

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: May 15, 2023

Semester Mid Exam (SME), Spring-2023 (231)

Exam schedule: **May 28 to June 12, 2023**

- ❖ All Exams will be conducted in two shifts:
 - **1. Morning shift** : (10.00 am to 11:30 am)
 - **2. Afternoon shift** : (02:30 pm to 04:00 pm)
- ❖ No Examinee will be allowed to sit for the Exams without clearing his/ her dues to the University.
- ❖ Examinees are not allowed to carry any books, notes, written documents, mobile phone, programmable calculator, smart watch in the exam hall.
- ❖ Examinees are instructed to receive **their Admit Cards** from the Controller's Office (Level-07) from **23 to 25 May, 2023**.
- ❖ **Admit Card cannot be issued without payment of dues.**
- ❖ Lost or missing of Admit Card may be issued from Controller's Office after payment of **Tk.=100/** in the Account Office/Bank.
- ❖ Examinees 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.
- ❖ Examinees must show their **Admit Cards & ID Cards** in the Exam Room failing which they will not be allowed to sit for the Exams.
- ❖ No examinee 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.
- ❖ Examinees 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 of that Semester or expulsion from the University.

Attention: Supplementary Exam of all **overlapping or absent students of SME, Spring -2023** will be held from **18 to 21 June, 2023. (Application dead line & Schedule will be announced later)**

Conditions for appearing in the Supplementary Exam of absent students:

A Student who missed the regular SME, Spring-2023 must apply to the Controller of exams through course teacher and HOD mentioning **reasons of absent along with supporting documents** within 3 days after completion of the SME. Otherwise their **online applications (If applied) will be rejected**. Only approved candidates can participate in the Supplementary Exam with a fine of **Tk=1000/ per course**.

Prof. Dr. Md. Sanaullah

Controller of Examinations