

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: 02 August, 2023

Semester End Exam (SEE), Spring Semester-2023(231)

Exam schedule: 10th August to 27th August, 2023

❖ All Exams will be conducted in two shifts:

- 1. Morning shift : (10.00 am to 12:00 pm)
- 2. Afternoon shift : (02:00 pm to 04:00 pm)

Eligibility to sit for the SEE: Only those students, who have completed their registration/ advising for the Spring Semester-2023 and clear their payments (outstanding dues), may be allowed to sit for the SEE, Spring Semester-2023. **Students will not be allowed to attend in the Semester End Exam (SEE) without participating in the Semester Mid Exams (SME)- 2023.**

- ❖ Examinees are not allowed to carry any books, notes, written documents, mobile phone, and programmable calculator in the exam hall.
- ❖ Students are instructed to receive their **Admit Cards** from the Controller's Office (Level-07) from **07 to 09 August, 2023.**
- ❖ **Admit card will not be generated and 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.
- ❖ 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 will be allowed to leave the exam room within one (1) hour of the commencement 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 for all **Overlapping, Absent and Failed students** will be held **from 12 to 14 September, 2023**. Students can apply **maximum three (03) courses** through **UCAM** from **06 to 09 September, 2023** (Detailed will be informed later).

Prof. Dr. Md. Sanaullah
Controller of Examinations
BUFT