

PG Admission, April 2021 (Online) Guideline for Students Applying to Department of CSE, BUET

Candidates are strongly advised to read this guideline in its entirety in advance before attempting to sit for the admission test

Preparing Prior to the Examination

1. The admission test will be held online. Please note that in order to appear for the admission test, you need a **valid Gmail account, stable Internet connection, uninterrupted power supply, and an electronic device with an (active) camera.** Please arrange all these at your own responsibility, with all necessary backup(s) as deemed required by you.
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 and is able to provide backup for a sufficiently long time.
3. 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.
4. All applicants must register at the following link and provide his/her valid gmail address by Friday, June 18, 2021: <https://forms.gle/zeMjAXRfvUbd4qPF9>
5. For smooth operations of the examination room, you are strongly advised to update to the latest version of the Zoom client.
6. Please check the demonstration video of the examination [here](#).
7. Please check the sample question [here](#) [Password: 123456].
8. Ensure that you have a few blank pages and other necessary accessories (such as pen, pencil, scale, eraser etc) ready for rough calculations.
9. Ensure that you have the following information in hand:
 - a. [Your examination room link, ID, and password.](#)
 - b. The emergency contact number associated with your examination room.

Joining the Examination Room

1. Join the examination room **30 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 invigilators), and list of attendees.
2. While joining the Zoom meeting, set your name in a way such that it includes your Application Serial No. and name. For example, if your name is Abdus Salam and your application serial no. is 050101, your name in the meeting must be “050101 - Abdus Salam”.
3. **Keep your microphone unmuted at all times.**
4. **Keep your video camera on at all times.**
5. There shall be **no washroom break or any other breaks for any reason**. Please prepare accordingly.
6. **Close all applications in your computer/laptop/mobile device except Zoom meeting software**. Open your default browser and sign in to your Gmail account that you provided earlier at the time of registration.
7. The **link to the examination** will be given **in the chat box** of the meeting room **5 minutes before the start time** of the examination. Launch the examination as soon as the link has been circulated and permission has been given by the invigilators. In the first section of the examination, **fill up your personal information**. In the subsequent section, you will have to fill in a password. **Your invigilators will communicate the password at the start of the examination, through the chat box as well as orally.**
8. Communicate with the invigilators if you encounter any issues launching the examination. This can be done through features available in the examination room or a phone call to the invigilators. Do not panic.
9. Do not try to start answering until the start of the examination.

During the Examination

1. Once the invigilators communicate the password and declare the start of the examination, put the password in the due field, proceed to the next section, where you will get all the questions. Make sure that the page has completely loaded, before you start selecting your answers in the questions. Notably, all the questions are MCQ type, bearing equal marks. There is no negative marking.
2. Shortly after the start of the examination, the invigilators will circulate the link to the attendance form. **Please fill up the attendance form within the first 15 minutes of the examination.**
3. Use mouse clicks to register your answers. Do not use the keyboard at all at this point. **Typing during the examination is absolutely prohibited** (except at the beginning for filling out the personal information and password, as indicated above).
4. You **must save your state of current answers every 15 minutes, or sooner**. This can be done by submitting the form, even if you haven't finished answering completely. You will subsequently be able to update your answers (i.e. modify existing answers, and answer the questions that you have not answered yet) by clicking on the "Edit responses" link. Submitting periodically is crucial to avoid loss of your answers in case you encounter logistic issues (i.e. network outage, system restart, power outage etc.)
5. Writing calculations, scratch notes etc. in a rough paper is permitted. You can also consult a physical copy of any book during the examination. **Use of digital resources (e-book, digital notes, slides, book reader, voice/gesture activated resources etc.) is completely prohibited. Except for answering the questions, the use of digital devices (computers, mobile devices etc.) for other purposes (e.g. writing code, chatting, deriving solutions to certain questions etc.) is completely prohibited.**
6. The duration of the examination is **60 minutes**. You must submit your answers before the end time. After submission, remain connected with the examination room. **You may leave the examination room only after the invigilators have given permission to leave.**
7. If you face problems submitting your answers, let the invigilators know immediately. Do not panic.

Other Important Guidelines

1. **For any event, situation, or circumstance, the decision of the Admission Committee shall be final and binding to all concerned.**
2. You must remain available in the examination room throughout the whole examination. 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 the room invigilators immediately.**
3. Other rules and regulations, as delineated in the documents related to conducting examinations of this university, shall be individually and comprehensively applicable.
4. **At the occurrence of any unforeseen event, you must notify your invigilators immediately.**