

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: February 17, 2025

Semester End Exam (SEE), Fall Semester-2024 (242)

Exam schedule: 24 February to 11 March, 2025

❖ 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)
- 2. Afternoon shift : (01:00 pm to 03:00 pm)
[During Ramadan]

Eligibility to sit for the SEE: Only those students, who have completed their registration/ advising for the Fall Semester-2024 and clear their payments (outstanding dues), may be allowed to sit for the SEE, Fall Semester-2024. **Students will not be allowed to attend in the Semester End Exam (SEE) without participating in the Semester Mid Exams (SME), Fall- 2024.**

- ❖ Examinees are not allowed to carry any books, notes, written documents, mobile phone, and programmable calculator, smart watch in the exam hall.
- ❖ Students are instructed to receive their **Admit Cards** from their own Depts. **from 18 to 20 February, 2025**
- ❖ **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/dept. 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 start **from 2nd week of April, 2025**. Students can apply **maximum three (03) courses** through **UCAM** from **21 to 24 March, 2025** Detailed will be informed later).

Prof. Dr. Md. Sanaullah

Controller of Examinations

BUFT