

# **BGMEA University of Fashion & Technology (BUFT)**

## **Office of the Controller of Examinations**

### **Online Final Exam, Spring Semester-2021(211)**

#### **Notice**

**Date: 3<sup>rd</sup> July, 2021**

It is notified for information of all concerned that the Online Final Exam of Spring Semester-2021 of Undergraduate Program will start on **25<sup>th</sup> July, 2021** (Sunday). All the Undergraduate students are advised to attend the online written exams and **follow the Instructions** mentioned below:

**1. Exam Schedule:** From **25<sup>th</sup> July to 05<sup>th</sup> August, 2021**. Detailed exam schedule will be published soon.

**2. Duration of Final Exam:** 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) Morning Shift: **10:00 AM to 01:00 PM**

b) Afternoon Shift: **02:00 PM to 05:00 PM**

**4. Eligibility to sit for the Final Exam:** Only those students, who have completed their **registration/advising for Spring Semester-2021** and **clear their payments (outstanding dues)**, may be allowed to sit for the Final Exam of Spring Semester-2021.

#### **Distribution of Marks (Theory Courses):**

- **Attendance Marks: 10 (Ten)** will be distributed based on the total attendance up to final exam.
- **Class Test/ Quiz Test Marks: 10 (Ten)** is allocated for class test/quiz. Student will attend at least two CT/Quiz exams to the course teacher before the Final Exam. Respective course teachers are solely responsible for taking these tests at their convenience.
- **Assignment Marks: 10 (Ten)** is allocated for Assignment. Assignment has to be given to students for each course and will be received by Google Classroom/E-mails or by any suitable mode decided by the respective course teacher before the Final Exams.
- **Written RCP (Midterm) Exams Marks: 30 (Thirty)** is assigned for online RCP (Midterm) Exam.
- **Written Final Exams Marks: 40 (Forty)** is assigned for Final Exam.

#### **Instructions to the students/Examinees:**

- **Duration of exams or time allowed:** The duration of Final Written Exams is **03 (Three) hours**. The Counting time will start just from the time of sending/distributing the question papers through internet to the students.
- a) You will use only **Google Classroom** for the submission of your answer scripts.
- 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 **A4 size white paper** and use one side only. Write your answer with **black ink ball point pen**.
- e) Take high resolution good quality pictures of scripts 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 format** & then upload as single file (**file name contain student full ID**). **Cam Scanner (CS) must be used to convert the image into PDF**.
- g) If any two or more answer scripts of different students are same write-up (full or partial) and the examiner assume that these are copied from each other and 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 will be **04 (Four)** questions and a possibility of having several segments in each question that depends on a question setter. Answer all the questions.
- i) All the questions carry equal marks and if a question is segmented then total marks will be divided accordingly.
- j) Answer all parts of each question consecutively.