



# SIR SYED UNIVERSITY ENGINEERING & TECHNOLOGY KARACHI

Dated: 16<sup>th</sup> June, 2020

## General Instructions for Undergraduate Students Before Online Examination (BBA, All BS Degree Programmes, B.Arch.)

1. Clearance of Dues is mandatory (as communicated earlier) for appearing in the End Semester Examinations. For any queries please contact: [academic.inquiry@ssuet.edu.pk](mailto:academic.inquiry@ssuet.edu.pk)
2. Students who do not fulfill the attendance requirement will not be eligible to appear in the End Semester Examinations. The list of students who do not meet the attendance requirement will be available at [www.ssuet.edu.pk](http://www.ssuet.edu.pk) by 18<sup>th</sup> June 2020.
3. Students who do not fill the Survey Forms will not be eligible to appear in the End Semester Examinations.
4. The Online End Semester Examinations will start from **Monday 22<sup>nd</sup> June, 2020**. Students must carefully note the Time Table/Date Sheet of Final Examinations available on the University website and also shared through WhatsApp groups. The students should also carefully note the Start time and Submission time as different courses may have different exam durations.
5. Students must have an active SSUET email address for appearing in the Examinations and for getting any technical support. For queries related to your SSUET Email address, please contact: [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk)
6. Students are advised to check/verify their login credentials at least 4 days before the start of the Examinations. For technical support regarding login issues, please contact: [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk)
7. It is mandatory for the students to appear in the Mock Test before appearing in the End Semester Examinations.
8. As per directive by the HEC about assessment approaches, all online exams will be conducted as **Open Book Exams** in which questions may be of different types such as Essays, Reports, Memos, Design Problems, Complex Problems, Case Studies, Reflection Questions and Numerical Problems etc.
9. The Duration of Online Exam includes the time for login, downloading Question Paper, Solution of paper, Scanning time, uploading answer script and the resolution of issues (if any) such as power outage, Internet issues etc.
10. For Batches 2017 to 2019 of CS, IT, SE, B.Arch., BMS, BI and Batch 2016 (B.Arch. Only), Lab Final Exam Marks will be finalized on the basis of Lab sessional assessment(s). For Batch 2020 of CS, IT, SE, B.Arch., BMS, the assessment of the Lab Exam will be based on Project and Viva (further details will be announced later).
11. For Batch 2016 to Batch 2020 of B.Arch., Final Design juries of Lab work will be held as per PCATP regulations.

## General Instructions for Students During Examination

1. Students must submit their Answer Scripts in MS Word, MS Excel, PDF Format, or Scan copy of handwritten in PDF Format.
2. In case of hand written answer script, students should scan it either using Scanner Device or a mobile scanner application such as CamScanner, ClearScanner etc.
3. It is the responsibility of the students to verify the clarity and readability of the scanned answer script in PDF.
4. It is not allowed to submit answer script in image formats e.g. JPEG.

5. Students must provide the correct information in the Answer Script including Roll Number, Name, Degree Programme, Date, Section, Course Title, Total number of Pages submitted, also mentioning Page Number on each page.
6. Students are encouraged to submit the answer script in a single file.
7. Any attempt to use UNFAIR MEANS (Copying from other fellow students or other resources, contacting faculty members and professionals) may disqualify you from the Examination.
8. In an OPEN BOOK Examination, students can consult Text Books, Reference books, notes and Internet resources, etc.
9. Students are not allowed to copy text (as it is) from the above mentioned resources at S.No.8.
10. Understanding questions is part of examination. Therefore, it is the responsibility of the student to understand the Examination Questions in all aspects.
11. Students are strictly not allowed to contact the faculty member including course teacher during the Examinations.
12. Students should meet their submission deadline as there will be no re-take or re-attempt after the submission time/deadline. The Students are advised to submit their answer scripts well before due time to avoid any last moment problems.
13. Students must upload their Answer Scripts in Online Learning Management System. Answer Scripts are strictly not accepted through email or any other mode of submission.
14. Students will have only ONE attempt to upload their answer script file. BE CAREFUL and upload once you have finished.

<b>Degree Programmes</b>	<b>Exam Start Date</b>	<b>Exam End Date</b>
Software Engineering, Computer Science, Information Technology, Bio-informatics, Bio-Medical Sciences, Architecture	22 <sup>nd</sup> June 2020	4 <sup>th</sup> July 2020
Mock Test	17 <sup>th</sup> June 2020	19 <sup>th</sup> June 2020




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**Controller of Examinations**