

ADMISSION TEST 2014-2015
9:00 a.m. to 4:00 p.m., 22 November, 2014

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 respective Chief Invigilators 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 numbers of questions in different modules are to be as follows:

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

5. Examinees are allowed only to bring pen, pencil, eraser and approved calculators (list enclosed) into the examination halls. Instrument Box/Pencil Box/Scale/Set Squares/Compass/ any kind of bags/ mobile-phones/ communicative devices of any kind, etc. are **not** allowed at all.
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. ---- **10943**
Admission Test Roll No. ---- **57268**

পরীক্ষার্থী বড় ও স্পষ্ট করিয়া ইংরেজিতে পূরণ করিবে

Application Serial No.				
1	0	9	4	3

Admission Test Roll No.				
5	7	2	6	8

8. 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

9. Only one examinee at a time may be allowed to leave the examination hall to go to the toilet and shall be accompanied by an attendant. An examinee may be allowed to go to the 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.

10. **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.**

11. a) Please confirm the identity of the examinee with the photograph and signature provided in the Photo Roster and sign the top right-hand corner of each script.
b) Simultaneously, please check that the **Application Serial No.** and **Admission Test Roll No.** written by the examinee on the script, matches with those on the Photo Roster.
12. **No overwriting on the top page of the script shall be allowed.** In case of 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.
13. A separate **Attendance Sheet** for each of Module A and Module B will be supplied to each examination hall. Please take signature from each examinee in the attendance sheets. Please 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 Invigilator.
14. No candidate shall be allowed to leave the examination hall **within one hour** of the commencement of the examination of Module A and Module B.
15. 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 copy of the Absentee Report along with the Attendance Sheet to the respective Chief Invigilator by **10:00 a.m. for Module A and 3:00 p.m. for Module B.** At the end of each examination, please return the "Duplicate" copy of the Absentee Report along with the scripts.

Absentee Reports are very important. Please take special care so that there is no error in the Absentee Reports.

16. Please carefully count all unused scripts and state their numbers on the envelope provided. Place unused scripts inside the envelope and return the envelope to the respective Chief Invigilator along with the Original Absentee Report.
17. Please instruct the examinees to remain seated in their respective seats at the end of the

18. Please sort the scripts according to **Admission Test Roll No.** before sending to respective Chief Invigilator.
19. No extra time shall be allowed to any examinee, including the late-comers.
20. 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.
21. Please note that **examinees having one Admission Test Roll Number but having more than one Application Serial No.** shall be allowed to use any one of the Application Serial Nos.
22. In case of any problem/confusion, please contact the respective Chief Invigilator.

 20/03/2015

Prof. Dr. Md. Mirjahan Miah
 Chairman, Admission Committees 2014-2015
 and
 Dean, Faculty of Civil Engineering
 BUET, Dhaka.1000
 Mobile: 01721617270

Schedule of Activities

Time Schedule	Activities
By 8:00 am	Report to the respective Chief Invigilator
By 8:30 am	Collect Module A Scripts and Photo Roster from the respective Chief Invigilator
8:55 am	Distribute Module A Scripts
9:00 am – 10:00 am	Identify and collect signatures of examinees and prepare Absentee Report for Module A
By 10:00 am	Send “ Original Absentee Report ” and Attendance Sheets of Module A, Photo Roster, and Unused Scripts to the respective Chief Invigilator
12:00 pm	Collect Module A Scripts from the examinees, count and sort them according to Admission Test Roll No.
By 12:15 pm	Send Module A Scripts and “ Duplicate Absentee Report ” to the respective Chief Invigilator
Prayer and Lunch Break	
By 01 : 30 pm	Collect Module B Scripts and Photo Roster from the respective Chief Invigilator
01:55 pm	Distribute Module B Scripts
02:00 pm – 3:00 pm	Identify and collect signatures of examinees and prepare Absentee Report for Module B
By 03:00 pm	Send “ Original Absentee Report ”, Attendance Sheets, Photo Roster and Unused Scripts to the respective Chief Invigilator
04:00 pm	Collect Module B Scripts from the examinees, count and sort them according to Admission Test Roll No.
By 04:15 pm	Send the Module B Scripts, and “ Duplicate Absentee Report ” to the

List of Chief Invigilators

Chief Invigilator	Station	Mobile
Professor Dr. Muhammad Zakaria Department of Civil Engineering	CE Building (1 st Floor)	7243 01552380235
Professor Dr. Maglub Al Noor Dean, Faculty of Mechanical Engineering	EME Building (1 st Floor)	7004 01711020042
Professor Dr. Aminul Hoque Dean, Faculty of Electrical & Electronic Engineering	ECE Building (3 rd Floor)	6603 01552338617
Professor Dr. Satya Prasad Majumder Department of Electrical & Electronic Engineering	ECE Building (7 th Floor)	6604 01819198050
Professor Dr. Md. Manwarul Islam Dean, Faculty of Engineering	Old Academic Building (1 st Floor)	7332 01199146742
Professor Dr. Md. Nasrul Haque Department of Materials & Metallurgical Engineering	Engineering University School & College (Ground Floor)	7819 01552380220
Professor Shaheda Rahman Dean, Faculty of Architecture	Architecture Building (Ground Floor)	6721 01715013150

List of ACCEPTABLE Calculators during Admission Test

CANON	F200	F401	F402	F500	F501	F502
	F601	F602	F604	F612	F720	
CASIO	FX82 SUPER	FX82MS				
	FX100MS	FX100 ES	FX100 ES PLUS			
	FX115MS					
	FX570MS	FX570ES	FX570 ES PLUS	FX570W		
	FX911MS	FX911S				
	FX991D	FX991ES	FX991 ES PLUS	FX991H	FX991MS	
	FX992S					
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	BAAIPLUS			
	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