

Foundation University Islamabad

Rawalpindi Campus

Final Term Online Examinations FALL-2020

Instructions for Students:

1. The Final Term online Examinations will be held from **Monday 08th February to 18th February, 2021**. Students must carefully note date sheet of the subject examinations available on the university website or LMS menu or direct link: <http://furc.fui.edu.pk/index.php/on-campus/atcampus/news/item/95-final-term-date-sheet-fall-2020>
Exams URL: exams.fui.edu.pk
2. Clearance of dues is mandatory for appearing in the examinations. For any query please contact account office before examinations at accounts.furc@fui.edu.pk or 03345216861/051-5151437-38, Ext: 214.
3. Students are advised to check/verify their login credentials before the start of examinations. All Students must have an active LMS account for appearing in the examinations. All Students must be logged in to LMS exams.fui.edu.pk at least 10 minutes prior to start of exam. For queries please contact at mohsantanveer@fui.edu.pk or 051-5151437-38, Ext: 237.
4. Final exams will comprise of an **online, Limited Time Assessment**, with **03 hours solution time (including submission)** of **25 Marks** uploaded by the relevant faculty member to the respective students.
5. Viva of each subject will be conducted at campus with 25% weightage just after the completion of online exam. Respective HoD will prepare the schedule accordingly and will be shared separately.
6. The online examination will be invigilated by respective faculty member on LMS/MS Team. Students will arrange webcams/mics and ensure their functionality well before the online exam.
7. Any attempts to jeopardize invigilation or use of any unfair means/cheating/plagiarism during exam will lead to serious consequences for the students as per university rules. E-mailed/uploaded answer will be run through Turnitin to curb the plagiarism.
8. IT department will ensure to keep checking the IP addresses during exams to catch the students using unfair means.
9. Students must timely prepare for the online exam for each subject by charging their devices and sustainable internet access during the exam. They will not be

allowed to leave their place of examination. They may be asked by the invigilators to show around the place of their examination.

10. If a student residing in remote areas of Pakistan cannot appear in the on-line examination due to non-availability of internet services, computer, bandwidth issues, etc., she/he will inform the university (exam cell) till 04th February 2021 and a campus based exam will be arranged for such students. A student opting for on-campus exam will apply through willingness certificate duly signed by her/his parents/guardians.
11. Students must attempt the exams on A4 white papers or loose exam/assignment sheets (available in market). Pages torn from notebooks/register and colored pages will not be accepted. Students will also not solve questions in notebooks/registers and upload the images of their relevant pages.
12. Students will provide the following information at the top of each page to be uploaded.

Page No. _____

Name: _____ Registration Number: _____

Program: _____ Section: _____ Semester: _____ Date: _____

Instructor Name: _____ Subject: _____ Signature: _____

13. After completion of each exam, images of the solved answer sheets must be uploaded on LMS exams.fui.edu.pk. The images of the answers to be uploaded must be in PDF/ZIP/Word format and students must make sure well before the commencement of the examination that they have the relevant software to convert images into PDF/ZIP/WORD files installed in their devices.
14. The images of the solved answer sheets should not be of high resolution but should be readable and be converted into gray scale (if required) to reduce the size of the files to be uploaded. Before uploading the files, students will also ensure that the pages of the PDF/ZIP/WORD files are properly organized by page number, oriented by rotating them etc. They will also ensure that the text in files is legible, not washed out, and with high contrast.
15. Late submission (**after 3 hours**) will not be entertained in any case.
16. Student must also keep a copy of the original solved answer sheets of each subject with them. They will be asked to submit to their respective department offices the relevant files when University opens for students.

Good Luck & Stay Safe!