



# SIR SYED UNIVERSITY ENGINEERING & TECHNOLOGY KARACHI

Dated: 16<sup>th</sup> June, 2020

## General Instructions for Undergraduate Students Before Online Examination (For Students of All Engineering Programmes)

1. Clearance of Dues is mandatory (as communicated earlier) for appearing in the End Semester Examinations. For any academic queries please contact: [academic.inquiry@ssuet.edu.pk](mailto:academic.inquiry@ssuet.edu.pk)  
For fee related queries please contact: [finance@ssuet.edu.pk](mailto:finance@ssuet.edu.pk)
2. Students who do not fulfill the attendance requirement will not be eligible to appear in the End Semester Examinations. The list of students who do not meet the attendance requirement will be available at [www.ssuet.edu.pk](http://www.ssuet.edu.pk) by **20<sup>th</sup> June 2020**.
3. Students who do not fill the Survey Forms will not be eligible to appear in the End Semester Examinations.
4. The date of commencement of Online End Semester Examinations of Engineering Disciplines is **Monday 29<sup>th</sup> June, 2020**. Students must carefully note the Time Table/Date Sheet of Final Examinations available on the University shared through WhatsApp groups. The students should also carefully note the Start time and Submission time as different courses may have different exam durations.
5. Students must have an active SSUET email address for appearing in the Examinations and for getting any technical support. For queries related to your SSUET Email address, please contact: [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk)
6. Students are advised to check/verify their login credentials at least **4** days before the start of the Examinations. For technical support regarding login issues, please contact: [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk)
7. It is mandatory for the students to appear in the Mock Test before appearing in the End Semester Examinations.
8. As per directives by the regulatory bodies about assessment approaches, all online exams will be conducted as **Open Book Exams** in which questions may be of different types such as Essays, Reports, Memos, Design Problems, Complex Problems, Case Studies, Reflection Questions and Numerical Problems etc.
9. The Duration of Online Exam includes the time for login, downloading Question Paper, Solution of paper, Scanning time, uploading answer script and the resolution of issues (if any) such as power outage, Internet issues etc.
10. PEC policy on completion of lab work for all Engineering Programmes is awaited. Further clarification on this will be communicated later.

## General Instructions for Students During Online Examination (For Students of All Engineering Programmes)

1. Students must submit their Answer Scripts in MS Word, MS Excel, PDF Format, or Scan copy of handwritten in PDF Format using Virtual Learning Environment.
2. In case of hand written answer script, students should scan it either using Scanner Device or a mobile scanner application such as CamScanner, ClearScanner etc.
3. It is the responsibility of the students to verify the clarity and readability of the scanned answer script in PDF.
4. It is not allowed to submit answer script in image formats e.g. JPEG.

5. Students must provide the correct information in the Answer Script including Roll Number, Name, Degree Programme, Date, Section, Course Title, Total number of Pages submitted, also mentioning Page Number on each page.
6. Students are encouraged to upload the answer script in a single file in Virtual Learning Environment. Submission of answer script by email is not acceptable.
7. Any attempt to use UNFAIR MEANS (Copying from other fellow students or other resources, contacting faculty members and professionals) may disqualify you from the Examination.
8. In an OPEN BOOK Examination, students can consult Text Books, Reference books, notes and Internet resources, etc.
9. Students are not allowed to copy text (as it is) from the above mentioned resources at S.No.8.
10. Understanding question paper is part of examination. Therefore, it is the responsibility of the student to understand the Examination Questions in all aspects.
11. Students are strictly not allowed to contact the faculty member including course teacher during the Examinations.
12. Students should meet their submission deadline as there will be no re-take or re-attempt after the submission time/deadline.
13. Students will have only ONE attempt to upload their answer script file. BE CAREFUL and upload once you have finished.

<b>Degree Programmes</b>	<b>Exam Start Date</b>	<b>Exam End Date</b>
Electronic Engineering, Electrical Engineering, Telecommunication Engineering, Computer Engineering, Civil Engineering, Bio-Medical Engineering	<b>29<sup>th</sup> June 2020</b>	<b>12<sup>th</sup> July 2020</b>
Mock Test	<b>26<sup>th</sup> June 2020 and 28<sup>th</sup> June 2020</b>	




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**Controller of Examinations**