

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: November 28, 2024

Semester Mid Exam (SME), Fall-2024 (242)

Exam schedule: From 08 to 23 December, 2024

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 their own departments.

From 01 to 04 December, 2024. 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 and absent students of SME, Fall -2024 will start from **2nd week of January, 2025.** (Application dead line & Schedule will be announced later)

Conditions for appearing in the Supplementary [make up] Exam of absent students:

A Student who missed the regular SME, Fall-2024 must apply to the Controller of Exams through course teacher and HOD mentioning **reasons for 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 [Make up] Exam with a fine of **Tk=1000/ per course.**

Prof. Dr. Md. Sanaullah

Controller of Examinations