

NATIONAL DEFENCE UNIVERSITY ISLAMABAD
(Examinations Branch)

Subject: **INSTRUCTIONS FOR CONDUCT OF MAKE UP EXAM(MID TERM): FALL 2025 SEMESTER**

Reference: Subject Meeting Dated 08 Jan 2026

General

1. Make up Exam for Mid Term of Fall 2025 semester have been scheduled “ON CAMPUS” at FCS from 14-16 January 2026.

Invigilation

2. Faculty members (as per date sheet) shall perform invigilation during the 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

3. 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

4. Invigilators to ensure sufficient distance among students.

5. The invigilator must announce before distribution of question papers that electronic gadgets (Mobile and smart watches etc) must be deposited at collection points.

6. The invigilators shall ensure:-

- a. Students are sitting in the exams hall as per the seating plan (attendance sheets).
- b. Issuance of 1 x answer sheet to each student inside the exam hall.
- c. Marking of attendance, entry of serial no of the answer sheet on the attendance sheet by the students.
- d. Entry of serial no of continuation sheets (if required by the student) on the Record sheet as and when obtained
- e. Signing the answer sheets and continuation sheets (as and when issued).
- f. 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.
- g. 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 prepared and sealed as per the strength provided by the dept and date sheet for each exams hall.

- b. Respective Faculty member /invigilator will collect the sealed packets from Exams Branch rep 30 – 60 mins before the start of scheduled paper after proper handing /taking over.
- c. Respective Faculty member /invigilator shall be responsible for returning of un-used sheets to Exams Branch.
- d. Packet containing answer sheets and continuation sheets issued by Exams branch 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 Hall well before scheduled time.
 - b. CoE/rep of exams branch will 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, hand written material and books etc inside the Exams Hall. Possession /use of any type of Unfair means to solve the paper during exams has been explicitly prohibited in the examinations as it may result in rustication for min 1x regular semester or expulsion from the University. Any such act will result in initiation of “use of unfair means” process.
 - d. Proper mobile collection points be set up (by DD Admin) at entrance of both Campuses 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 HoDs Offices**
 - (i) Monitoring screens along with nec monitoring equipment have already been installed in each HoDs office which should be utilized for effective monitoring of respective LRs.
 - (ii) HoDs shall ensure continuous manning of monitoring screens throughout the papers either in person or through faculty member/focal person designated.
 - (iii) The concerned faculty emp at place will be assigned to critically invigilate the respective LH/CR/Gallery sp by video surv. Availability of required video clips will be ensured, if asked within 12 days of occurrence.
 - f. Candidates must write their Registration Numbers and date on the Answer Scripts, Question papers and continuation sheets as and when acquired.
 - g. Candidates must sign the attendance sheet along with date, failing which they will be considered absent from the examination.
 - h. Candidates must ensure that answer scripts and all continuation sheets are initialed / signed

by the invigilator during the examinations.

- i. 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 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 must be attached with such cases.
- j. 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 Make up Exam (Mid Term) shall be carefully mentioned by the faculty members on the Award Lists.
 - g. Overwriting the marks be avoided. In case it is unavoidable, the previous marks shall be cut across and revised marks be written. All such amendments / changes must be 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.

Entry of Results in ACADMAX.

14. Last date for Entry of Makeup Exam (Mid Term) Results in ACADMAX by respective Faculty Members is **20 Jan 2026**.

Submission of Results

15. Results must be prepared 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 21 Jan 2026.

16. All depts are requested to ensure dissemination of these instructions to concerned faculty members (including VFs), and display these on dept notice boards.

17. Forwarded for necessary action, please.



Controller of Examinations
(Brig Abdul Saboor Zahid (Retd))

12 Jan 2026

To: All HoDs
Registration Branch
Admin Branch
Finance Branch
PRSA&IT
QEC
PS to Dean FCS
Webmaster NDU
Dept Coords (to share with all concerned faculty members)