

**NATIONAL DEFENCE UNIVERSITY ISLAMABAD**  
(Examinations Branch)

Subject: **INSTRUCTIONS FOR CONDUCT OF FINAL TERM EXAMINATIONS: FALL 2023 SEMESTER**

Reference: FCS Academic Calendar Fall 2023 dated 21 July 2023.

**General**

1. Final Term Examinations at FCS for Fall 2023 semester have been scheduled “ON CAMPUS” from 08 Jan 2024 onwards . It is important for students to know their sessional marks prior to start of final term exams, therefore, all teachers have been instructed through respective depts to display sessional marks obtained from ACADMAX on notice boards for information of all concerned by 03 Jan 2024.

**Examinations Schedule**

2. Final Term Exams will be conducted as per following schedule:-

Sr.	Exam Activities	Dates
a.	Final Term Exams (All Programs)	08-15 Jan 2024
b.	Paper viewing by students (All Programs)/Entry in ACADMAX and Submission of Results in Exams Branch  <b>Signature of every student to be obtained on Answer sheets after paper viewing.</b>	9-19 Jan 2024
c.	Last date of entry in ACADMAX and submission of results in Exams Branch	19 Jan 2024
d.	Declaration of Results (All Programs)	30 Jan 2024
e.	System Update (All Programs)	1-4 Feb 2024

**Invigilation**

3. Faculty Members (As per date sheet) shall perform invigilation during the Final Term Exams. In case of extenuating circumstances change in invigilation duties (if any) may be intimated to Controller of Exams 24 hrs before start of paper.

4. The invigilators shall ensure:-

- a. Checking of Admit Cards of all candidates and that none of the candidate has shortage of attendance in the subject, at the time of entry in the hall or prior to start of paper. **It must be born in mind that entry of marks in ACADMAX has been disabled for short attendance cases.**
- b. Students are sitting in the exams hall as per the seating plan (attendance sheets).
- c. Issuance of 1 x answer sheet to each student inside the exams hall.
- d. Marking of attendance, entry of serial no of the answer sheet on the attendance sheet by the students.
- e. Entry of serial no of all continuation sheets on the sheet for Record of Continuation Sheets by respective students as and when obtained
- f. Signing the answer sheets and continuation sheets (as and when issued).
- g. Verification of the attendance sheet by counting the students and marking absentees before signing the attendance sheet.
- h. Placing of the attendance sheet inside the envelope with answer sheets after the exam.

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### Seating Plan for Examinations

5. Invigilators to ensure sufficient distance among students after making the students sit as per the attendance sheets (to be printed from ACADMAX by dept/faculty).

### Question Papers

6. Question papers are to be set up by respective faculty and scrutinized/ approved by respective HoD to ensure that the Question Papers are balanced and cover the essentials of the whole syllabus taught by the faculty.

### Printing of Admit Cards

7. Admit cards are to be printed by the students from ACADMAX subject to payment of semester fee and completion of QEC survey forms.

### Collection, Issuance and return of Answer/Continuation Sheets

8. Packets containing main answer sheets and continuation sheets shall be prepared, sealed and stored at Exams Branch as per the strength provided by the dept and date sheet for each exams hall.

9. Dept Coordinators/ Focal persons / Rep nominated by respective HoDs will collect the sealed packets from Exams Branch 30 – 60 mins before the start of first scheduled paper after proper handing /taking over.

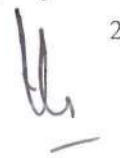
10. Depts shall be responsible for handing over the sealed packets to the invigilators and return of un-used sheets.

11. Packet containing answer sheets and continuation sheets collected from Exams branch shall be opened in front of students and distributed accordingly.

### Conduct of Examination

12. Following guidelines are sent for information of all concerned:-

- a. Students shall be required to reach the Exams Hall well before scheduled time.
- b. Entry in Examination halls shall be through Admit Cards only. **In case of non-availability of Admit Card, candidates shall not be allowed to enter in Exams Hall.**
- c. CoE/rep of exams branch will visit the exam halls and communicate observations (if any) to respective HoDs and Dean FCS, if required.
- d. Students must ensure that answer sheets and all continuation sheets are initialed / signed by the invigilator during the examinations and serial number of continuation sheets are entered on main page of answer sheet as well as on attendance sheet.
- e. Students shall cross all blank sheets in their answer sheets prior to submission.
- f. Students are not allowed to leave Exams Hall unnecessarily, however, if unavoidable they may be allowed by the invigilator after ensuring suitable supervision.
- g. Students shall not be allowed to take mobile phones, electronic gadget, laptops, notes and books etc inside the Exams Hall. **Possession of Mobile Phones during exams has been explicitly prohibited in the examinations as it may result in rustication or expulsion from the University.** Possession of *any such item may result in initiation of “use of unfair*



means” process.

- h. Proper mobile collection points be set up (by DD Admin) at entrance of both FCS Campuses and students be directed to deposit their mobiles there. Announcement through all available means must be made at the Start of every exam to deposit mobile phones at the respective collection point(s).
- i. Students must write their Registration Numbers and date on the Answer Scripts, Question papers and additional sheets as and when acquired.
- j. Students must sign the attendance sheet along with date, failing which they will be considered absent from the examination.
- k. On completion of the attendance sheet, it must be signed by the invigilator along with date and sent by the dept to Exams Branch the same day or next day morning *in case of evening papers. Departments may retain photocopy of attendance sheets.*
- l. Students must ensure that answer scripts and all extra sheets are initialed / signed by the invigilator during the examinations.
- m. Students found engaged in use of unfair means, shall not be allowed to further solve the paper. Their cases shall be immediately referred to examinations branch for disposal by the “Unfair Means Control Committee” as required by the NDU Academic Regulations. Any other action in this regard shall be without any legal authority. Statements of candidate and invigilator must be attached with such cases.
- n. Students shall not be allowed to leave Exams Hall during the paper except emergency.
- o. Students are not allowed to submit completed answer scripts during first half of the scheduled time.

#### **Provisions for Special Students**

13. As per HEC policy guidelines, a visually impaired student may be allowed to attempt the Final Examinations of the University on Braille/ Computer/any other means of facilitation.

14. Physically handicapped/visually impaired students may engage a writer. The qualification of such writer must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5”).

15. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

#### **Disposal of Unused Answer Sheets & Continuation Sheets**

16. All invigilators shall be responsible to tally the answer sheets and continuation sheets and return the unused/blank Answer & Continuation Sheets to the dept coordinators. Dept Coordinators/ Focal persons / Rep nominated by respective HoDs will return the unused/blank Answer & Continuation Sheets to Exams Branch immediately after the last scheduled paper after proper handing /taking over.

#### **Marking of Papers**

17. Following guidelines are enlisted for marking of answer scripts by the faculty members:-



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- a. Marking shall be carried out with “RED” ball points only.
- b. Marks shall be awarded to each question on prominent places inside the answer scripts preferably on left side margins. In case of sub parts, marks may be awarded to each sub part without circling and totaled on side margins at the start of each question and encircled.
- c. Marks shall be preferably awarded in whole numbers.
- d. Marks shall be carefully transferred on the main page against the relevant question number block (as per question paper) and totaled at the bottom.
- e. Answer Scripts must be signed by the faculty member on the main page after the final award.
- f. Marks obtained in Final Term Exams shall be carefully entered in the ACADMAX and printout of Award Lists should be obtained only from ACADMAX which will have the total marks (including Sessional marks) and the final grades.
- g. Overwriting the marks be avoided. In case it is unavoidable, the previous marks shall be cut across and revised marks be written. All such amendments / changes must be signed/initialed by the respective faculty members.
- h. Extra questions, if attempted by the students, shall not be counted towards the grand total. It shall be the Examiner’s discretion to declare the question with lowest awarded marks or any other question as extra.

#### **Paper Viewing by the Students**

18. All marked papers are required to be shown to respective students as per the announced schedule and signatures of the students be obtained on the answer scripts prior to submission of the results to Exams Branch. It must be remembered that:

- a. All papers are subjected to proper scrutiny by a board. Results are compiled and notified after proper scrutiny. A paper checking and scrutiny committee is appointed for this purpose, which goes through each and every answer script, checks unmarked answers, transfer of awards on main page, totaling and awarded grades etc.
- b. Faculty members to ensure entry of corrected marks (if any) of respective student in ACADMAX as well as on paper and printing of revised Final Award list from ACADMAX prior to sending to Exams Branch. This is important to ensure scrutiny of revised marks instead of old ones.

#### **Result Conference**

19. HoDs may hold a result conference within their depts. The results of students missing specific grades/failing by very small margins may be discussed.

20. HODs are required to go through all “F” and “A” grade papers, before signing the Award lists.



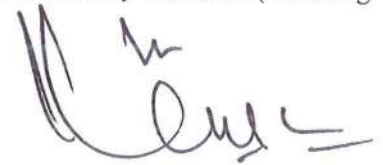
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**Submission of Results**

21. Following guidelines may be followed for submission of Results to Exams Branch:-
- a. Results must be prepared and forwarded to Examinations Branch through an ION duly signed by the respective HODs, in sealed envelopes as per the Academic Schedule. Late submissions hamper the job of scrutiny committee and subsequently declaration of results, therefore, be avoided.
  - b. Manually prepared results (award lists) shall not be accepted at Exams Branch by the Scrutineer. Only award lists printed from ACADMAX and duly signed by respective teachers and HoDs shall be accepted.
  - c. Results once submitted to Exams Branch shall not be liable to any change except those detected by the scrutiny committee such as unmarked answers or errors in totaling etc.

**Announcement of Results**

22. The results shall be compiled and announced /declared through ACADMAX by Exams Branch.
23. All depts are requested to ensure dissemination of these instructions to all faculty members (including VFs) and arrange to display these on their notice boards.
24. Forwarded for necessary action, please.



Controller of Examinations

To: \_\_\_\_\_  
(All Concerned)