DOs & DON’Ts DURING EXAMINATIONS

This is to remind the senior students in general and appraise the new students in particular about the perils of violations or ignoring the Examination Rules & Regulations or forgetting to follow them due to the anxieties and hectic of exams. I would like to advise every student to please read very attentively the Circulars/Notices regarding Examination Rules & Regulations that have been emailed to you along with the Exam Schedules and have also been placed on all Notice Boards as well as on IBA Portal and Website. Please note that IBA management means every word of it's notified polices and has zero tolerance for violations. In this regard should take special care of the following:

CELL PHONES
Bringing cell phones in the examination rooms is absolutely prohibited. If any student is found bringing cell phone in the examination room, his/her paper is immediately cancelled and no excuse is accepted. In the past a number of students’ papers were cancelled for violating this policy. Therefore never carry your cell phone in exams or try to give it to the invigilators or place it on the teacher’s table or anywhere in the examination room.

USE OF UNFAIR MEANS
Use of unfair means during exams is never tolerated in IBA and the students caught doing so are immediately expelled from IBA for at least three years. Therefore, in your own interest, never give in to this temptation.

INVIGILATION STAFF
Staff members invigilating the exams are there to help you and to make sure that you take your exams in peaceful conducive environment. Please cooperate with them, follow their instructions and never get involved in any sort of arguments with them. Invigilators and Centre In-Charges are fully empowered to take immediate actions as the situations demand. If you have any complaints please contact the Centre Incharge before or after the exams or send me an email.

GOING TO WASHROOM
Going to washroom during exams is not allowed. However in emergencies, students may be allowed to go to washroom but such students will be body-searched by special staff(leaday searcher for girls) that will be deputed for this purpose. NO student will be allowed to go to washroom without body search.

COMING LATE
Some students have the tendency of reading and going through their notes till the very last minute and then rushing to the examination rooms after the start of exam. This tendency is not only against standard examination practices but also disturbs the exams. Students are therefore required to be in their respective seats before the 2nd bell which announces start of exam. Doors are closed immediately after the 2nd bell.

ATTENDANCE DEFICIENCY
Finally, always keep a track of your attendance in each subject. More than the allowed number of absences are not condoned under any circumstances and students accumulating more than the allowed number of absences in a subject/s get F grades in those subjects which not only adversely affect their CGPA but they also have to repeat the subjects in future semesters . Last semester more than 12 students were no allowed to appear in the semester final exams due to attendance deficiencies. Fresh students who got admission this year should in particular take note of strict attendance policy.

Positive feedbacks/suggestions are always welcome. Please send these to me through email. Best of luck!

Mobin Khalili