



# GC WOMEN UNIVERSITY SIALKOT

## Office of the Controller of Examinations

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To be substituted and replaced with the same

D/18/EXAM/28-01-2021

### GENERAL INSTRUCTIONS

#### Mode of Online Examination System for BS & M.A/M.Sc. programs, GCWUS

1. The online examination will be based on the closed-book concept.
2. Mid-term & final-term examinations will be separate.
3. Total marks for the mid-term and final term examinations will be 35 and 40, respectively.
4. Each department will share paper pattern with students by 27-01-2021 as per previous online examinations for spring 2020.
5. Time allowed for the midterm examination will be **90 minutes** and for the final term examination **105 minutes** for attempting the paper. Additional **20 minutes** for mid term and **30 minutes** for final term will be given for scanning and uploading on LMS/ MS Teams/WhatsApp/email.
6. Student will solve question paper in her own handwriting.
7. The question paper will be uploaded on MS Teams and will also be shared in WhatsApp group of the concerned class.
8. Students will write their name, roll no, program of study, page number and semester on each page of answer sheets; scan / take picture of the answer sheets, convert it into pdf and upload it on the LMS/MS Teams/WhatsApp/email
9. Students can use “Cam Scanner”, “Fast Scanner” or any other app to take pictures of their paper and share/ send it in PDF format.
10. The examination will be under close circuit camera which must be kept in the “ON” position throughout the session of the examination.
11. The entire session of the examination will be video recorded.
12. One University observer will be delegated along with concerned teacher to invigilate during the whole period of exam.
13. Students will be responsible for the availability/arrangement of electricity, internet, good camera, and backup of all.
14. If any student has internet connectivity, electricity, or any other issue at the time of paper she will immediately inform Head of the Department, semester in-charge and the concerned teacher for possible help.
15. Code of Conduct for Online Exams need to be followed in strict sense (shared)

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