

Guideline for Online Term Final of January 2021 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. Carefully review the general guideline published on August 3, 2021 (নং- এসি/এ-৩/রে-২১৮ (১০০০)), available at the following web link in the BUET website: <https://www.buet.ac.bd/info/NewsEvent#/contentdetail/4829>. Accordingly, you must make necessary arrangements.
2. Ensure that you have the following information in hand:
 - a. The Zoom link to your examination room and the Microsoft Teams link/access to all your courses.
 - b. The contact numbers of your course teachers and invigilators.

Join the Examination Room and Download the Questions

1. All the teams of the courses (you are enrolled in) would appear when you click on the 'Teams' tab on your Microsoft Teams application S/W or from the web browser. Then click on the team for the examination of your course. After that, click on the 'Files' tab on the top of the teams page. (If you do not see the Files/Assignments tab on the top of your course page, you will see an option for a dropdown, click on the dropdown and you will see the Files/Assignments options). You will see a 'Class Materials' folder after you click on the files tab. Accessing the folder, you will see an attachment named 'Room Assignment' which will contain the Zoom links for that course's examination rooms. Please ensure that you join the correct Zoom examination room. You can ensure this from the name of the room, as published in Microsoft Teams.
2. Join the Zoom examination room 30 minutes prior to the examination start time.

3. 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 1605123, your name in the Zoom meeting must be “1605123 - Abdus Salam”.
4. Five (5) minutes prior to the examination start time, you will find your exam questions, one for Section A and another one for Section B, under the ‘Course Materials’ folder as mentioned in instruction 1 of this section.
5. Download the question as soon as possible and save locally on your device. It may happen that you encounter connectivity issues later on and would be unable to access the question over the Internet.
6. Read the questions, check the marks, make sure that everything looks good. Communicate with the invigilators in case you find any discrepancy in the question papers.
7. If you are unable to download the questions for some unforeseen reason, notify your invigilators immediately. Do not panic.

Start the Examination

1. The invigilators will ask you to start writing when the examination starts. Do not start writing until you are explicitly asked to as your clock may not be synchronized with that of 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 the proctoral camera (e.g. your webcam or mobile camera) turned on as per the general guideline.
4. Keep your microphone muted unless you are asked to unmute/respond by the invigilators. Keep your speakers/headphones on so that you do not miss any instruction from the invigilators.
5. If you need a washroom break, let the invigilators know. You can leave only if the invigilators let you to do so. Inform the invigilators once you are back. Actions might be taken against you if you are unavailable for a long time.

6. The duration of the examination is 2 hours and 30 minutes. After that, you must stop writing, as soon as your invigilators ask, but you will have to remain connected to the Zoom examination room.

Submit Your Answer Scripts

1. Once the examination time (2 hours and 30 minutes) is over, you must proceed to scanning and uploading your examination scripts. You will have 30 minutes to upload your scripts. Any attempt to continue writing or correcting your answers during this scanning and uploading period shall be treated as a punishable offense and disciplinary actions may be taken in that case.
2. You can use any application of your choice for script scanning but remember that you must upload a separate PDF file for each section, in Microsoft Teams. Try to keep the file size as small as possible for your own convenience of uploading. 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. Please check if all the pages of your pdf are readable. If one or more pages are not readable, rescan them. Also check if any part of your answer has been omitted from the scanned PDF.
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 1605123, the name of your PDF file for Section A of the course CSE 203 should be “1605123_CSE203_A.pdf” and for Section B it should be “1605123_CSE203_B.pdf” without the quotes.
4. In the ‘Assignments’ tab on the top in your Microsoft Teams course page, you will see two separate assignments under the “Assigned” tab, one to submit your answer script for Section A and one to submit your answer script for Section B. **Please note, in Microsoft Teams, all the pending assignments are shown under the “Assigned” tab and all the submitted assignments are shown under the “Completed” tab.** Ensure these two assignments are visible to you. If you cannot see these two assignments, inform your invigilators in the Zoom examination room.

5. After accessing an assignment, you will see an “Add Work” option. Click on it and upload your scanned PDF file with the appropriate name. Once you have added this, click on the “Turn In” option at the top right of your screen to complete the submission of your script. You have to submit 2 separate PDF files (one for section A and one for section B). **Submit each PDF file under the appropriate assignment link. Remember, if you don’t click on the “Turn In” option, your submission won’t be recorded.**
6. After submission, recheck if your submission is okay by either downloading the submitted PDF files or viewing them directly on Microsoft Teams. Check and make sure that you can successfully open the downloaded answer scripts, and view each page successfully.
7. You can leave the Zoom examination room only after permission is given by the invigilators.
8. If you are done with your examination before the 2 hours and 30 minutes time limit, you can upload scripts at your will. You must follow steps 2 to 7 before leaving the examination room.
9. If you face any problem 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.

Important Instructions

1. You must remain available in the Zoom examination room with your proctoral camera turned on 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 hinders your ability to keep connected to the examination room, or if your proctoral camera gets turned off, notify an invigilator of your room 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. **Once again, at the occurrence of any unforeseen event, you must notify an invigilator immediately.**

4. The contact number of the teachers of the CSE department as well as several other important resources are available in the *Exam Corner* section of the departmental website. The direct URL of the page is: https://cse.buet.ac.bd/exam_corner.