



# GC WOMEN UNIVERSITY SIALKOT

## Office of the Controller of Examinations

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D/19/EXAM/28-01-2021

### ONLINE EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Specify such a room / place for the exam where you can have completely conducive environment for the examination without interference of anyone.
2. Make sure you have fastest internet browser to support timely downloading of question paper, uploading the answer sheet and remain visible during the exam session.
3. You must prove your identity before starting the examination.
4. Do not try to cheat by taking help from any person, book, notes or any relevant material. As your instructor and University observer would be monitoring you and may cancel your paper if they find you indulged in any such practice.
5. The examination will be under close circuit camera which must be kept in the “ON” position throughout the session of the examination.
6. The entire session of the examination will be video recorded and all your movements will be strictly monitored.
7. If a student is found using unfair means during the examination her paper will become null and void, and her case will be referred to the unfair means committee.
8. You must keep your video in the “ON” position (covering your face and writing space) throughout the session of the examination.
9. You must write your answers in legible i.e. easily readable handwriting.
10. After attempting the complete question paper make PDF of your answer sheet using “CamScanner”, “Fast Scanner” or any other mobile app and upload it through the given channel i.e. GCWUS LMS, MS TEAMS, your instructor’s WhatsApp or his/her official email.
11. Once you have uploaded your answer sheet your examination is over and you are free and you will not be allowed to send/resend your answer sheet once the time is up.
12. In case of any difficulty resulting from electricity failure, internet dis-connectivity or any examination related issue you must contact your course instructor, semester in-charge and/or chairperson/In-charge of department immediately and report the issue in writing.

We wish you best of luck

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