# DEPARTMENT OF ARCHITECTURE (ARCH)
## Bangladesh University of Engineering & Technology (BUET)

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## PG Semester Final Examination Guideline-April 2020

These Guidelines are based on the Controller of Examination (CoExam) office given Guidelines and are subjected to change/update according to further instructions from the CoExam, and Authority's due approval.

**General Information:**
- **Duration of Exam**: 2 hours
- **PDF. Answer Scripts Uploading time**: 30 minutes, or 50 minutes in case of technical difficulty.
- **Answer Scripts number checking time for Invigilators**: 15 minutes
- **Invigilation Team**: For examination management, Paper Setter/Examiner will be part of the Invigilation Team with additional one Hall-room Invigilator.

*If a student is not able sit for an exam of a course due to illness, it will be treated according the university rule.

1. **Instructions for the INVIGILATION TEAM to organize the PG Examination:**

   i) **Before the start of the examination:**
      - The invigilators will be provided a soft copy of the **attendance sheet and absentee report** by the Department office.
      - The Paper Setter will create a zoom link for 'Exam Hall'. The link will be both password-protected and 'waiting room' activated. The Paper Setter will make the other Invigilator as the co-host.
      - The Paper Setter will post the necessary zoom link for 'Exam Hall' in Moodle account for students and other invigilators. The link will be visible to other invigilator and students 30 minutes before the examination.

   ii) **30 mins before the examination:**
      - The invigilators will let the students enter the zoom Exam Hall.
      - The invigilators will check that students have entered/logged in the Exam Hall with the correct id format: log in id: **student no (space) Full name** [*example*: 1901001 Farhan Akhtar]
      - Invigilators will check whether the BIIS provided list of the registered students are enlisted properly in LMS exam page.
      - The invigilators will make sure that all examinees video is functioning for them to be 'camera ready' mode during the examination period.

   iii) **15 mins before the examination:**
      - The invigilators will notify the students first, instructions for starting the exam, second, that they can upload their scripts after finishing their exam before two hours and leave the LMS by writing 'submitted' in the chat box, third, to use the zoom Chat Box or call by mobile phone to the invigilators to share any queries.

   iv) **10 mins before the examination:**
      - The Paper Setter will upload the Question Paper in LMS ten (10) minutes before the examination starts

   v) **30 mins after the start of the Exam:**
      - The Invigilators will not let any new students enter the zoom Exam Hall and attend the examination.
      - The Invigilators will start preparing the **attendance sheet and absentee report in the provided format within 1ˢᵗ hour** and fill up the attendance sheet by marking present/absent of all students in the meeting.

   vi) **After the end of the Exam:**
      - After the end of 2 hours Examination no students will leave the zoom Exam Hall without the permission of Invigilators.
      - Within 30 minutes of exam closing, students will upload the PDF files of their answer scripts of Section A and Section B separately in the LMS account.
      - In case of any technical difficulty to upload in LMS account, the students will send the PDF files to the Examiner's email using his/her BUET email ID within the stipulated time.

   vii) **30 mins after the end of the Exam:**
      - The Invigilators will make a note of the submissions after 30 minutes of the end of the exam, however, the time can be extended up to 50 minutes in case of technical difficulties.
      - Any submissions after 50 minutes will be considered as late submissions and the Invigilators will report the late submissions to the Head of the Department.
      - The Invigilators will start checking the receipt of the answer scripts in the LMS account. Invigilators should go into each assignment and into each student's submission. If any script is missing, the student will be contacted immediately to take necessary action.

- The Invigilators will cross-check the submissions with the **attendance sheet** and confirm with the paper setters/examiners the receipt of all submissions. They are advised the complete the checking session within 15 mins.
- After the confirmation of the receipt of answer scripts, the Invigilators will ask the students to leave.
- After the end of cross-checking the Answer Scripts, the Invigilators will leave the zoom Exam Hall.
- The examiner will also discontinue the Invigilator from the LMS account so that the Invigilator will not have access to the answer scripts.
- The examiner will download the answer scripts.
- The examiner will coordinate with the Department to make sure a hard drive backup of all submitted answer scripts have been secured in the Head's possession, so that the Controller of Exam office may collect these later if required.
- The invigilators will use their soft copy of **attendance sheet and absentee report** to prepare a hard copy in the provided format of the Controller of Exam. The hard copy of the **attendance sheet and absentee report** will be submitted to the Architecture Department Office later.

2. **Instructions for the STUDENTS:**

i) Students will check that they are registered in the **LMS exam** account for the respective course.
ii) Students needs to printout a **Top Sheet** of Answer Script and prepare the Answer script at least a day before the exam. The Examinations shall be handwritten on the self-arranged answer sheets with page numbering. Each page will contain both student no [*example*: *1901001*]. The minimum number of pages in answer scripts will be 10.
iii) Students will collect the online examination zoom link (Exam Hall) from their LMS exam account 30 mins before the start of the examination.
iv) Students will have to log in the zoom Exam Hall as: **student no (space) Full name** [*example*: 1901001 Farhan Akhtar]
v) Students can use the zoom Chat Box or call by mobile phone (on emergency) to the invigilators to share any queries
vi) Students must check that their backup power is present and video equipment is working and can make them visible (camera ready) at any period of the examination.
vii) The name of the file of the answer script will be **student no (space) Course no** [*example*: *1901001 Arch 123]*
viii) Students will be responsible that all the image of their answer scripts are readable, and the top sheet of the answer script has been properly filled out.
ix) Duration of the Examination shall be 2 hours. The students will be responsible for uploading the answer script as a single PDF file, not more than 20 MB of size, to the LMS account within 30 minutes of exam closing. In case of any technical difficulty to upload in LMS account, the students will send the PDF file to the given email address (provided in LMS) using his/her BUET email ID within the stipulated time.
x) Students will leave the zoom Exam Hall when the Invigilator gives permission.

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