

Quaid-i-Azam University, Islamabad

BS/ADP ONLINE EXAM INSTRUCTIONS (FALL-2020)

It is a **MUST READ Document** as there are **MAJOR CHANGES**

READ VERY CAREFULLY, DO NOT IGNORE ANY INFORMATION

During last exam, it was analyzed that many students do not take instructions of the exams serious. It may lead to loss of the students. **PLEASE SPEND SUFFICIENT TIME TO READ ALL THESE BELOW MENTIONED DETAILS, TO AVOID ANY KIND OF LOSS, CONFUSION OR MISUNDERSTANDING.**

Exam will be activated/launched at 11:00AM and deactivated/closed at 12:29:59PM, Total **Ninety** Minutes. All mentioned times are Pakistan Standard Times (PST). Correct your time according to PST to avoid any misconception. PST can be accessed by hitting the below link.

https://www.worldtimeserver.com/current_time_in_PK.aspx

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University will not be responsible for any lack of time and its losses. Students must keep track of time on their own responsibility, as no clock or time notification is provided on exam site.

Note: Exam will follow PST. Your system's/device's time will not be considered.

Attendance will start at 10:50AM by calling the **OFFICIAL MEETING** and will close at 11:15AM. Students must join **OFFICIAL MEETING** to be present in attendance. Without participation in attendance, students would be considered **ABSENT**, no matter if they have submitted their work. It is advised to must join the meeting in first 15 minutes as after 11:15AM students will be automatically fall in **ABSENT** category.

Carefully follow timetable of date sheet.

Turn off your microphone and mute speakers to avoid disturbance.

Before starting the exam:

Restart your system for smooth working.

Sign in to your MS Teams account 15 minutes prior to start of exam i.e. 10:45AM.

Turn off social media apps/programs and any other unnecessary programs. It may conflict with MS Teams' smooth working.

During exam, chat and communication with other students are strictly prohibited. Any case found will not be tolerated. **Reported cases in last exam were dealt iron handedly.**

It is recommended to use computer for online exam.

Use stable internet connection. Keep sufficient power / electricity backup. University would not be responsible for any electricity power failure or internet disconnection. Arrange backup solutions like UPS, Generator etc. Keep laptop fully charged having sufficient backup time during exam.

During the exam:

Students must complete 50 multiple-choice-questions (MCQs) exam within 90-Minutes time frame.

Submit your paper in Teams' Account only. **No other ways of paper submission would be accepted.**

You would be unable to submit the paper late. So, **BE IN TIME.**

After the exam:

After submission of your work, take a picture or screen shot for your record.

Good Luck