

Foundation University Islamabad
Sialkot Campus
Final Term Online Examinations Spring-2020



Instructions for Students:

1. The Final Term Online Examinations will be held from **Monday 17th August to 22nd August, 2020**. Students must carefully note date sheet of the subject examinations available on the university website or LMS menu.
2. Clearance of dues is mandatory for appearing in the examinations. For any query please contact account office before examinations at gaiser.iqbal@fui.edu.pk or 052-3574851, Ext: 129.
3. Students are advised to check/verify their login credentials at least 01 week before the start of examinations. All Students must have an active LMS account for appearing in the examinations. All Students must be logged in to LMS at least 10 minutes prior to start of exam. For queries please contact omer.ashfaq@fui.edu.pk or 052-3574851, Ext: 121.
4. Final exams will comprise of an **online, Open Book, Limited Time Assessment**, with **5-hours solution time** from the issuance by the relevant faculty member to the submission (upload/e-mailed) by respective students.
5. The online examination will be of open book type invigilated by faculty through cameras on MS Team. Students will arrange webcams/mics and ensure their functionality well before the online exam. Monitoring will be done using alternative means employed by experts parallel to LMS. The students will keep their cameras and mics ON during examinations. A complete recording of the invigilation will be saved for future reference.
6. Any attempts to jeopardize invigilation or use of any unfair means/cheating/plagiarism during exam will lead to serious consequences for the students as per university rules. E-mailed/uploaded answer will be run through Turnitin to curb the plagiarism.
7. Students must timely prepare for the online exam for each subject by charging their devices and sustainable internet access during the exam. They will not be allowed to leave their place of examination. They may be asked by the invigilators to show around the place of their examination.
8. If a student residing in remote areas of Pakistan cannot appear in the on-line examination due to non-availability of internet services, computer, bandwidth issues, etc., she/he will inform the [Assistant Controller Examination](#) till 13th Aug 2020 and a campus-based exam will be arranged for such students. A student opting for on-

campus exam will apply through willingness certificate duly signed by her/his parents/guardians.

9. For any answers to be uploaded in the online exam, students must attempt the exams on A4 white papers or loose exam/assignment sheets (available in market). Pages torn from notebooks/register and colored pages will not be accepted. Students will also not solve questions in notebooks/registers and upload the images of their relevant pages.
10. Students will provide the following information at the top of each page to be uploaded,

Page No. _____

Name: _____ Registration Number: _____

Program: _____: Semester: _____ Date: _____

Instructor Name: _____ Subject: _____ Signature: _____

11. After writing an answer, images of the answer sheets must be uploaded and for text answers, allocated box provided by LMS should be used. The images of the answers to be uploaded must be in PDF/ZIP/Word format and students must make sure well before the commencement of the examination that they have the relevant software to convert images into PDF/ZIP/WORD files installed in their devices.
12. The images of the answer sheets should not be of high resolution but should be readable and be converted into gray scale (if required) to reduce the size of the files to be uploaded. Before uploading the files, students will also ensure that the pages of the PDF/ZIP/WORD files are properly organized by page number, oriented by rotating them etc. They will also ensure that the text in files is legible, not washed out, and with high contrast.
13. No interactions will be made directly with the faculty member during exam. No queries will be raised before the faculty member about any question or possible answer during the exam. Any discrepancy observed by a student in a question must be reported separately by making it a part of the answer.
14. Student must also keep a copy of the original answer sheets of each subject with them. They will be asked to submit to their respective department offices the relevant files when University opens for students.

Good Luck & Stay Safe!



Assistant Controller Examinations

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