CIRCULAR TO FACULTY: MID TERM EXAMINATION

Please find enclosed schedule of Mid Term Examination. Following instructions particularly be noted in this regard:

QUESTION PAPERS:
1. All question papers should be submitted to the Office of the Controller of Examinations at the City Campus for reproduction two working days in advance. Photocopying of the question papers through photocopier shop is not allowed.

Faculty members teaching only at the Main Campus may give their question papers in sealed envelopes to Mr. Muhammad Saleem Umer or to Mr. Rais Ahmed Khan/Mr. Mujeeb ur Rehman. UNDER NO CIRCUMSTANCE QUESTION PAPERS SHOULD BE HANDED OVER TO ANYONE ELSE OR IN OPEN ENVELOPES.

2. It has been observed that students keep seeking clarifications from the teachers regarding questions during examinations. This practice is against the spirit of examination. Question papers therefore should be error free and self-explanatory so that teachers do not have to explain anything once the exam has started.

If any faculty member feels that any correction is required in the question paper, the concerned faculty member should make a public announcement to the class dictating the required corrections preferably during first ten minutes after the start of the exam.

3. There should be no choice of questions for the students. They should be required to attempt all questions.

INVIGILATION DUTIES
1. PRESENCE OF THE COURSE INSTRUCTORS DURING THE ENTIRE PERIOD OF EXAMINATION IS MANDATORY.

Faculty members are therefore requested to note down the invigilation duties assigned to them in the enclosed examination schedule.

2. To curb the tendency among the students and temptation to seek clarifications/hints regarding the questions during the exam, the faculty members shall not invigilate the exams of their own subjects.

Faculty members shall start exam of their subjects, stay in the room for ten minutes to make any announcement, if so required, and then shall move to other rooms for invigilation duties as assigned to them.

ANNOUNCEMENT OF RESULTS & SUBMISSION OF GRADED COPIES

Kindly announce the Term examination results and submit graded answer scripts to the office within ten days from the date of examination.

Showing the graded answer scripts to the students before submitting the same to the Office is mandatory.

[Signature]

CONTROLLER OF EXAMINATIONS