

# **EXAM BRANCH SECS - CONDUCT OF EXAMS**

## **INSTRUCTIONS FOR STUDENTS**

1. **TIME TO REPORT.** On Exam date, students must report in time and be inside exam venue, **30 minutes** before the start of paper on first day and 10 minutes earlier on subsequent day to avoid any inconvenience.
2. **TIME TO BE SEATED.** Student, must be seated as per seating plan / Reg no wise at least **5 minutes** before start of the exam.
3. **STUDENTS REPORTING LATE.** Main doors of exam venues will be closed **5 minutes** before start of the exam. Students coming after closing of main door will be allowed after **15 minutes** and subsequently students coming even **10 minutes** after the start of the exam will have to wait for another **10 minutes** and so on. No examinee shall be allowed to join the exam 30 minutes after commencement, only Principal/ Dean/ DCE may allow such student.
4. **LEAVING OF EXAM VENUE.** No student will leave the exam within one hour of commencement of exam. No student shall be allowed to leave exam venue till his answer sheet is collected by invigilation staff on duty.
5. **STUDENT CARDS.** NUST ID card must be displayed by student taking exam. No student will be allowed to take exam without a student card. A student without a student card will be referred to **Exam Branch SECS** for verification before He/ She is allowed to take exam.
6. **STUDENT BELONGINGS.** During exams, students are not allowed to bring Mobile Phones inside exam venue. The students must place their belongings (books, bags etc) at designated places **outside exam venue** specified by the invigilators.
7. **UNFAIR MEANS.** Mobile Phone / Programmable Calculator/ Smart Watch/ helping device/material is not allowed in the exam venue. In case any such helping device / material is recovered from any student during exam, his/ her paper will be **CANCELLED** and phone /device confiscated. The supdt/ dy supdt will record all available evidence to be used as proof later on and report the matter along with all the statements/ evidence to DCE.
8. **MEDICAL EMERGENCY.** In case a student is sick to an extent that He/ She cannot take the exam, the invigilator will report the matter to the **Exam Superintendent** who in turn will call the NUST Med Centre for want at an ambulance for a medical checkup/ treatment at NMC.