md. Sanaullah
Controller of Examinations
BUFT