



SIR SYED UNIVERSITY ENGINEERING & TECHNOLOGY KARACHI

Dated: 27th May, 2021

General Instructions for all Undergraduate Students Before Online Examination Spring 2021 (BS (EE,TE,EL,CV,BM,CE,SE,IT,CS,BI,BMS, MCS), BBA & B.Arch.) BS(Mathematics) & BSc. (ELT,CVT, EET)

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 May, 2021.
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 7th June, 2021**. 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 Online 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 and alternate 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
14. It would be the sole responsibility of student to keep secrecy and confidentiality of their respective answer script/s during the course of exam.

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. **As non-VLE submission are not allowed. Therefore, it is the responsibility of the students to verify the following before uploading the Answer Script on VLE;**
 - a. **Check that all pages of the Answer Script are easily readable.**
 - b. **Students are encouraged to submit the answer script in a single file.**
 - c. **Uploading the correct Answer Script and also ensure that the submitted Answer Script is downloading properly.**

Under any circumstances, non-VLE submissions OR any application to consider non-VLE submission will not be entertained.

4. It is not allowed to submit answer script in image formats e.g. JPEG. Only PDF Format is allowed.
5. **It is the sole responsibility of the student to maintain confidentiality and secrecy of their Answer Script during the course of exam.**
6. 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 mention Page Number on each page.
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. However, 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).
9. Students are not allowed to copy text (as it is) from the above mentioned resources.
10. No candidate shall aid, or attempt to aid another candidate by discussing answers via email, text, whatsapp, etc.
11. Students are not allowed to share SSUET login details to anyone.
12. Students are not allowed to impersonate other or allow anyone to impersonate himself / herself.
13. Understanding questions is part of examination. Therefore, it is the responsibility of the student to understand the Examination Questions in all aspects.
14. Students are strictly not allowed to contact the faculty member including course teacher during the Examinations.
- 15. 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.**
- 16. 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, Mobile Communication & Security, Architecture, Business Administration BS(Mathematics)	7 th June, 2021	23 rd June, 2021
BSc. (ELT, CVT, EET)	14th June, 2021	19th June, 2021
Mock Test	June 01, 2021	June 02, 2021



Controller of Examinations