

BGMEA University of Fashion & Technology (BUFT)
Midterm Examination, Fall Semester-2021(1st Semester)
Instruction to the Invigilators

1. Carefully check the **date, time and Room No** of your invigilation duties in the exam routine from your mail or directly communicate with the Controller's Office.
2. Without giving any information to the Controller's Office you cannot change your duty.
3. Collect the question papers and blank answer scripts along with examinees attendance sheets & top sheets from the Exam Monitoring Cell at level 05 (open space) 30 minutes before start of an exam.
4. Ensure your presence in the exam hall **at least 15 minutes before start of an examination**.
5. A bell will ring **15 minutes before commencing the exams** for alerting everybody. Students & Invigilators will ensure their presence in the exam halls after this bell and solve the problem if there is any.
6. Students without Admit Card shall not be allowed to take the examination. Instruct the examinees not to write their names on the cover page of the scripts.
7. The bell will ring **2nd time at 9:55 AM for distribution of Answer Scripts**.
8. The **3rd bell will ring at 10:00 AM for distribution of Q. papers** among the examinees.
9. The bell will ring **4th time at 11:25 AM** just **05 minutes** before the end of the exams. The Invigilators will alert the examinees to make ready for submission of scripts.
10. The bell will ring **5th time at 11:30 AM** that indicates the end of the exams and the Invigilators will collect answer scripts from the examinees.
11. **No candidate shall be allowed to enter into the exam room after the expiry of 15 minutes of the commencement of the exam.**
12. No examinee will be allowed to leave the exam hall until at least one hour after the start of the exam (other than in an emergency/medical situation).
13. Ensure your presence in the exam hall full time. In case of emergency please arrange a substitute by your own or with the help of the Exam Monitoring Cell.
14. If any candidate is found copying from books, notes, typed sheets, or any other materials relevant to the subject or being in possession of illegal papers will be treated as unfair means. Unfair means in the exams is a punishable offence. If any examinee is found using unfair means, then his/ her answer scripts along with **Admit Card** will be seized at the moment and the reported script will be submitted to the Controller of Exams through the Exam Monitoring Cell. The candidate **will not be allowed to continue the remaining exams**. An expulsion notice will be served in this regard thereafter.
15. No loose paper will be provided for scribbling, and no paper is to be brought in for this purpose. All works must be done in the scripts provided and pages must not be torn out. The scripts provided must be submitted; it cannot be replaced by another.

16. The Invigilator should take the attendance sheet to the student's desk & ask him/her to put a signature against the valid ID. Simultaneously, the Invigilator should check the Admit Card, while getting signatures from the candidates on the attendance sheet, and also sign on the cover page of the candidate's answer scripts. All the Invigilators in a hall should put their signature on the attendance sheet & top sheet.

17. Invigilators also fill up the top sheet correctly and submit it with attendance sheet.

18. Students are allowed to take the question papers after completion of the exams.

19. Finally the bell will ring after finishing the full duration of the exams. The examinee will stop their writing and the Invigilators will then collect all the answer scripts.

20. Immediate after completion of exams, the Invigilator will submit all the written answer scripts to the Exam Monitoring Cell at Level 05.

a) Use **brown envelopes for written answer scripts** along with **attendance sheets, top sheets** and 01 set of **question paper of the relevant course(s)**.

b) Use **white envelopes** for the submission of blank scripts & excess question papers.

21. Write the total number of appeared candidates on the attendance sheets, top sheets and on the brown envelope. If the name of any student is not appeared in the attendance sheet but having the valid Admit Card then write his/her name and ID and get sign from the student. **Make it sure that you have received the correct number of scripts from the students after exams.**

22. Submit the reported (unfair means) scripts separately to the Controller of Examinations through Exam Monitoring Cell and write '**reported**' on the attendance sheet & top sheets.

23. You are requested to collect the answer scripts of your courses for evaluation from the Exam Monitoring Cell within **15 minutes after completion of that day's exams.**

24. Examiners shall assign marks preferably in **red or green** ink pen against each answer. The marks allocated to each question shall be carried to the cover page of the answer scripts.

25. Examiners shall put their full signature at the bottom of the front page of answer scripts.

Thank you in advance for your cooperation.

Prof. Dr. Md. Sanaullah
Controller of Examinations
BGMEA University of
Fashion & Technology
(BUFT), Dhaka