



Online Mid-term and Final Examinations

Guidelines for the Students

Date: 01 July 2021

1. The examinations will be held according to pre-declared schedule. The students must complete their examinations within the stipulated time frame, 2.5 hours for Mid-term and 3.5 hours for Final Examinations. In courses where there is a listening/speaking/viva component, respective teachers will inform students about the duration of actual written exams e.g. during English 1 course, written exam will be of 02 hours.
2. Students must clear their dues and necessary fees, as is acceptable to DIU, to sit for the examinations.
3. The examinations will be carried out through the use of online platforms, mainly the Blended Learning Center (BLC). Regarding the examination, the students will be notified to maintain communication with their respective course teachers.
4. Considering the needs, availability of network/connection and overall context, the course teacher may employ alternative ways other than the BLC platform to carry out the examination.
5. Students are advised to keep their available devices and resources e.g. Laptop, Desktop, Tab, Smart Phone, Chargers, network connection and any other necessary tools/resources ready for appearing at the examinations. Students are also advised to keep the cameras and microphones are of their devices open during the examinations.
6. Students, who can, will write answers on BLC and those facing problems will work offline or will either word-process or prepare handwritten manuscripts,

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and then upload to BLC platform. Students who face problems due to failure of electricity, network jam, etc. in doing so within the stipulated time, must contact the course teacher to get the problem solved.

7. Students must follow the instructions of the course teachers regarding commencement of the examination and submission of the scripts.
8. Adopting any form of unfair means or showing any indecent behavior towards the teacher would be considered a punishable act as per the examination rules.
9. Students have to cooperate with the course teachers regarding smooth completion of the examination.
10. Students are informed that discussion type questions will mostly be of creative nature, seeking their viewpoints on problematic issues. They are advised to write their answers in their own language expressing their own thoughts and opinions. Teachers are experienced enough to understand copied/memorized or original answers.
11. In an online examination system, students are warned against copying from books or copy paste from the net. All answers will be examined through plagiarism checking software and if such unfair means are adopted, the answer script will be scrapped and the student will be penalized.
12. Students are warned that Online proctoring system will be activated during examination time to prevent adoption of any type of unfair means.

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