Guideline for Online Term Final of January 2020 Term for Students Enrolled in CSE-offered Courses

Students are strongly advised to read this guideline in its entirety in advance before attempting to sit for the examinations

Make Preparations Prior to the Examination

1. Ensure that you have a stable Internet connection/enough mobile data so that you do not face any connectivity issues during the examination. It is strongly suggested to arrange an alternative form of Internet connectivity in addition to your regular one, e.g. it may be worthwhile to buy some mobile data as a backup even if you have a broadband connection.

2. Ensure that the batteries of your laptop and/or smartphone are sufficiently charged, (e.g. more than 90%), to avoid any hassle due to electricity outage during the examination. If you are using a desktop computer, please make sure that your UPS is in working condition.

3. Ensure that you have enough blank pages and other necessary accessories (such as pen, pencil, scale, eraser etc) ready before the examination.

4. Make sure that you have downloaded the top sheet of exam script from your BIIS account (or from other sources) and filled in (including writing the declaration part by hand) well ahead of the exam (possibly a day before the exam).

5. Ensure that you have the following information in hand:
    a. Your examination room link, ID, and password.
    b. The contact numbers of your course teachers and invigilators.
    c. The contact numbers of your CRs.
    d. The FINAL PROGRAMME of the term final examination. Always double check the date and time of the examinations.

Join the Examination Room and Download the Questions

1. Join the examination room 15 minutes prior to the examination start time. Please ensure that you are in the correct room from the name of the room, host names (should include your course teachers), and list of attendees.

2. Your name in the meeting must include your roll no. and name. For example, if your name is Abdus Salam and your roll no. is 1505123, your name in the meeting must be "1505123 - Abdus Salam".

3. Check the relevant course page in Moodle. There will be separate questions for Section A and Section B. Both questions will be published 5 minutes before the examination start time.

4. Download the questions as soon as you can and save those locally on your device. It may happen that you encounter connectivity issues later on and would be unable to access the questions over the Internet.

5. Read the questions, check the marks, make sure that everything looks good. Communicate with the invigilators or examiners in case you detect any error or omission in the question paper. This can be done through features available in the examination room or a phone call to the invigilators/examiners.

6. Do not try to start writing until the start of the examination.

7. If for some unforeseen reason, you are unable to download the questions, notify your invigilators immediately. Do not panic.

Start the Examination

1. Start writing as soon as it is the examination start time. There is no need to wait for a directive from the invigilators.

2. The answers must be handwritten by you. Separate scripts must be used for the two sections. You have the prerogative of starting the examination with any section of your choice. Write down your Student ID and the page no. on each page of your examination scripts. Do not mix up the answers to the questions for separate sections.

3. During the examination, always keep your webcam ready. The invigilators may ask you to turn your webcam on any time during the examination. When instructed, you have to

turn the webcam right away. Please keep your environment tidy and dress modestly to avoid any unwanted embarrassing situation.

4. Keep your microphone muted unless you are asked to unmute/respond by the invigilators.

5. If you need a washroom break, let the invigilators know. You can leave only if the invigilators let you do so. Inform the invigilators once you are back. Actions might be taken against you if you are unavailable for a long time. <u>Going to the washrooms is strongly discouraged during the exam,</u> no extra time for breaks/washroom will be given.

6. The duration of the examination is 2.0 hours. After that, you must stop writing, but you will have to remain connected with the examination room.

Submit Your Answer Scripts

1. Once the examination time (2.0 hours) is over, you must proceed to scanning and uploading your examination scripts. You will have 30 minutes to upload your scripts. In view of connectivity, available bandwidth in remote locations and compiled file sizes, uploading time may be extended to 45 minutes. Any attempt to continue writing or correcting your answers during this period shall be treated as a punishable offense.

2. You can use any application of your choice for script scanning but remember that you must upload 2 PDF files, one for each section, and there will be a 20 MB limit on each submission in Moodle. We recommend using [Adobe Scan](#) or [CamScanner](#) for good quality scanning that produces reasonably small-sized PDF files. Follow the instructions mentioned in the tutorials (hyperlinked above) to keep the file size of your examination scripts manageable.

3. When preparing the PDF files, use the following naming convention: "<your roll no.>_<course ID>_<section ID>.pdf". For example, if your roll number is 1505123, the name of your PDF file for Section A of the course CSE 203 should be "1505123_CSE203_A.pdf" and for Section B it should be "1505123_CSE203_B.pdf" without the quotes.

4. Two separate submission links will be available in the Moodle course page, one for each section. Make sure you submit the right PDF file to the right submission link.

5. After submission, recheck if your submission is okay by downloading back the submitted PDF files. Check and make sure that you can successfully open the downloaded answer scripts, and view each page successfully.

6. Once you have done the above verification, <u>you can leave the examination room only after permission is given by the invigilators to do so.</u>

7. If you are done with your examination before the two hours time limit, you can upload your scripts at will. You must follow steps 2 to 6 before leaving the examination room.

8. If you face problems submitting your examination scripts, let the invigilators know immediately. Do not panic. As long as you keep your invigilators informed, they will be able to help you and sort out most of the technical issues.

Other Important Guidelines

1. You must remain available in the examination room throughout the whole examination, including the time spent in uploading your answer scripts. In case of power outage or network disruption or any other issue that severely hinders your ability to keep connected to the examination room, notify your course teacher via phone immediately.

2. Other rules and regulations, as delineated in the documents related to conducting examinations of this university shall be individually and comprehensively applicable.

3. **<u>Once again, At the occurrence of any unforeseen event, you must notify your course teacher immediately.</u>**

4. Keep an eye on Moodle Site News for any new notices related to the examination or other relevant matters.

5. Under the "Student Section" of the [CSE departmental website](#), A new menu item titled "Exam Corner" has been added. Any downloadable resources related to the examination, notices or other relevant assets shall be made available at the corresponding page. Visit the page from time to time. The direct URL of the page is:

    https://cse.buet.ac.bd/exam_corner.

*Note for CSE 283 Students Only: *Google Class Room (GCR), instead of Moodle, shall be the LMS for the CSE 283 examination*.