

BUBT

**BANGLADESH UNIVERSITY OF BUSINESS AND
TECHNOLOGY**



BUBT Students Examination Policy and Disciplinary Rules

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Introduction:

Bangladesh University of Business and Technology (BUBT) aims to ensure knowledge-based quality education and henceforth while conducting the examination of the students, the university authority is pledged to keep the examination hall fair and free from adopting any sorts of unfair means and to maintain such pledge, BUBT authority has decided to frame students examination policy and disciplinary rules as follows:

Terms of References:

1. The Office of Controller of Examination i.e **Controller Examination Office (CEO)** will conduct all examination related activities. The CEO is headed by the **Controller of Examinations**.
2. There will be an **Examination Committee (EC)** for each faculty of BUBT in order to conduct midterm and the final examinations.
3. Each EC will be headed by a chairman. EC chairman will be selected by the vice chancellor (VC) from the deans of the faculties or the chairmen of the departments. All other chairmen and faculty members in the rank of associate professor and above shall be the members of EC. If needed, more faculty members may be included in EC with the permission of VC.
4. There shall be an **Examination Control Room** under each faculty for catering examination related activities. Some designated EC members (selected by Chairman EC) should remain present in that room at the beginning and ending of each shift's examination. A room will be assigned for EC activities in consultation with the university administration.
5. There shall be one **Chief Invigilator (CI)** for each shift's examination. An examination shift consists a maximum of six consecutive hours in a day. CI will be selected by EC chairman, preferably from the departmental chairmen on a rotation basis. Senior faculty members may also be selected as the CI. CI will visit the examination halls, observe the conditions and ensure that the examinations are being held in a congenial atmosphere.
6. Each EC will be formed for the duration of one semester. The committee may function for more than one semester if the next committee is not formed.
7. ECs are formed to facilitate successful completion of university examinations according to BUBT rules and regulations. The controller of examinations will supervise the overall functions of the examination activities.
8. The EC chairman, CI and other EC members will attend the office on time and they shall not avail leave or weekly holiday/s during the examination period. If any invigilator is assigned

an exam duty during his/her weekly holiday, s/he will have to perform his/her exam duty without enjoying the holiday/s. However, s/he will be able to take those holidays in some other weekdays with the permission from the departmental chairman/ Dean/Pro-VC.

9. The **Disciplinary Committee** will be responsible for implementing examination related disciplinary rules of BUBT whenever necessary.
10. Members of the EC are entitled to refreshment that will be arranged during the midterm and the final examinations.
11. If any invigilator is on emergency leave during examination, the departmental chairman will make alternative arrangement by deputing another faculty member. Department co-ordination officers (DCO) are not expected to perform invigilation duty.

Functions of Controller Examination Office:

1. The controller's office will prepare the duty schedules of the invigilators on different dates of examination according to the examination routines and inform the invigilators regarding the duty schedules at least three days prior to the start of the examination.
2. CEO will prepare the sitting plan in the examination halls. The sitting arrangement should be in such a way that there is sufficient space in between the examinees; and invigilators can move freely and easily to every examinee.
3. The CEO will ascertain that the invigilators and examinees have the proportion of 1:20 with a minimum of 02 (two) invigilators in a single examination hall irrespective of the minimum number of the examinees.
4. The controller of examinations will supervise the overall functions of the examination activities

Functions of Examination Committee:

1. The main function of the EC is to conduct the midterm and final examinations as per university rules and regulations.
2. Every invigilator (faculty member) will collect examination materials (such as blank answer scripts, additional answer scripts, question papers, student attendant sheet etc) from the office of the controller of examinations 30 (thirty) minutes prior to the commencement of the examination.
3. After receiving examination materials from the office of controller, every invigilator will report to the EC room at least 20 (twenty) minutes prior to the start of the examination and sign on the attendance sheet. The EC members should also report at the same time and sign the attendance sheet.

4. EC will monitor the holding of the examination practices by the invigilators in the examination halls.
5. EC will collect the relevant documents of unfair means adopted by the students and receive written complaint by the invigilators against the students in the prescribed format and forward those to the controller of examinations for placing before the 'discipline committee' for their recommendation and subsequent approval of the syndicate of the University.
6. EC will monitor whether the seat plans prepared by the controller of examinations office are being maintained properly or not.
7. It will meet any emergency needs during the examinations.
8. EC will collect the written and blank answer scripts, question papers, attendance sheets etc. from the invigilators and pack them in envelopes supplied by the controller of examinations office and distribute them on the spot among the respective course teachers. The respective course teachers will acknowledge the receipt of the answer scripts.
9. EC will send all the remaining answer scripts and other examination materials to the office of the controller of examinations at the end of each shift's examination.

Functions of Invigilators:

The faculty members of the university shall be engaged as invigilators in the examination halls. Normally for each faculty member, 8 to 10 invigilation duties are allocated in each mid-term and semester final examinations depending on the necessity. The guidelines to be followed by the faculty members while performing duties as invigilators are as follow:

They will

- a. report in the office of the controller **at least half an hour before the examination** begins and collect examination materials such as question papers, answer scripts and signature sheet etc. Also, before proceeding to the respective examination room, s/he should sign an attendance sheet kept in the EC room.
- b. count the blank answer scripts and additional answers scripts after taking delivery and put signature in the delivery Register kept at the office of the controller.
- c. enter into the examination halls **fifteen minutes ahead of the commencement of the examination.**
- d. make sure that every student is in his/her allocated seat.
- e. ensure that every examinee has admit card and identity card.

- f. must not allow any student to enter into the examination hall with **any kind of smart/memory devices such as mobile phone, smart watch, programmable calculator, and so on** unless s/he is categorically permitted to use for any specific course.
- g. must not allow any student carrying personal belongings such as books, exercise books, notes and bags. In fact, no materials other than question paper, answer script admit card and identity card are allowed with the examinees.
- h. advise the examinees to fill up the front page of the answer script and check that they have done the same properly.
- i. ask the students to sign in the exam attendance sheet & then countersign by the invigilators after verification of the number of examinees.
- j. give signatures with date on the 1st page of every additional answer script of the examinees.
- k. **warn the students not to possess any written paper and remain alert so that no student adopts unfair means.**
- l. submit specific report in case of adopting unfair means by any students in the examination hall and forward the report to EC and CEO.
- m. not allow any student to enter into the examination hall after half an hour has passed, however, circumstantially may be allowed without giving him any extra make-up time for his/her late coming.
- n. not allow any student to leave the examination hall for washroom before half an hour of examination is passed and in the last half an hour. Not allow going more than one student to washroom at a time and spend more than 5 minutes. Not allow one student going washroom twice unless there is an emergency. In case of 90 minutes exam, students are not allowed to go to washroom unless there is an emergency.
- o. not allow any student to leave the examination hall before the collection of the Answer Scripts from all the students at the end of the examinations.
- p. inform all the relevant provisions to the examinees sufficiently ahead of the beginning of the examination.
- q. be constantly vigilant as long as they are engaged in the invigilation duty and move around the examination hall avoiding gossiping with fellow invigilators and using **mobile phones for NET surfing or talking.**
- r. must not leave the examination room without making arrangement for an acceptable alternative invigilator. Spot replacement of invigilator is discouraged; but, if made, shall have to be done with the knowledge and consent of the EC.
- s. **be careful that no answer script or additional answer script is missing.**

- t. sort answer scripts course-wise and verify the number of answer scripts with the signature sheet before leaving the examination hall.**
- u. submit the answer scripts and the additional scripts after the exam is finished in the examination control room of the faculty along with a top sheet prepared in the examination hall showing the number of students appeared and number of students absent and other information, if any.**
- v. collect the answer scripts of their own course/courses they teach from the examination control room of the university just after the examination is over.**

The faculty members shall enter the grades earned by the students in the software under the heading of “Controller of Examinations” and submit the grades and examined answer scripts to the office of the controller of examinations within 05 (five) days from the date of holding the examination of the respective course/courses. **However, before submitting the grades finally to the office of the controller (both in hard and soft copy) the hard copies of the grade sheet should bear the signatures of program chair and the corresponding Dean. The faculty can upload the results once the hard copy of the grade sheet is signed by the Chairman and the Dean respectively. The faculty should show graphical representation of the results with the grade sheet. The grades earned by the students should maintain a Gaussian distribution.**

The faculty members are also requested not to approach the persons dealing with the software of the university directly to make any changes in the submitted grade sheet unless such changes are approved by the respective Chairman and the Dean.

- w. The faculty members may be allowed to make corrections/modifications in the marks of any course/courses of any student after submission of the final results under unavoidable circumstances with permission of the Chairman and Dean of the respective program and faculty. In such cases, they will have to justify their claim of changes after explaining the reasons of such changes/modification in the following proforma:**

Name of the student With ID NO.	Program Intake & Section	Course Code	Previous Grade	Corrected Grade	Remarks

Reason/s for grade change:

Signature of Faculty with date:

Signature of the Chairman:

Signature of the Dean:

BUBT Examination related Disciplinary Rules:

In order to ensure transparency in the examinations and also to eradicate malpractices in the examination halls, the **Discipline Committee** of BUBT adopts following types of punishment against offences committed by the examinees depending upon the nature of offences.

Sl. No.	Nature of offence (s)	Nature of punishment
1.	Possession of incriminating documents, but not copied from the same.	The incriminating documents found in possession of the examinees should be taken away by the invigilators.
2.	Copied from the incriminating documents including table/desk etc.	Concerned script will be cancelled and s/he will not be allowed to sit for any further examination in that semester for that course. S/he will be allowed to retake this course in the following semester.
3.	Copying from the scripts of adjacent examinees if the report is submitted with evidence.	The script of the student found copying from another student will be cancelled. The other student, who intentionally allows to copy, will be warned for the first time. If s/he does the same for the second time, her/his script will be cancelled.
4.	Copying from smart devices.	The script of the concerned student will be cancelled. The student will not be allowed to sit for any supplementary examinations, however, will be able to register in the following semester.
5.	Copying from the incriminating document and making resistance	The examinee will be expelled for that semester.

	with the invigilators in handing over the incriminating documents.	
6.	Misbehavior and threatening the invigilator or any authority of the university inside or outside the examination hall.	The examinee will be expelled from the university for good or for some semesters depending on the nature of misbehavior.

The Discipline Committee of BUBT shall consist of:

- (a) Hon'ble Nominee of BUBT Trust : Chairman of the Committee
- (b) Hon'ble VC of BUBT : Member
- (c) Dean, Faculty of Business : Member
- (d) Dean, Faculty of Arts & Humanities : Member
- (e) Dean, Faculty of Engineering & Applied Sciences: Member
- (f) Dean, Faculty of Law : Member
- (g) Registrar : Member
- (h) Proctor : Member-Secretary

The Board of Trustees may nominate the Vice-Chancellor instead of nominating any other representative and then he will be the chairman of the Committee.

Supplementary Examination Policy

- (a) The students who fail to appear at the midterm or final examination of any semester in any course/courses due to valid grounds, may apply for supplementary examination. The application has to be made to the controller of examination through the chairman of the respective department under the following conditions:
 - I. The students shall meet the chairman of the respective department with valid documents showing the reasons of not appearing at the regular examination.
 - II. They must produce the admit cards with their applications.
 - III. The students who have not attended required number of classes, will not be allowed to sit for the supplementary examination.
 - IV. The students shall have to pay a fine of Tk. 500/- in case of midterm and Tk.1000/- in case of final Examination per course.
 - V. The students who are not allowed for supplementary midterm and final examination for any reason shall have to retake the course/courses in the following semester.
 - VI. The procedure of conducting the supplementary examinations remains same as that of in the case of normal examination.

- (b) For any unavoidable reason (extreme emergency cases) if any student fails to sit for both midterm and midterm supplementary examination, s/he will be awarded 'I' grade provided s/he attended the semester final examination. If any student fails to sit for midterm, supplementary midterm and semester final examination, s/he will get 'F' grade in that course.
- (c) Cases of absentee in both midterm and midterm supplementary examination will be closely scrutinized by the chairman of the concerned department and a request will be forwarded for holding such 'supplementary midterm examination' to the controller of examinations office.

Examinees Obligations:

The examinees are required to follow the rules mentioned below in order to be able to sit in the examination hall:

- (a) No examinee will be allowed to sit for the examination without clearing his/her dues to the University.
- (b) They must come to the examination hall wearing ID card.
- (c) They must bring admit card in the examination hall.
- (d) They will have to be sure that the answer scripts have been duly signed by the invigilator.
- (e) They must put their bags, books, notes, exercise books etc. to a place away from the examinees but near to the invigilators; mobile phones must be kept switched off in bags.
- (f) No **smart/memory devices such as mobile phone, smart watch, programmable calculator** is allowed in the examination hall.
- (f) They will have to maintain overall discipline and sanctity in the examination hall.

Examinees Guidelines:

1. **Before your exam:** Check your timetable carefully and ensure that you know the location of each exam room. Find out before the day of your exam if you are uncertain where the room is located. Misreading the timetable is not a satisfactory explanation if you are absent from an exam or arrive late.

2. **Materials permitted in the exam room:** Stationary materials related to examinations are allowed to bring in the exam hall. This includes pens, pencils, rulers and calculators (permitted calculators are Casio FX83 and FX85 models or equivalents).
3. **On your desk:** The items permitted on your desk include stationery items, your watch (excluding smart watch), university ID card, and a small clear bottle of water with no label.
4. **Bags and outdoor clothing:** Students are not allowed to wear coats, scarves, hats or outdoor wear (except where exemption applies for religious reasons) during examinations. Such clothing together with any bags/rucksacks must be placed in the reserved area before the exam begins. These items will be returned back after the exam is over. An invigilator will advise you where the personal item storage area is located.
5. **Valuable items:** Students should not bring any valuables items in the exam hall. Items such as keys, purses/wallets or mobile telephones, if brought mistakenly, must be put in the clear plastic bag and place it on the table of the invigilator. Mobile telephones must be switched off and kept in a bag in front of the invigilator.

Smart watches or similar smart devices capable of storing or accessing data are not permitted on desks or to be worn by the student. They must be placed in the clear plastic bag provided with other valuables if brought into the exam venue. Failure to place these items out of reach will be treated as a disciplinary offence.

6. **Identification:** Students must have to bring BUBT ID card in all exams. This must be displayed on your desk throughout the exam. ID cards will be checked by the invigilator once the exam has started.
7. **During your exam:** Students are permitted to enter into the exam room by an invigilator shortly before the exam is due to start. Once admitted to the room, examination conditions apply. Students must sit in their allocated desk. Allocation of the desks is available in the notices posted outside the exam room.
8. **Exam conditions apply:** Talking or communicating in any means with any other student in the exam room before, during or after the exam is forbidden. Failure to obey this requirement will be treated as a disciplinary offence.
9. **After the exam:** Students must remain seated at their desk until all scripts have been collected by the invigilator, and cannot leave until they are instructed to do so.

Students must not remove any answer book or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to them during their exam (statistical tables, data books, etc.)

10. **Missing an exam:** Misreading the timetable will not be accepted as a satisfactory explanation for the absence in the exam.

- 11. Illness:** Students must obtain a medical certificate if they are absent from any exam because of illness. In case, students need to leave an exam on medical grounds they must obtain a medical certificate immediately after leaving the exam room. They must submit their medical certificate to the respective department as soon as it is issued in order to justify the claim.

Notes for Invigilators

Section 1

Invigilation – General Principles

- As an invigilator, you are responsible for ensuring that examinations are conducted in such a manner that there can be no question of improper conduct, unfairness, advantage or disadvantage to any student. We will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.
- Chief invigilator takes overall responsibility for ensuring that fellow invigilators implement the regulations that direct the conduct of invigilated examinations.
- All Invigilators must treat all the examinees with equal opportunities and dignity.
- Invigilators should be positive and firm but friendly at all times.

Section 2

Before the Examination

- All invigilators should be present in the examination room at least **15 minutes** prior to the start of each examination.
- Prior to the start of each examination the CI will alert the team of invigilators to the particular requirements for the session. If any invigilator arrives late, it is the responsibility of the CI to ensure that these invigilators are briefed.
- Seating plans (and room split plans when provided) must be posted outside the examination room.
- Invigilators, under the direction of the CI, should distribute question papers and cover sheet (facing upward, as appropriate). Each examination question paper will have a cover sheet that gives details of the module code and the title of the examination

- Entry of students to the examination room is determined by the CI but students may be permitted to enter no more than 15 minutes before the start of the examination, depending on the size of the examination room, the number of students and the number of examination question papers set. Students must have ID cards ready to show.
- The Chief Invigilator should not begin an examination earlier than the stated start time.

Section 3

Materials Permitted in the Examination Room

Students should only bring essential items to examination rooms as there is limited storage for personal items within examination rooms. Any bags brought in must be stored in the designated area, usually towards the back or front of the room.

Students are not permitted to use written or printed material(s) or equipment, unless provision has been made for this (stated on the front cover of the question paper), and the items in question have been approved by the examiners before the examination. Invigilators must ensure that any such material(s) inadvertently carried into an examination room is made inaccessible to students during the examination session.

The CI is responsible for ensuring that **all desks are checked for these items** during the first 10-20 minutes of the examination by the team of invigilators.

- **Bags and outdoor clothing:** If the items such as coats, scarves, hats or outdoor wear (except where exemption applies for religious reasons), are brought in the exam hall, they must be placed inside the bag of the respective student and reserved in the designated area before the exam begins.
- **Valuable items:** Items such as keys, purses/wallets, glass cases or mobile telephones; if brought, must be put in the clear plastic bag and placed under the chair before the exam begins. Tampering with the plastic bag during the examination is considered a disciplinary offence. Mobile telephones must be turned off. No items should be touched during the examination.
- **Smart devices:** Digital items or any smart devices capable of storing data are not allowed on the desk or be worn by the student. This includes smartwatches, smart phone, smart/programmable calculator, smart glass, smart pen, electronic diaries and electronic dictionaries. If such items are brought, they must be placed in the plastic bag provided with other valuables. Failure to put these items out of reach will be considered a disciplinary offence.
- **Calculators:** Students are permitted to use non-programmable calculators. Permitted calculators include Casio FX83, FX85 and similar models. Checking of calculators must be carried out during the first 10-20 minutes of the examination by the team of Invigilators.

- **Food and drink** - Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle with no label. Common sense should be applied where students have brought in cough sweets.
- **Additional answer books** - Any students requiring additional answer books should raise their hand and stay in their seat. An invigilator will provide the appropriate material. Any answer book or part of an answer book, whether used or not, must not be removed from the examination room. If an additional answer book is provided, a string or tag should also be given to the student to tie the answer books together at the end of the examination.

Section 4

Establishing Students' Identity in Examinations

- Students must display their university ID cards on their examination desks throughout the examination.
- The CI should appoint a fellow invigilator to check if the photograph on the card matches the student sitting at the desk. The check should take place during the first 30 minutes of the examination.
- Other forms of identification such as a photo driving licence, passport or photo national identity card are acceptable, but the student's ID number should be checked with the candidates list provided in the room.
- It is at the discretion of the CI to waive this requirement for a student who cannot provide photographic ID if the identity of the student can be verified by an invigilator present.
- If a student has no means of photographic identification, the following should be recorded on both the examination script and the attendance slip:
 - Name given by student
 - Desk number
 - Student ID no

Students must sign the attendance slip so that their signature can be checked after the examination.

- Invigilators should complete an orange "No ID in Examination" card and the student should be asked to sign this card. At the end of the examination, the student should be escorted to the registry (Student Services Zone) by an Invigilator, where their identity will be verified.
- Identity check of veiled students should be carried out by a female member of the invigilation team prior to the start of the examination. If there is no female invigilator present the CI should contact the CE who will provide a female member of staff.

- **After 30 minutes**, when students are no longer permitted to enter the examination room, **Invigilators must collect from each candidate a completed attendance slip.**
 - Check that the attendance slip is completed
- These should be counted and placed in the attendance slip envelopes provided. It is essential that these are collected and returned to the CI in desk order. Failure to do so can delay the end of exam procedures and necessitate recounts.

Section 5

During the Examination

- Invigilators are expected to give their undivided attention to the surveillance of students during examinations. Invigilators should not use mobile phones, read, mark or undertake other work during this time.
- To ensure adequate surveillance when a large number of students are present, the CI should ensure that a member of the invigilation team is located at the rear of the examination room and the invigilation team is evenly spread throughout.
- Invigilators are expected to **remain vigilant** and **patrol the examination room at intervals** to minimise the risk of student's cheating and to check that students are using only the additional materials permitted by Boards of Examiners for particular examinations.
- Students must not communicate with anyone except an invigilator during an examination. If a student wishes to speak to an invigilator they should raise their hand and stay in their seat. Students must not leave their seats during the examination without the permission of an invigilator.
- The Invigilator Report Form(s) should be completed by the CI to record any matters arising during an examination that need to be brought to the attention of the CEO. Examples of these are:
 - Students arriving late
 - Adverse environmental conditions
 - Warnings given to students (identified by student number and desk number) about examination behaviour
 - Examination question paper announcements/corrections (see Section 7 Examination Paper Queries)
 - Students taken ill or suspected of cheating during an examination
- The signed Invigilator Report Form(s) must be returned to the CEO along with the examination scripts and attendance slips.

Section 6

Ending an Examination

- The Chief Invigilator is responsible for ensuring that each examination is finished at the appropriate time.
 - 20 minutes before the end of the examination students should be advised that they have 20 minutes remaining
 - When there is more than one examination end time the CI should state clearly which examination(s) this warning refers to
- In order to avoid disturbance during this period, students should not be permitted to leave the room. However, toilet breaks are permitted.
- At the end of an examination the CI will instruct students to remain in their seats until an invigilator has collected their examination script(s) and question paper(s). Following the CI's announcement that an examination is at an end, students should be allowed, where necessary, one or two minutes to attach their examination scripts together.
- Students should be reminded of the importance of ensuring that **all examinable materials, including any unused answer books, have been handed in before they leave the examination room.**
- If there are students sitting for examinations which have a shorter duration than others in the same session – (after their examination scripts and question papers have been collected) they should be asked to leave the examination room and building as quickly and quietly as possible. Students should also be reminded that talking is not permitted until they are well away from the examination venue. Invigilators should ensure that silence is maintained.
- Invigilators should **collect examination scripts and examination question papers at the same time.**
- The CI should advise invigilators to collect examination scripts and examination question papers systematically. Care must also be taken not to collect examination scripts from students who are still sitting for an examination.
- Once all the examination scripts and question papers for the examination have been collected, students should then be given permission to leave the room by an invigilator.
- When several examinations end at the same time all students should remain in their seats until all examination scripts and question papers are collected.
- In smaller venues, it is at the Chief Invigilator's discretion to allow students to leave the examination room together.
- Examination scripts **must be placed in the proper examination script envelopes** - these will be provided as part of the materials collected from the registry by the CI. The

number of examination scripts in each envelope and the number of envelopes per examination **must be recorded on the examination script envelope**.

- A copy of the examination question paper should be placed in each examination script envelope(s) and sealed.
- Examination question papers should be placed in the original question paper envelope. All used/unused examination question papers must be returned to the registrar's office at the end of the examination.
- Attendance slips must be checked against the number of examination scripts collected at the end of the examination and then placed in the special envelopes for attendance slips. They should not be placed in the examination script envelopes or examination question paper envelopes.
- The CI is responsible for ensuring that the number of examination scripts matches the total number of attendance slips. Where possible, any discrepancy in the figures should be resolved in the examination room.
- Any unresolved discrepancies must be reported to the registry office immediately while returning the scripts to the exams office.

Section 7

Examination Paper Queries

- Examination question paper queries must always be directed to the CI in the first instance.
- Invigilators should not answer queries relating to the examination question paper under any circumstances.
- The CI must ensure that all students are informed of the paper announcement/correction(s).
- The question setter may be present in the venue at the start of the examination. When it is not possible for the setter to be present, he/she should ensure that their contact details are available within their department in order that any issues relating to the examination question paper can be addressed.
- If any question setter is present in the venue, and a modification is announced, this **MUST** be brought to the notice of the examinations office as a matter of urgency as the same examination may be taking place in other examination venues.

Section 8

Entering and Leaving the Room during an Examination

- Students may enter the examination room up to 30 minutes after the start of the examination. No additional time is permitted for any student for entering late.

- Examination scripts, question papers and attendance slips must be collected from students who leave early. There is no requirement to annotate the student's examination script with the time they leave the examination.
- Students are not permitted to leave an examination in the last 20 minutes. However, toilet breaks are permitted.
- In examination rooms where examination question papers of mixed durations are used, students are only permitted to leave early at the CI's discretion.
- No examination materials may be removed from the examination room and must be collected from each desk

Section 9

Student's sickness during an Examination

- If a student becomes ill suddenly, however, the condition is not serious, then followings could be generally done.
 - The invigilator should escort the student outside the examination room
 - The student should be allowed to sit quietly for a maximum of 15 minutes to decide whether s/he would like to continue the examination or withdraw on medical grounds
- If the student has been under constant supervision and s/he has not communicated with any other student, s/he may resume the examination. No additional time will be given.
- If the student decides not to continue with the examination s/he should be advised to consult regulations governing mitigating circumstances.
- If the sickness is serious, the invigilator will bring the student to medical centre of BUBT. The medical centre will provide the necessary treatment, and if required, may send to outside hospital for further treatment.
- Details of any such incident must be noted on the Invigilator Report Form.

Section 10

Students Suspected of Cheating

- Cheating involves actual, intended or attempted deception and/or dishonest action in relation to any academic work of the university. Taking unauthorised material into an examination (including revision notes or unauthorised equipment) shall be regarded as an attempted deception.
- Talking or communicating with another student during an examination will also be considered an unauthorised behaviour and will be treated as a disciplinary offence.
- Any student who causes disruption may, at the discretion of the Chief Invigilator, be required to leave the examination room. Their examination script should be marked to indicate the time of the incident and due to their disruptive behaviour they were required to leave the examination room. A report should also be made on the Invigilator Report Form so that this can be referred to the Disciplinary Committee.
- Where a student is found cheating in an examination, before the student is approached, the invigilator must summon the CI or another internal invigilator as soon as possible to assist and act as a witness.

- The student is then permitted to continue to write on the script under this marked point.
- Photo evidence (using mobile phone) should be taken of any evidence if possible.
- The Chief Invigilator must give a full report of the incident on the Invigilator Report Form. This form must be signed and returned to the CE at the end of the examination. A copy of this report will be sent to the student with a letter and where applicable, any accompanying documents.