

## **GUIDELINES AND INSTRUCTIONS FOR ON-CAMPUS EXAMINATION**

These are the general guidelines and instructions for all students of QIU for the implementation of On-Campus examinations. Students are required to adhere to these guidelines and instructions.

**NOTE:** The Final examination will be a Written Exam. Moreover, all students are to be in the examination halls **20 minutes** before the exam commences as follows:

### **1. On Campus Examination**

On Campus Examination is conducting an examination to measure the knowledge of the students.

### **2. Duration of Examination**

Please refer to the Final Examination Schedule.

### **3. Equipment required during the examination.**

- a) Stationeries.
- b) Calculator.
- c) Graph paper and other tools/requirements as notified by respective lecturers.

### **4. Before the Examination & Receiving of Question Paper**

- a) Students must carefully follow the instructions provided by the invigilator.
- b) Students are allowed to start the examination only after the invigilator confirms that all required conditions are implemented.
- c) Students will receive the question paper and the answer booklet by the invigilators.
- d) If no question paper is received or any other problems occur, students should inform the Invigilators immediately.
- e) Students must ensure that the right question paper is given (including course code and course name) and the question booklet are complete.

### **5. During the Examination - Invigilation**

- a) During all examination sessions, students must turn off & submit all personnel devices that can disturb the examination process to the invigilators.
- b) During all examinations, students are not allowed to use any other devices, applications, or sites, except those permitted by the invigilator.
- c) After completing the exam, students must inform the invigilator about the completion of the exam and after the invigilator's confirmation they can submit the answer booklet.

- d) Under any circumstances, students are not allowed to disturb other participants of the examination session.
- e) To ensure a smooth process of the examination, as well as proper observation of the examination session, each examination session will be observed by invigilators.
- f) Student is obligated to finish the exam within the specified time.
- g) During the examination, the integrity and honesty of the student are also tested. Under any circumstances, students are not allowed to cheat during the examination session. If any kind of cheating behavior is observed, QIU have the right to follow the related terms and provisions stated in the respective Academic Regulations and apply the needed measures.
- h) Students are required to write the below mentioned detail in the cover page of their answer scripts and in the attendance sheet:
  - i. **Students' Name**
  - ii. **ISID No. / Matric. No.**
  - iii. **Course code and Name.**
  - iv. **Lecturer's Name.**
  - v. **Examination Date.**
  - vi. **Examination venue**
  - vii. **Student's Signature (Attendance Sheet ONLY)**
- i) Students must ensure that they submit the correct Information and completed answer scripts. No appeal will be received for incorrect Info. or incomplete answers scripts after the exam.
- j) All answers are to be submitted in the answer booklet. Once the specified time is over, there will be no more submission of answers, QIU reserves the right to reject late submission, and student will be given zero 'O' scores.

## **6. Disclaimer**

The Examination is an individual assessment. Students who are found attempting to cheat will be given a zero (0) score and disciplinary action will be taken as stated in **Section XIII** (Academic Misconduct), **Article 1.1** of the Academic Regulations Joint Programme book and the University Disciplinary Procedures.