

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: January 23, 2024

Semester End Exam (SEE), Fall Semester-2023(232)

Exam schedule: 07 to 25 February, 2024

❖ 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 Fall Semester-2023 and clear their payments (outstanding dues), may be allowed to sit for the SEE, Fall Semester-2023. **Absent in the Semester Mid Exams (SME) & Dis-collegiate students will not be allowed to attend in the (SEE), Fall - 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 their own dept. from **31 January to 05 February, 2024**
- ❖ **Admit card will not be generated and cannot be issued without payment of dues.**
- ❖ Lost or missing of Admit Card may be issued from department after payment of **Tk. 100/** in the Account Office/Bank.
- ❖ Students are also advised to check the Room No. mentioned in Admit card & Student's Exam Routine(UCAM) and accordingly they will take their seats for the examinations.
- ❖ Students must show their **Admit Card & ID Card** 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 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 of all **Overlapping, Absent and Failed** students will be held **from the second week of March, 2024**. Students can apply **maximum three (03) courses** through UCAM from **06 to 10 March, 2024 (Exam Schedule will be announced later).**

Conditions for appearing in the Supplementary Exam of absent students:

A Student who missed the regular SEE, Fall-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 SEE. 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.**

Conditions for appearing in the Supplementary Exam of failed students

Students who have failed in the Fall Semester-2023 can apply **maximum three (03) courses** ***Tk.1000/= per course will be charged, for approved candidates.** **Rejected applicants will not be allowed to sit for the exams.**

Application of failed students will be rejected for the following reasons:

- i) **Absent in the SME;**
- ii) **Total marks less than 20 [without Final marks] per course**
- iii) **Dis-collegiate (Attendance below 60%) courses.**

Prof. Dr. Md.Sanaullah

Controller of Examinations,

BUFT