

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Instructions for Examinees

Date: July 15, 2026

Semester End Exam (SEE), Spring Semester-2026(261)

Exam schedule: July 26 to August 10, 2026

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-2026 and clear their payments (outstanding dues), may be allowed to sit for the SEE, Spring Semester-2026. **Students will not be allowed to attend in the Semester End Exam (SEE) without participating in the Semester Mid Exams (SME), Spring 2026.**

- ❖ Examinees are not allowed to carry any book, notes, written documents, mobile phone, and programmable calculator, smart watch into the exam hall.
- ❖ Students are instructed to receive **their Admit Cards** from their own Depts. **from 20 to 22 July, 2026**
- ❖ **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 students will start **from 23 August 2026**. Students can apply **maximum three (03) courses** through UCAM from **11 to 13 August, 2026** [Detailed information regarding **Supplementary** Exam will be announced later]

Prof. Dr. Md. Sanaullah
Controller of Examinations
BUFT