

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

**Subject: INSTRUCTIONS FOR CONDUCT OF FINAL TERM EXAMINATIONS:**  
**Fall-2024 SEMESTER**

Reference: FCS Academic Calendar Fall-2024 & Spring-2025 Semesters dated 24 Dec 2024.

**General**

1. Final Term Examinations at FCS for Fall 2024 semester have been scheduled " ON CAMPUS" from 13-20 January 2025 . It is important for students to know their sessional marks prior to start of final term exams and attendance record.

**Examinations Schedule**

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

Sr.	Exam Activities	Dates
a.	Final Term Exams (All Programs)	13-20 Jan 2025
b.	Paper viewing by students (All Programs)/Entry in ACADMAX and Submission of Results in Exams Branch  Signature of every student to be obtained on Answer sheets after paper viewing.	14-23 Jan 2025
c.	Last date of entry in ACADMAX and submission of results in Exams Branch	23 Jan 2025
d.	Declaration of Results (All Programs)	30 Jan 2025

**Invigilation**

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

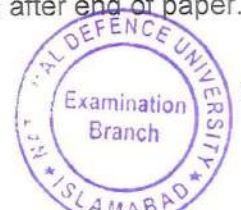
**Question Papers**

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

**Seating during the Exam**

5. The invigilators shall ensure:-

- a. Students are sitting in the exams hall as per the seating plan (attendance sheets).
- b. Issuance of 1 x answer sheet to each student inside the exam hall.
- c. Marking of attendance, entry of serial no of the answer sheet on the attendance sheet by the students.
- d. Entry of serial no of continuation sheets (if required by the student) on the Record sheet as and when obtained
- e. Signing the answer sheets and continuation sheets (as and when issued).
- f. 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.*
- g. Sending unused answer sheets /continuation sheets to Exams branch after end of paper.



## Issuance of Answer/Continuation Sheets

6. Fol procedure may be followed:-

- a. Packets containing main answer sheets and continuation sheets shall be prepared, sealed and stored at mini Exams Cell (established at Iqbal Campus) by appointed scrutiny & Checking Committee as per the date sheet & strength provided by the depts. for each exams hall.
- b. Respective Faculty members /invigilators will collect the sealed packets from mini Exams Cell 30 – 60 mins before the start of scheduled papers after proper handing /taking over.
- c. Respective Faculty members /invigilators shall be responsible for returning of un-used sheets to mini Exams Cell.
- d. Packet containing answer sheets and continuation sheets collected from mini Exams Cell shall be opened in front of students and distributed accordingly.

## Monitoring Through CC TV

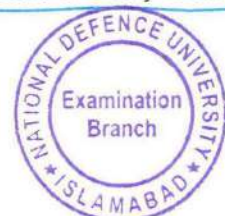
7. Strict Monitoring of Exams Through CCTV will be carried out at dept levels as per following mechanism:-

- a. Monitoring screens along with nec monitoring eqpt (already installed in respective HoDs offices shall be utilized for effective monitoring of respective LRs by concerned depts. HoD concerned shall be responsible to ensure monitoring through out the duration of respective papers.
- b. Concerned (faculty) employed for this purpose shall critically invigilate the respective LH/CR/Gallery sp by video surv. Required video clips shall be available on request basis within 12 days of occurrence.

## Conduct of Examination

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

- a. Students shall be required to reach the Exams Hall well before scheduled time.
- b. CoE/rep of exams branch will visit the exam halls and observations (if any) may be communicated to respective invigilators/ HoDs and Dean FCS, if required.
- c. Students shall not be allowed to take mobile phones, electronic gadget, laptops, notes and books etc inside the Exams Hall. **Possession / use 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.
- d. Proper mobile collection points be set up (by DD Admin) at entrance of Iqbal & Syed Ahmed 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).





- e. The invigilator must announce before distribution of question papers that all electronic gadgets (laptops, mobiles and smart watches etc) must be deposited at collection points.
- f. Candidates must write their Registration Numbers and date on the Answer Scripts, Question papers and continuation sheets as and when acquired.
- g. Candidates must sign the attendance sheet along with date, failing which they will be considered absent from the examination.
- h. Candidates must ensure that answer scripts and all and continuation sheets are initialed / signed by the invigilator during the examinations.
- i. Candidates found engaged in use of unfair means, shall be stopped from further solving the paper. Their cases shall be immediately reported & referred to exams branch for onward information to Dy President and further disposal by the "Unfair Means Control Committee". Any other action in this regard shall be without any legal authority. Statements of candidate and invigilator may be obtained and attached with such cases.
- j. Candidates shall not be allowed to leave Exams Hall during the paper except emergency.

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

9. As per HEC policy guidelines, a visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
10. In case a student is physically handicapped/visually impaired, s/he may be permitted to engage a writer in Tests/ Examinations of the University by the respective HoD. The qualification of the person who acts as writer of a handicapped student 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)".
11. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

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

12. All marked papers are required to be shown to respective students before sending the results to Exams branch and signatures of the students be obtained on the answer scripts prior to submission of the results to Exams Branch.

#### **Submission of Results**

13. Results must be prepared and forwarded to Examinations Branch along with the answer scripts/questions papers etc through an ION duly signed by the respective HODs, in sealed envelopes by 23 Jan 2025.
14. All depts are requested to ensure dissemination of these instructions to concerned faculty members (including VFs), students and also display these on dept notice boards.
15. Forwarded for necessary action, please.

  
Controller of Examinations

7 Jan 2024

To: \_\_\_\_\_

(All Concerned)

  
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