



SIR SYED UNIVERSITY ENGINEERING & TECHNOLOGY KARACHI

Dated: 19th October, 2020

General Instructions for all Undergraduate Students Before Online Examination (BS (EE,TE,EL,CV,BM,CE,SE,IT,CS,BI,BMS), BBA & B.Arch.)

1. Clearance of Dues is mandatory (as communicated earlier) for appearing in the Online End Semester Examinations. For any queries please contact: 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 by **26th October 2020**.
3. Students who do not fill the Survey Forms will not be eligible to appear in the Online End Semester Examinations.
4. The Online End Semester Examinations will start from **Monday 2nd November, 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.
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
6. Students are required 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
7. It is mandatory for all 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. It is responsibility of the students to make adequate arrangements for unforeseen problems. For example electricity breakdowns or internet connectivity issues.
11. It is recommended to use Laptops with adequate amount of battery to offset any electricity breakdowns.
12. To avoid internet connectivity issues, mobile data package may be subscribed as standby arrangement.
13. Under any extra ordinary circumstances such as problem to access the question paper on VLE, the student should contact: tech.support@ssuet.edu.pk

General Instructions for Students During Examination

1. **Students must submit their Answer Scripts in PDF Format, or Scan copy of handwritten in PDF Format. (Maximum File Size allowed is 5MB)**
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 that the Answer Script before uploading, check the legibility of the Answer Script, all number of pages scanned in one file, uploading the correct Answer Script and also ensure that the submitted Answer Script is downloading properly.**
4. **Students are encouraged to submit the answer script in a single file.**
5. **In case of problem(s) in submission of Answer Script, it is required to submit your answer script in single PDF file by email to: answerscript@ssuet.edu.pk**

6. It is not allowed to submit answer script in image formats e.g. JPEG. Only PDF Format is allowed.
7. 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.
- 8. 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.**
9. In an OPEN BOOK Examination, students can consult Text Books, Reference books, notes and Internet resources, etc.
10. Students are not allowed to copy text (as it is) from the above mentioned resources at S.No.8.
11. The submitted Answer Script must be entirely their own work, except where otherwise indicated explicitly and must not have been copied/ plagiarized from the work of any other student (similarity index as calculated by Turnitin software must be less than 20%, where applicable).
12. All answers should be provided in student's own wording. Directly copying from textbook or lecture notes will be considered as plagiarism and is not allowed.
13. No candidate shall aid, or attempt to aid another candidate by discussing answers via email, text, whatsapp, etc.
14. Late submission/ Non-submission of quiz/ examination for reasons other than those beyond the control of the student may lead to serious consequences.
15. Students are not allowed to share SSUET login details to anyone.
16. Students are not allowed to impersonate other or allow anyone to impersonate himself/ herself.
17. Understanding questions is part of examination. Therefore, it is the responsibility of the student to understand the Examination Questions in all aspects.
18. Students are strictly not allowed to contact the faculty member including course teacher during the Examinations.
- 19. 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.**
- 20. 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.**
- 21. Students will have only ONE attempt to upload their answer script file. BE CAREFUL and upload once you have finished.**

Degree Programmes	Exam Start Date	Exam End Date
Electronic Engineering, Electrical Engineering, Telecommunication Engineering, Computer Engineering, Civil Engineering, Bio-Medical Engineering Software Engineering, Computer Science, Information Technology, Bio-informatics, Bio-Medical Sciences, Architecture, Business Administration	2 nd November 2020	16 th November 2020
Mock Test	30 th October 2020	31 st October 2020



Controller of Examinations