

NATIONAL DEFENCE UNIVERSITY ISLAMABAD
(Examinations Branch)

Subject: **INSTRUCTIONS FOR CONDUCT OF FINAL TERM EXAMINATIONS: SUMMER SEMESTER 2025**

General

1. Final Term Examinations “ON CAMPUS” for Summer semester 2025 have been scheduled at Sir Syed Campus from **01-02 September 2025**. It is important for students to know their sessional marks prior to start of final term exams and attendance record.

Examinations Schedule

2. Final Term Exams will be conducted as per following schedule:-

Sr.	Exam Activities	Dates
a.	Final Term Exams	1-2 September 2025
b.	Paper viewing by students/Entry in ACADMAX and Submission of Results in Exams Branch Signature of every student to be obtained on Answer sheets after paper viewing.	2-3 September 2025
c.	Last date of entry in ACADMAX and submission of results in Exams Branch	3 September 2025
d.	Declaration of Results	5 September 2025

Invigilation

3. Faculty members (as per date sheet) shall perform invigilation during the Final Term Exams. In case of extenuating circumstances change in invigilation duties (if any) may be intimated to Controller of Exams before start of paper (preferably 24 hrs before).

Question Papers

4. Question papers are to be set up by respective faculty and scrutinized/ approved by respective HoDs to ensure that the Question Papers are balanced and cover the essentials of the whole syllabus taught by the faculty.

Seating During the Exam

5. Invigilators to ensure sufficient distance among students.
6. The invigilators shall ensure:-
 - a. Checking of Admit Cards and that no candidate is sitting in paper with short attendance in the subject. **It must be born in mind that entry of marks in ACADMAX is not allowed (disabled) for short attendance cases.**
 - b. Students are sitting in the exams hall as per the seating plan (attendance sheets).
 - c. Issuance of 1 x answer sheet to each student inside the exam hall.
 - d. Marking of attendance, entry of serial no of the answer sheet on the attendance sheet by the students.
 - e. Entry of serial no of continuation sheets (if required by the student) on the Record sheet as and when obtained
 - f. Signing the answer sheets and continuation sheets (as and when issued).
 - g. On completion of the attendance sheet, it must be signed by the invigilator along with date and sent by the dept to Exams Branch the same day or next day morning *in case of evening papers. Departments may retain photocopy of attendance sheets.*
 - h. Sending unused answer sheets /continuation sheets to Exams branch after end of paper.

Issuance of Answer/Continuation Sheets

7. The fol procedure to follow:-
 - a. Packets containing main answer sheets and continuation sheets shall be issued by exam branch to invigilators as per the strength provided by the dept and date sheet for each exams hall.
 - b. Respective invigilators will collect the sealed packets from Exams Branch Staff 10-15 mins before the start of scheduled paper after proper handing /taking over.
 - c. Respective invigilators shall be responsible for returning of un-used sheets to Exams Branch.
 - d. Packet containing answer sheets and continuation sheets collected shall be opened in front of students and distributed accordingly.

Conduct of Examination

8. Following guidelines are sent for information of all concerned:-

- a. Students shall be required to reach the Exams Halls well before scheduled time.
- b. CoE/ exams branch rep may visit the exam halls and communicate observations (if any) to respective HoDs and Dean FCS, if required.
- c. Students shall not be allowed to take mobile phones, electronic gadget, laptops, notes and books etc inside the Exams Hall by deputed staff of respective depts/invigilators. **Possession /use of Mobile Phones during exams has been explicitly prohibited in the examinations as it may result in rustication or expulsion from the University.** Possession of *any such item may result in initiation* of “*use of unfair means*” process.
- d. Proper mobile collection point be set up (by DD Admin) at entrance of Sir Syed Campus and students be directed to deposit their mobiles there. Announcement through all available means must be made at the Start of every exam to deposit mobile phones at the respective collection point(s).
- e. **Monitoring of Exams Through CCTV in HoD LMS Office**
 - (1) Monitoring screens along with nec monitoring equipment has already been installed in HoD LMS office which should be utilized for effective monitoring of respective LR's in Sir Syed Ahmed Campus.
 - (2) HoD LMS shall ensure continuous manning of monitoring screens throughout the papers either in person or through some faculty member/ person designated for the purpose.
 - (3) The concerned faculty /designated person will critically invigilate the respective LH/CR/Gallery sp by video surv. Availability of required video clips to be ensured uptill 12 days of occurrence.
 - (4) NDU Security control room in coordination with PRSA&IT to monitor and report any use of unfair means during exams to respective HoD for further nec action.
- f. The invigilator must announce before distribution of question papers that electronic gadgets (Mobile and smart watches etc) and any other helping material must be deposited at collection point.
- g. Candidates must write their Registration Numbers and date on the Answer Scripts, Question papers and continuation sheets as and when acquired.
- h. Candidates must sign the attendance sheet along with date, failing which they will be considered absent from the examination.
- i. Candidates must ensure that answer scripts and all and continuation sheets are initialed / signed by the invigilator during the examinations.
- j. Candidates found engaged in use of unfair means, shall not be allowed to further solve the paper. Their cases shall be immediately referred to examinations branch through an ION in sealed envelope for disposal by the “Unfair Means Control Committee” as required by the NDU Academic Regulations. Any other action in this regard shall be without any legal authority. Statements of candidate and invigilator along with material used must be attached with such cases.
- k. Candidates shall not be allowed to leave Exams Hall during the paper except emergency.

Provisions for Special Students

9. As per HEC policy guidelines, a visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
10. In case a student is physically handicapped/visually impaired, s/he may be permitted to engage a writer in Tests/ Examinations of the University by the respective HoD. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5)”.
11. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

Marking of Papers

12. Following guidelines are enlisted for marking of answer scripts by the faculty members:-
 - a. Marking shall be carried out with “RED” ball points only.
 - b. Marks shall be awarded to each question on prominent places inside the answer scripts preferably on left side

margins. In case of sub parts, marks may be awarded to each sub part without circling and totaled on side margins at the start of each question and encircled.

- c. Marks shall be preferably awarded in whole numbers.
- d. Marks shall be carefully transferred on the main page against the relevant question number block (as per question paper) and totaled at the bottom.
- e. Answer Scripts must be signed by the faculty member on the main page after the final award.
- f. Marks obtained in Final Term Exams shall be carefully entered in ACADMAX and Award Lists printed accordingly.
- g. Overwriting the marks be avoided. In case it is unavoidable, the previous marks shall be cut across and revised marks be written and signed/initialed by the respective faculty members.
- h. Extra questions, if attempted by the students, shall not be counted towards the grand total. It shall be the Examiner's discretion to declare the question with lowest awarded marks or any other question as extra.

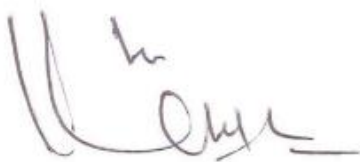
Paper showing to the Students

- 13. All marked papers are required to be shown to respective students before sending the results to Exams branch :-
 - a. Students shall be asked to sign papers after having seen the papers.
 - b. Changes in awarded marks (if any) should be made on answer sheet in appropriate question, main sheet, total and award list.
 - c. Revised marks should be entered in Acadmax and tallied with answer sheets.
 - d. Printout of Revised award list be obtained and sent to Exams Branch duly signed by faculty and respective HoDs.

Submission of Results

- 14. Results must be prepared /entered in ACADMAX and forwarded to Examinations Branch along with the answer scripts/questions papers etc through an ION duly signed by the respective HODs, in sealed envelopes by 1200 hrs on **03 September 2025** (Wednesday). ION and award lists to be placed outside the envelopes.
- 15. All depts are requested to ensure dissemination of these instructions to all concerned including invigilators, faculty members, VFs, students and display these on dept notice boards.
- 16. Forwarded for necessary action, please.

All Depts
Registration Branch
Admin Branch
Finance Branch
PRSA&IT
NDU Security Control Room
QEC
PS to Dean FCS
Webmaster NDU
Dept Coords


Controller of Examinations
(Brig Abdul Saboor Zahid (R))
26 August 2025
