

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: August 28, 2025

Semester End Exam (SEE), Spring-2025 (251)

Exam schedule: From 04 to 18 September, 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)

- ❖ 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 03 September, 2025. 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.
- ❖ 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:

- **No Supplementary Exam will be conducted for absent and failed students in this semester, Spring-251.** So students are being advised not to be absent in the regular exams in any way. If they are absent in the regular exams, they will not be allowed to take any further exams.
- But with few exceptions of those students who were absent only the cases of Illness, accident or death of family members etc. they may submit formal application to the head of the dept. **along with supporting documents.** After approval from HoD/Dean the application should be submitted finally to the Controller of Exams within 3 days after completion of the SEE, Spring-251
- **Only overlap students can appear in the SEE, Spring -2025.** They will apply through UCAM from **17 to 21 September, 2025.** The overlap exam will be held immediately after completion of regular SEE, Spring-251.