



**Bangladesh University of Engineering and Technology, Dhaka**  
**Office of the Chairman, Admission Committees 2019-2020**

Telephone: 58612149; PABX: 55167100 Ext. 6185/6186

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**ADMISSION TEST 2019-2020**

9:00 a.m. to 4:00 p.m., 14 October, 2019

**INSTRUCTIONS TO INVIGILATORS**

1. a) Please note that the invigilators are not allowed to bring in any laptops, gaming devices, books, magazines, newspapers, research papers, etc. to the examination halls.  
b) Please switch off your mobile phone during the examination. Only in case of emergency mobile phone can be used outside the examination halls.
2. Please report to the respective Chief Invigilator by 8:00 a.m. and help the candidates to find their seats.
3. Invigilators of each examination hall shall collect scripts and Photo Roster from the respective Chief Invigilator according to the following schedule:

**Module A** : **by 8:30 a.m.**  
**Module B** : **by 1:30 p.m.**

4. Please ask the students to carefully check the number of questions contained in the script. The number of questions in different modules is as follows:

**Module A** : **60 questions**  
**Module B** : **5 questions**

5. Examinees are only allowed to keep admit card, pens, pencils, erasers, sharpeners and approved calculators (list enclosed) during the examination. Instrument Box/Pencil Box/Scale/Set Squares/ Compass/ any kind of bags/ mobile-phones/ communication devices of any kind; etc. are **not** allowed.
6. a) Please explain to the examinees how to fill the top part of the script correctly with "Application Serial No." and "Admission Test Roll No."  
b) **All numbers must be written in English.** Ask the examinees to read and follow all the "Information and Instructions" provided on the top page.
7. a) Please ask the examinees to fill in the Application Serial No. and Admission Test Roll No. with ball-point pens.  
b) Please note that both the Application Serial No. and Admission Test Roll No. are of 5 (five) digits.

**An example of filling in the Top Page:**

Application Serial No. ---- \*\*\*\*\*

8. Please note that **examinees may have more than one Application Serial Nos. but a unique Admission Test Roll No.** Such examinees shall be allowed to use any one of the Application Serial Nos.
9. Scripts are to be distributed and collected according to the following schedule:

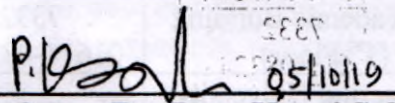
Module	Time	Activities	Sound of Bell
Module A	08:55 a.m.	Distribution of Scripts	Continuous bell
	09:00 a.m.	Start of Examination	One bell
	11:55 a.m.	Warning of 5-minute Remaining	Continuous bell
	12:00 p.m.	End of Examination & Collection of Scripts	Three bells
Module B	01:55 p.m.	Distribution of Scripts	Continuous bell
	02:00 p.m.	Start of Examination	One bell
	03:55 p.m.	Warning of 5-minute Remaining	Continuous bell
	04:00 p.m.	End of Examination & Collection of Scripts	Two bells

10. Only one examinee at a time may be allowed to go to toilet and shall be accompanied by an attendant. An examinee may be allowed to go to toilet during the time stated in the following table:

Module A	10:00 - 11:00 a.m.
Module B	3:00 - 3:30 p.m.

11. **No examinee will be allowed to enter the examination hall after 9:30 a.m. for Module A and after 2:30 p.m. for Module B examinations.**
12. a) Please confirm the identity of the examinee with the photograph and signature provided in the Photo Roster and sign at the top right-hand corner of each script.
- b) Please also check that the **Application Serial No.** and **Admission Test Roll No.**, written by the examinee on the script, match with those on the Photo Roster.
13. **No overwriting on the top page of the script shall be allowed.** In case any correction of **Application Serial No.** and/or **Admission Test Roll No.** is necessary, the correction must be initialed by the invigilator in addition to the normal checking as per instruction No.11.
14. A separate **Attendance Sheet** for each of Module A and Module B will be supplied to examination halls. Please take signature from each examinee in the attendance sheets, and ensure that the **Signature** on the attendance sheet matches with that in the Photo Roster. **In case of any mismatch, please immediately report to the respective Chief Invigilators.**
15. No candidate shall be allowed to leave the examination hall **within one hour** of the commencement of the examination of Module A as well as Module B.
16. Please prepare both copies of Absentee Reports marked "**Original**" and "**Duplicate**" by providing the Admission Test Roll No. of the absent examinee(s). Please send the original of the Absentee Report along with the Attendance Sheet to the respective Chief

18. Please instruct the examinees to remain seated in their respective seats at the end of the examination until the invigilators collect the scripts from the examinees and count them. If there is a mismatch in the number of scripts collected and the number of examinees appearing for the examination, please notify the respective Chief Invigilator immediately.
19. Please sort the scripts according to **Admission Test Roll No.** before sending them to the respective Chief Invigilator.
20. No extra time shall be allowed to any examinee, including the late-comers.
21. Please return the scripts of **Module A** by **12:15 p.m.** and **Module B** by **4:15 p.m.** to the respective Chief Invigilator.
22. In case of any problem or confusion, please contact the respective Chief Invigilator.

  
**Professor Dr. Pran Kanai Saha**  
 Chairman, Admission Committees 2019-2020  
 and  
 Dean, Faculty of Electrical & Electronics Engineering  
 BUET, Dhaka.1000  
 Mobile: 01550300513

### Schedule of Activities

Time Schedule	Activities
By 8:00 am	Report to the respective Chief Invigilator
By 8:30 am	Collect <b>Module A Scripts and Photo Roster</b> from the respective Chief Invigilator
8:55 am	Distribute <b>Module A Scripts</b>
9:00 am – 10:00 am	Compare with the photo and collect signatures of examinees and prepare <b>Absentee Report for Module A</b>
By 10:00 am	Submit " <b>Original Absentee Report</b> " and <b>Attendance Sheets of Module A, Photo Roster, and Unused Scripts</b> to the respective Chief Invigilator
12:00 pm	Collect <b>Module A Scripts</b> from the examinees, count and sort them according to <b>Admission Test Roll No.</b>
By 12:15 pm	Submit <b>Module A Scripts</b> and " <b>Duplicate Absentee Report</b> " to the respective Chief Invigilator
<b>Prayer and Lunch Break</b>	
By 01 : 30 pm	Collect <b>Module B Scripts and Photo Roster</b> from the respective Chief Invigilator
01:55 pm	Distribute <b>Module B Scripts</b>
02:00 pm – 3:00 pm	Compare with the photo and collect signatures of examinees and prepare <b>Absentee Report for Module B</b>
By 03:00 pm	Submit " <b>Original Absentee Report</b> ", <b>Attendance Sheets, Photo Roster</b>

## List of Chief Invigilators

Chief Invigilator	Exam Center	Mobile
Professor Dr. KAM Abdul Muqtadir Dean, Faculty of Civil Engineering	CE Building (1 <sup>st</sup> Floor)	7243 01711-453669
Professor Dr. Muhammad Mahbul Alam Dean, Faculty of Mechanical Engineering	ME Building (1 <sup>st</sup> Floor)	6098 01711-944723
Professor Dr. Satya Prasad Majumder Department of Electrical and Electronic Engineering	ECE Building (3 <sup>rd</sup> Floor)	6601 01819-198050
Professor Dr. Md. Saifur Rahman Department of Electrical and Electronic Engineering	ECE Building (7 <sup>th</sup> Floor)	6604 01552-347884
Professor Dr. Ijaz Hossain Dean, Faculty of Engineering	Old Academic Building (1 <sup>st</sup> Floor)	7332 01611-083248
Professor Dr. Md. Rafique Ullah Department of Chemistry	Engineering University School & College (Ground Floor)	7330 01954-303370
Professor Dr. Khandaker Shabbir Ahmed Dean, Faculty of Architecture and Planning	Architecture Building (Ground Floor)	6998 01819-227003

## List of ACCEPTABLE Calculators during Admission Test

CANON	F200	F401	F402	F500	F501	F502
	F601	F602	F604	F612	F720	
CASIO	FX82 SUPER	FX82MS	FX100MS	FX100ES	FX100 ES PLUS	FX115MS
	FX570MS	FX570ES	FX570 ES PLUS	FX570W	FX911MS	FX911S
	FX991D	FX991ES	FX 991 ES PLUS	FX991H	FX991MS	FX992S
	FX991EX					
SHARP	EL506L	EL506R	EL506V	EL509G	EL509L	EL509R
	EL509V	EL510R	EL520G	EL520L	EL531GH	EL531LH
	EL531P	EL531RH	EL531V	EL531VB	EL531VH	EL546G
	EL546L	EL546R	EL546VA	EL553	EL556G	EL556L
TEXAS INSTRUMENTS	BA REAL ESTATE	BA35SOLAR	BAIPLUS			
	TI 25STAT	TI 30 Challenger	TI 30X	TI 30XA	TI 30X SOLAR	TI-30XIIS
	TI-30XIIB	TI 32 Xplorer PLUS	TI 34	TI 35X	TI 36 SOLAR	TI 36X SOLAR