

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: July 05, 2022

(Final Exam, Spring Semester-2022)

Exam schedule: **August 07 to August 25, 2022** (Detailed exam schedule will be published soon)

- ❖ All Exams will be conducted in two shifts:
 - Morning shift: (10.00 am to 12:00 pm)
 - Afternoon shift: (02:00 pm to 04:00 pm)
- ❖ Examinees are not allowed to carry books, notes, written documents, mobile phone, and programmable calculator in the exam hall.
- ❖ **Students who did not take part in the Midterm Exam or absent in any course will not be allowed to sit for that particular course(s) in the Final Exam.**
- ❖ Students are instructed to receive **their Admit Cards** from the Controller's Office **(Level-07)** from **July 31 to August 03, 2022.**
- ❖ **Admit Card cannot be issued without payment of dues.**
- ❖ **A fine of Tk. 1000/for each non-collegiate course (attendance 60-70%) will be added with the next registration.**
- ❖ **Attendance less than 60% of each course will not be allowed to sit for the final exam.**
- ❖ Lost or missing of Admit Card may be issued from Controller's Office after payment of **Tk. =100/** in the Account Office/Bank.
- ❖ Students are also advised to check the **Room** No. mentioned in Admit card & Student Exam Routine report (UCAM) and accordingly they will take their seats for the examinations.
- ❖ Students must show their **Admit Cards & ID Cards** in the Exam Room failing which they will not be allowed to sit for the Exams.
- ❖ No Student shall be allowed to enter into the exam room after the **expiry of 15 minutes** of the commencement of the exam.
- ❖ The examinee shall carefully fill up the cover page of the answer script. If any examinee fails to do this, his/her answer scripts may not be examined.
- ❖ If additional scripts are used, the examinee shall fill up the cover page of each additional script.
- ❖ No examinee can leave the exam room until at least **one (1) hour** after the start of the exam.
- ❖ Candidates must sign the attendance sheet provided in the Exam Hall.
- ❖ Adopting any sort of unfair means during exam or misbehavior with Invigilator(s)/Hall Staff shall be treated as punishable offence according to the Exam Rules of BUFT, which may extend from cancellation of a course or whole exams or expulsion from the University.

Attention: **Supplementary Exam of overlapped/ absent/ Failed students:**

- i) Date of application for supplementary exam through online (UCAM): **01 to 04 Sept. 2022.**
- ii) Date of Supplementary Exam: **08 to 13 Sept. 2022.**
(Detailed information including exam schedule will be provided later.)

Prof. Dr. Md. Sanaullah

Controller of Examinations