



বাংলাদেশ ইসলামী বিশ্ববিদ্যালয়
جامعة بنغلاديش الإسلامية
BANGLADESH ISLAMI UNIVERSITY

BIU EXAMINATION POLICY

Green Model Town, Manda, Mugda, Dhaka-1214

www: biu.ac.bd

Dr. Md. Sohel Al Beruni
Registrar
Bangladesh Islami University

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BIU EXAMINATION POLICY

Introduction

1. The Office of the Controller of Examinations (C of E) plays the main role of conducting the examination. From the beginning of Bangladesh Islami University (BIU) academic activities, the office of the C of E, with the support from the departments, has been discharging this responsibility following an approved examination policy. With the changing scenario of academic curriculum and examination related offences and practices, the authority felt the need to revise its examination policy. A committee was constituted to review the existing BIU examination policy and suggest necessary amendments. As per the recommendations of this committee, the examination policy has been reviewed and upgraded in line with the examination policy of private universities. This policy is a part of BIU Academic Guideline.

Rules and Regulations for Undergraduate Program as per Semester/Trimester System

2. Semester system has been introduced for undergraduate studies from Spring Semester 2023. Therefore, the rules and regulations mentioned in this policy will be applicable to the students for conducting undergraduate course through both semester and trimester systems. The aim of this policy is to standardize the examination system of BIU.

The Semester/Trimester System

3. The first two years of bachelor's degree programs generally consist of courses on basic Business Studies, Law, Arts and Social Science subjects; while the third and subsequent years focus on specific disciplines.
 - a. There will be two terms in semester system Spring Term (Jan-Jun) and Fall Term (Jul-Dec) in an academic year.
 - b. There will be three terms in trimester system Spring Term (Jan-April), Summer Term (May-Aug) and Fall Term (Sep-Dec) in an academic year.

Duration of Terms

4.
 - a. The duration of each of Spring Semester and Fall Semester (maximum 23 weeks) may be as under:

Ser	Events	Durations
1.	Classes before Mid Term	7 weeks
2.	Mid Term preparation leave	1 week
3.	Mid Term Exam	3 weeks
4.	Classes before Final	8 weeks
5.	Final Term preparation leave	1 weeks
6.	Final Exam	3 week

- b. The duration of each of Spring Term, Summer Term and Fall Term (maximum 15 weeks) may be as under:

Ser	Events	Durations
1.	Classes before Mid Term	5 weeks
2.	Mid Term Exam	2 weeks
3.	Classes before Final	6 weeks
4.	Final Exam	2 week

Types of Courses

5. The types of courses included in the undergraduate curricula are divided into the following groups:
- General Education(GED) Courses**: Some of the courses are identified as GED courses for respective bachelor's degree program.
 - Core Courses**: In each discipline, a number of courses are identified as core courses, which form the nucleus of the respective bachelor's degree program. A student has to complete the entire designated core courses of his/her discipline.
 - Major Courses**: In each discipline, a number of courses are identified as Major Courses.

Course Offering and Student Enrollment

6. The courses to be offered in a particular term are announced and published in the Course Catalog along with the tentative Term Schedule before the end of the previous term.
7. Each course is conducted by a course teacher who is responsible for maintaining the expected standard of the course and for the assessment of students' performance. Depending on the number of registered students enrolled for the course, the teacher concerned might have Course Associates (CA) and Teaching Assistants (TA) to aid in teaching and assessment.

Teacher Student Interaction

8. The new course system encourages students to come in close contact with the teachers. For promotion of a high level of teacher-student interaction, each student is assigned to an adviser and the student is free to discuss all academic matters with his/her adviser. Students are also encouraged to meet any time with other teachers for help and guidance in academic matters. However, students are not allowed to interact with teachers after the moderation of questions.

Student Adviser

9. One adviser is normally appointed for a group of students by the concerned department. The adviser advises each student about the courses to be taken in each term by discussing the academic program of that particular term with the student.
10. However, it is also the student's responsibility to keep regular contact with his/her adviser who will review and eventually approve the student's specific plan of study and monitor subsequent progress of the student.
11. For a student of second and subsequent terms, the number and nature of courses for which he/she can register is decided on the basis of academic performance during the previous term. The adviser may permit the student to drop one or more courses based on previous academic performance.

Course Registration

12. Any student who uses classroom, lab facilities or faculty-time is required to register formally. Upon admission, the students are assigned to advisers. These advisers guide the students registering courses.
13. **Registration Procedure:** At the commencement of each term, each student has to register for courses in consultation with and under the guidance of his/her adviser. The date, time and venue of registration are announced in advance by the Registrar's Office. Counseling and advising are accomplished at this time. It is absolutely essential that all the students be present for registration at the specified time.

Pre-conditions for Registration

14.
 - a. For first year students, department-wise enrollment/admission is mandatory prior to registration. At the beginning of the first term, an orientation program will be conducted for them where they are handed over with the registration package on submission of the enrolment slip.
 - b. Any student, other than the new batch, with outstanding dues to the BIU or a hall of residence, will not be able to register online through own portal. Only after clearing all dues, they will be able to register the course online through own portals.
15. **Registration Deadline:** Each student must register for the courses to be taken before the commencement of each term. Late registration is permitted only during the first week of classes. Late registration after this date will not be accepted unless the student submits a written application to the registrar through the concerned Head of the department explaining the reasons for delay. Acceptable reasons may be medical problems with supporting documents from the Medical Officer or some other academic commitments that prohibit enrollment prior to the last date of registration.

16. **Penalty for Late Registration:** Students who fail to register during the designated dates for registration are charged a late registration fee of Tk. 500.00 (Five hundred only) per course. Penalty for late registration will not be waived.

Course Add/Drop (change)

17. A student has some limited options to add or drop courses from the registration list. Adding and dropping (change) of course/s will be allowed within three weeks of the commencement of the classes. No extra fees as fine will be charged for adding and dropping within this deadline.

Withdrawal of Courses from a Term

18. a. To withdraw course/s, a registered student must apply to the registrar through the Chairman/Coordinator of the concerned department.
- b. If any student chooses to withdraw any course/s within three (3) weeks after the commencement of the classes/term, 25% of tuition fees will be charged for the course/s.
- c. If any student wants to withdraw/drop any course/s with/without permission any time after three weeks of the commencement of the term, s/he is liable to pay 100% tuition fees.

The Grading System:

19. The total performance of a student in a given course is based on a scheme of continuous assessment, for theory courses this continuous assessment is made through a set of quizzes, class tests, class evaluation, class participation, homework assignment, midterm examination and a term final examination. Each course has a certain number of credits, which describes its corresponding weightage. A student's performance is measured by the number of credits completed satisfactorily and by the weighted average of the grade points earned. A minimum grade point average (GPA) is essential for satisfactory progress. A minimum number of earned credits also have to be acquired in order to qualify for the degree.

20. **Letter grades and corresponding grade points will be given as follows:**

<u>Grading System</u>			
Numerical Markings	Grade	Grade Points	Remarks
80% and above	A+	4.00	Distinction
75% to below 80%	A	3.75	Excellent
70% to below 75%	A-	3.50	Very Good
65% to below 70%	B+	3.25	Good
60% to below 65%	B	3.00	Fair

55% to below 60%	B-	2.75	Satisfactory
50% to below 55%	C+	2.50	Average
45% to below 50%	C	2.25	Below Average
40% to below 45%	D	2.00	Pass
below 40%	F*	0.00	Fail
Absent	I		Incomplete
	X	0.00	Barred
	Y	Expelled	Fail(Unfair means)

* Subject in which the student gets F grade shall not be regarded as earned credit for the calculation of Grade Point Average (GPA).

Distribution of Marks

21. BIU Mark Distribution System

Attendance	CT/Viva	Assignment	Midterm Exam	Final Exam
10	10	10	30	40

Collegiate, Non-collegiate and Dis-collegiate

22. Students having class attendance of 75% or above in individual subject will be treated as collegiate and less than 75% and up to 60% will be treated as non-collegiate in that subject. The non-collegiate student(s) may be allowed to appear in the examination subject to payment of non-collegiate fee/fine of an amount fixed by 200 Tk. Students having class attendance below 60% will be treated as dis-collegiate and will not be allowed to appear in the examination and treated as fail. But in a special case such students may be allowed to appear in the examination with the permission of VC and it must be approved by the Academic Council.

Calculation of CGPA

23. Grade Point Average (GPA) is the weighted average of the grade points obtained of all the courses passed/completed by a student. For example, if a student assess/completes n courses in a term having credits of $C_1, C_2, \dots, C_n$ and his grade points in these courses are $G_1, G_2, \dots, G_n$ respectively, then

$$\text{GPA} = \frac{\text{Grade points earned in the semester}}{\text{Credits completed in the semester}}$$

$$= \frac{\text{Summation of (Credit hours in a course * Grade point earned in that course)}}{\text{Total number of credit hours completed}}$$

$$= \frac{\sum_{i=1}^n C_i * G_i}{\sum_{i=1}^n C_i}$$

24. The Cumulative Grade Point Average (CGPA) is the weighted average of the GPA obtained in all the terms passed/completed by a student. For example, if a student passes/ completes n terms having respectively then

$$CGPA = \frac{\sum_{i=1}^n TC_i * GPA_i}{\sum_{i=1}^n TC_i}$$

Numerical Example

25. Suppose a student has completed nine courses in a term and obtained the following grades:

Course	Credit C_i	Grade Points	G_i	$C_i * G_i$
C_1	3.00	A	3.75	11.25
C_2	0.75	A+	4.00	3.00
C_3	3.00	A-	3.50	10.50
C_4	3.00	B+	3.25	9.75
C_5	3.00	A	3.75	11.25
C_6	3.00	A	3.75	11.25
C_7	3.00	A	3.75	11.25
C_8	3.00	A-	3.50	10.50
C_9	3.00	B+	3.25	9.75
Total	24.75			78.00

$$GPA = \frac{78.00}{24.75} = 3.58$$

26. Suppose a student has completed four terms and obtained the following GPA:

Level	Term	Earned Credit Hours	Earned GPA	TCi*GPAi
		Tci	GPAi	
1	I	21.75	3.75	92.8125
1	II	20.75	3.61	74.9075
2	I	19.50	3.21	62.595
2	II	21.00	2.98	62.58
Total		83.00		292.895

$$CGPA = \frac{292.895}{83} = 3.53$$

Impacts of Grade Earned

27. The courses in which a student has earned a 'D' or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained an 'F' grade will not be counted towards his/her earned credits or GPA calculation. However, the 'F' grade will remain permanently on the Grade Sheet and the Transcript.
28. A student who obtains an 'F' grade in a core course will have to repeat that particular course. However, if a student gets an 'F' in an optional course, he/she may choose to repeat that course or take a substitute course if available. When a student will repeat a course in which he/she has previously obtained an 'F', he/she will be eligible to get any grade earned in that repeated course. However, his/her transcript will have complete record of individual academic journey.
29. A student will be permitted to repeat for grade improvement purposes a maximum of 6 courses.
30. If a student obtains a grade equal to/lower than 'B-' in a particular course he/she will be allowed to repeat the course only once for the purpose of grade improvement.

Time Limits for Completion of Bachelor's Degree

31. A student must complete his/her studies within a maximum period of Seven years. That means, any student's registration is valid for 7 years.

Attendance

32. All students are expected to attend classes regularly. BIU believes that attendance is necessary for effective learning. The first responsibility of a student is to attend classes regularly and one is required to attend the classes as per BIU rules.

Absence during a Term

33. A student should not be absent from quizzes, tests, etc. during the term. Such absence will naturally lead to reduction in points/marks, which count towards the final grade. Absence in the Term Final Examination will result in an F grade in the corresponding course. A student who has been absent for short periods, up to a maximum of three weeks due to illness, should approach the course teacher(s) or the course coordinator(s) for make-up quizzes or assignments immediately upon return to classes. Such request has to be supported by medical certificate from competent authority.

Existing Types of Different Examination

34. Two types of regular examinations are followed:
- a. **Mid-Term Examinations:** After five weeks Classes Mid-Term examination will be held.
 - b. **Term Final Examinations:** 6 weeks Classes will be held after mid-term exam. At the end of that Final Term Examinations will be held.
35. Two types of special examinations are followed for evaluation of graduate program students:
- a. Special Mid-Term Examination.
 - b. Special Term Final Examination.
36. **Procedure to be followed for Special Examinations:**
- a. If any student fails to appear at the examination of a course/s on medical grounds or unavoidable circumstances which are acceptable to BIU authority, s/he may opt for sitting for special examination on the missed course/s.
 - b. An application should be submitted to the Controller of Examinations within two weeks from the last date the exam of the program was held, **through the Chairman of the Department**, and with the supporting documents (medical certificate attested by the BIU authority).
 - c. If the application is not approved by the competent authority, the Controller of Examinations will record an "I" (i.e. Incomplete) grade in the semester final transcript.

- d. Normally, the **Special Term Final Examination** will be held within three (3) weeks of the commencement of the next term.
- e. The **Special Mid Term Exam** will also be arranged by following the same procedure, which must be conducted before the Final Examinations. A course instructor is not allowed to grant any special examination to any student before or after the specified period of such examination unless it is authenticated and authorized by the competent authority.
- f. The special Final Examination Fee is Tk. 1000/- per course and the Special Midterm Examination Fee is Tk. 800/- per course (or as decided by the BIU authority from time to time) will have to be paid by the incumbent examinee.
- g. A student may take special examination if s/he fail in a course, by paying Tk. 1500/-.
- h. The date of special examination will be declared by the office of the Controller of Examinations. If any student fails to sit for the scheduled exam, h/she should pay double special exam fee as penalty for having another date for the exam.
- i. If a student fails to take any initiative to recover his “I” grade, it will be automatically converted into grade “X” within 60 days from the date of publication of the results of the final examinations.
- j. A student cannot sit for any special exam of one term/semester in another term/semester.
- k. Within a term/semester, a student cannot sit for special exam in more than two subjects.
- l. A student cannot sit for both Special Midterm and Special Term Final of same subject in that term/semester.
- m. If a student sits for special exam in consecutive term/semester, s/he cannot avail any Special Exam on the following term/semester.

37. **Improvement Examination:** If a student obtains a grade lower than ‘B’ in a course, he/she will be allowed to repeat the course only once for grade improvement. However, he/she will not be eligible to get a grade ‘B+’ or higher for an improvement course. Among the previous result and improvement examination result, best one will be considered as final result for an individual student. However, performance of all examination i.e. previous to improvement examination shall be reflected in the transcript.

Rules of Different Examinations

38. Following rules to be followed:

- a. Registration to be completed before commencement of the Term. A student has to register his desired courses paying registration, examination fee and other related fees.
- b. Late registration will be allowed without penalty within first two weeks of the term.
- c. Within 1st two weeks of a term a student can Add/Drop course/courses. To add a course, in the 3rd week, one has to register the course by paying additional fees. To drop a course, one has to apply within three weeks and paid fees will be adjusted/ refunded. If anyone wants to drop a course after three weeks and within 4 weeks, that will be permitted but paid fees will not be refunded in that case.
- d. Registrar office will finalize registration of all courses within 5 (five) weeks and that will be followed by issuing Admit Card by the exam office.
- e. Term Final Examination to be conducted in the 18-20th week of the term as per approved Academic Calendar in semester system.

39. Fixing and Notification of Examination Dates. The examinations of all programs will be conducted at BIU premises as per the schedule given in the Academic Calendar. Various committees will be formed prior to each Examination (Spring Term, Fall Term, etc). These committees will be responsible for holding the examinations. All examination related activities will be executed through the office of the C of E.

Central Examination Committee (CEC)

40. There will be a CEC for conducting, evaluating and finally publishing results of all the examinations of all disciplines. The composition of the committee will be as under:

- | | | | |
|----|----------|---|-----------------------------|
| a. | Chairman | : | VC |
| c. | Members | : | C of E |
| | | : | All Officers of Departments |

41. Functions of CEC. This committee will perform the following activities:

- a. Prepare the examination schedule and notify the students.
- b. Take all necessary preparation for conducting the examination smoothly.
- c. Ensure typing and printing of the question papers.
- d. Ensure safe custody of the question papers.
- e. Ensure timely distribution of the question papers to the examination halls.
- f. Will brief the Department Examination Committee (DEC), invigilators, etc. before the commencement of the examinations.

Departmental Examination Committee (DEC)

42. There will be a DEC in every department for each subject of each examination. The composition of the DEC will be as under:
- Chairman of the concerned department.
 - Coordinator of the concerned department.
 - Instructors/Teachers including one subject teacher.
43. The Chairman, DEC shall forward such lists to the office of the C of E at least 04 weeks before the date of the commencement of examinations.
44. **Functions of DEC.** This committee will perform the following activities:
- Forward the names of the question paper-setters, members of Department Moderation Committee (DMC), examiners, scrutinizers to Office of the C of E.
 - Forward the result of 30% assessment of all levels of the department to the Office of the C of E before commencement of the term final examinations.
 - Receive question papers from the question paper setters within the stipulated time given by the Office of the C of E.
 - Carry out moderation of the question paper of each subject of the department by the DMC and submit the moderated questions to the office of the C of E for reproduction of question papers.
 - Nominate invigilators from the department and assist the CEC to conduct the examinations smoothly.

Departmental Moderation Committee (DMC)

45. There will be a DMC for each department comprising 04 members for each subject (course) for each exam as under:
- Chairman of the department - as Chairman, DMC
 - 2 x teacher of the concerned department - as internal Members, DMC
 - 1 x external teacher (subject expert) - as external Member, DMC(preferable)
46. The external member may be invited from any reputed Institution/University. Chairman, DMC will propose the name of the external member after necessary confirmation from the Head of institution he/she belongs to.
47. **Functions of DMC.** This committee will carryout moderation of each question of the respective department and endorse his/her signature at specified space on the question paper.

Result Publishing

48. Tabulation will be generated from software. The tabulation will be scrutinized by the DEC, signed and returned to C of E. C of E will countersign all tabulations and preserve as permanent records.

Question Paper Setters

49. Normally, there shall be one question paper-setter for each of Section A and B of each subject. In special circumstances (in absence of two expert subject teacher), head of Dept. may allow one question setter for both Section A & B (if the course is taken by single teacher). If any close relative of the paper setter is the examinee, then he/she cannot set the question paper. One subject (both section A and B) may be conducted/taught by one teacher, but there may be separate question paper setters for each of section A and B (as per the syllabus).
50. **Functions of Question Paper Setters.** The question paper-setters will perform the following activities:
- All question papers shall be sent in doubly sealed envelopes so as to reach the Chairman, DEC by a date set by the Chairman.
 - The question shall be framed without ambiguity. The question should be set in such a way that originality and individuality of the students may be evaluated.
 - In each section of a theoretical subject, one question to be made compulsory to attain particular Course Outcome (CO). Options can be given from remaining questions. Students may be allowed a choice of question to the extent of at least 20% and not more than 35% of the total number of remaining questions.
 - The question setting shall be such that students can reasonably be expected to answer within the time allotted.
51. **Notes for Question Paper Setters.**
- Question setter shall submit the question on the specified format provided by office of the Controller of Examinations.
 - The question setter shall not retain any copy of the question paper framed by him/her, and all rough/draft and memorandum connected therewith must be destroyed immediately.
 - The question setter is to sign at the bottom of each sheet of the question paper set by him/her.

Examiners

52. There shall be one examiner for each of section A and section B of each course/subject (if possible). Generally, question paper setter will be the examiner of a subject (course). However, in case of serious sickness/unavoidable situation, Chairman, DEC may nominate and forward the name of an expert subject teacher as the examiner to the Office of the C of E for subsequent approval from CEC.

53. **Functions of Examiners.** The examiners will perform the following activities:
- If any examiner is unable to accept the appointment or has to relinquish his appointment before/during the examination then the Chairman, DEC shall recommend another examiner in his/her place and intimate it to the CEC for necessary approval.
 - Answer script to be marked by respective examiner within 10 days of completion of examination. Four copies of marks (duly sealed) of the examination shall be submitted to the C of E office.
 - All corrections and alterations in the manuscripts, question papers and marks placed in the scripts and marks entered in the mark sheets must invariably be initialed by the examiner concerned. Over-writing in marking should be avoided. The wrong figures should be crossed out and the correct figures to be written in the convenient places. Doubtful entries should be indicated by words as well.
 - Immediately on receipt of answer-scripts packet, the examiner should count its contents and verify the figures given in the statement regarding the details of the answer scripts sent. In case of any discrepancy it should immediately be brought to the notice of the C of E with a report, so that prompt action may be taken. If no report is received within three days of receipt, it will be assumed that the statement made on the top sheet is correct.
 - If any answer-script or packet of answer-scripts wrongly collected by an examiner, he/she should return it immediately to the C of E.
 - The examiners are to take special care to see that marks are assigned to each answer-script; the marks are correctly entered, added up and shown on the cover of each script and the printed mark sheets.
 - If the examiner, in course of examining the answer-scripts, should have reason to suspect that unfair means have been adopted by any student, he/she should at once submit confidential report along with the answer-script concerned to C of E with intimation to the Chairman, DEC giving the grounds for his/her suspicion.
 - All scripts after having been examined, marked and initialed by the examiner on the covers should be returned to the Office of the C of E for subsequent scrutiny.
 - The examiners are to enter the result of each course in the IEMS (Integrate Education Management System) software and submit the final print out copy of IEMS result sheet to C of E office along with all answer-script and other documents.

Forwarding of Results to Office of the C of E

54. Respective subject teacher(s), upon examination of the answer-scripts, will prepare and forward the mark sheets (in quadruplet) to the office of the C of E. Coordinator of respective department will co-ordinate with the examiners for in-time deposition of results to the office of the C of E.
55. **Scrutiny of Examination Scripts:** Upon receiving the examined answer-scripts, the office of the C of E will forward the scripts to DEC of respective department for scrutiny. There shall be one instructor/teacher to scrutinize the answer-script of each subject. One instructor/teacher may do scrutiny of more than one subjects (excepting the one he/she has examined) as detailed by the DEC.

56. **Functions of Scrutinizer.** The scrutinizer will perform the following activities:
- Complete scrutiny within 03 days of receiving the scripts.
 - The answer scripts shall not be shown to the students nor re-examined for the purpose of re-assessing the answers but may be scrutinized for errors and omissions only.
 - Marks cannot be altered. Only arithmetical errors may be corrected by the scrutinizer and the Chairman, ESC. For any confusion the respective examiner may be called for.
 - The scrutinizers are to entry/make correction of the result if any in the IEMS software and take printout of final scrutinized result sheet for onward submission to C of E office along with answer-script and other documents.
57. **Sequence of Activities for Holding Examinations:** CEC will fix the examination dates as per the academic calendar. The office of the C of E will take necessary preparation and conduct the examinations following the steps as under:
- Office of the C of E will ask departments to form DEC minimum 04 (four) weeks before the commencement of examination.
 - Chairman, DEC will nominate question paper setters at least 04 (four) weeks before commencement of examination and forward it to the office of the C of E.
 - Copies of the notification regarding examination dates should be pasted up in conspicuous places like Departmental Notice Boards, Hall Notice Boards, etc. minimum 2 (two) weeks prior to commencement of the examination, and shall remain so pasted till the conclusion of the examination.
 - Question paper setters will prepare and submit the question paper to Chairman, DEC at least 03 (three) days (or the days set by chairman, DEC) before the date of moderation.
 - Moderation is to be completed under the supervision of Chairman DEC minimum 2 (two) weeks before the commencement of examination. The moderated question papers will be submitted to the office of the C of E for reproduction.
 - The result should reach exam office (and uploaded in the software) for publishing within 7 days after the date of the last examination.
 - Question papers are to be typed by the teacher assigned by DEC and be printed and reproduced in required numbers (Number of examinees + ten) under the supervision of C of E. Reproduction and packing of the question papers are to be carried out in a safe, secure and convenient place, preferably in the office of the C of E or at a place designated by the CEC. The room must be out of bound for all except the concerned personnel.
 - After reproduction, the question papers will be placed in a sealed envelope in the presence of assigned teacher. The envelope will have a sticker pasted on it containing information on whatever placed inside and to be signed by the assigned teacher.
 - The envelope containing question papers will be handed over to the C of E at least 5 days before commencement of the Examination. C of E will be the safe custodian of the question papers and responsible for subsequent distribution of the same to the Examination Halls.
 - Sufficient precautions are to be taken against any kind of leaking out of questions at all levels involved in the preparation/typing /reproduction of question paper.

- k. CEC will distribute question papers in sealed envelope to the senior-most invigilators of the Examination Halls 20 minutes before the commencement of Examination for onward distribution among the invigilators in the concerned hall and subsequent distribution to the Examinees.
- l. After the completion of examination, the answer-scripts are to be collected according to the serial/roll number of Examinees and are to be returned to C of E who will seal the packets of answer scripts along with one set of question paper. The senior-most invigilators will also return the blank answer scripts, attendance rolls, in/out rolls, etc to the examination section.
- m. The examiners will collect, examine, mark and submit the marks along with answer-scripts to the office of the C of E within 10 (ten) days of receiving the answer scripts. Office of the C of E, in turn will forward those answer-scripts to the scrutinizers for scrutiny of the same as soon as possible. The scrutinizers will complete scrutiny job within 03 (three) days. In case of necessity, the examiner may be called for necessary correction (mistake in marking the questions/adding the marks etc.).
- n. After scrutiny, the answer-scripts along with mark sheet will be submitted to the examination section. The office of the C of E will hand over the level wise tabulation file (containing the 30% marks, marks of all subjects, nominal roll of the students of the level etc). The IEMS software automatically creates the tabulation, prepare tabulation sheet, get signature of the members of the DEC within 07 days. The tabulation sheet will in turn be sent back to the office of the C of E for publication of result.

Seat Plan for All Examination

- 58. Office of the C of E will ensure necessary sitting arrangements for the examinees at least 02 (two) days before the commencement of the examination. Seats should be so arranged that examinees when seated be placed sufficiently apart from each other so that copying, prompting or similar unfair practice becomes impossible. Every possible effort must be made so that examinees from the same dept of any particular term/group are not placed to seat next to each other row wise or column wise. Hall-wise seat plan to be prepared by DEC at least two days before the examination.
- 59. The seats/desk should be separately numbered; the number of each seat will correspond to the examinee's Roll Number as provided by the C of E Office. The number shall be pasted on the desk, and writing will be done with permanent ink; the sticker containing roll numbers should be non-removable.
- 60. Sitting arrangement to be done by the Registrar Branch, and all necessary administrative facilities will be provided by the DEC and will make necessary coordination with the Registrar Branch in this regard.
- 61. Under the supervision of CEC, subject-wise and examination hall-wise a seat plan, showing their relative positions and numbers shall be hung up/pasted outside the Examination halls and other notice boards. The seat plan may also be uploaded in the website of BIU if Possible.

Sick-bed Facilities

62. Examinee(s) suffering from any infectious diseases or from any illness/disease which, in the opinion of the authorized Medical Officer is likely to deteriorate or their presence is prejudicial to the general body of examinees or teachers/Instructors in charge of the Examination hall will not be allowed to remain in the examination hall. In such case CEC may arrange special accommodation for such Examinees in a befitting place within premises. One instructor/teacher/doctor will be deputed to conduct examination on each day of examination and the deputed teacher must not be the subject teacher of the Examination subject. Under no circumstances an examinee shall be allowed to appear at an examination at his or her house, or at any other place outside premises for the students.

Eligibility of Examinee for Appearing at all Final Examinations

63. An examinee will be eligible for appearing at all final examinations upon fulfillment of the following conditions:
- The examinee has paid the prescribed examination fees and all outstanding dues (including dues of hall/mess for resident students) of the institute.
 - For Term Final Examination the examinee must attend minimum 70% of classes held in an individual course.
 - For Term final Examination, the examinee, who has attended from 60% to below 70% of classes, may be eligible to sit for the examination subject to the payment of non-collegiate fees. If the attendance percentage is below 60%, the student will not be allowed to appear in the examination.

Activities of the Invigilators in the Examination Halls

64. Here are some guiding rules for activities of the invigilators in the Examination Halls:
- Under the arrangement of the CEC, on the Examination day a warning bell shall be rung quarter of an hour before the commencement of Examination as a signal for all friends and relatives of examinees and other persons not connected with the examination to retire from premises where the examination is being held.
 - Precisely five (05) minutes before the commencement of each scheduled examination of the day, both in the morning and in the afternoon as may be applicable; a warning bell shall be rung as a signal for the examinees to take their seats and settle down when blank answer scripts are to be placed before the present examinees.
 - Another bell shall be rung precisely at the hour fixed for the commencement of the examination, when question paper will be distributed among the examinees. Teacher in charge of the particular examination hall may distribute the question papers five (05) minutes before, but he/she shall have to maintain strict control that no one can start writing before the final bell is rung.

- d. In no case will an examinee be admitted into the examination hall, given a question paper, after 30 minutes of the commencement of the examination, but in special circumstances, Chairman, CEC may extend this time by additional half an hour but not beyond.
- e. No examinee shall be admitted into the examination hall without admit card issued by the C of E.
- f. The number and particulars of examinee(s) remaining absent from appearing at the examination will be intimated to the CEC by the chief invigilator on each day of examination within 30 minutes of the commencement of examination.
- g. The senior-most invigilators in the examination halls will ensure to set apart a place in the exam hall/outside to leave the books, notes, papers, writings or other forbidden materials of the examinees.
- h. The examinees will not be allowed to bring mobile phone and unspecified calculators in the examination hall.

Identification of Examinees

65. Examinees are to be identified to the satisfaction of instructors/teachers performing invigilation duty. Admit Card/ Registration card having a recent photograph pasted thereon will be one of the tools of identification of examinees and confirmation of their roll /registration numbers.

Invigilators' Duties and Responsibilities

66. The following are the duties and responsibilities of the invigilators:
- a. The CEC shall appoint adequate number of persons from among the teachers to act as invigilators on each day/shift of the examination.
 - b. The teachers so appointed preferably will not be from the same dept of the examinees of the examination hall.
 - c. Each invigilator shall be placed in charge of a specified number of examinees, and he/she should on no account leave the room where he/she is posted during the examination without the permission of senior-most invigilator of the examination hall.
 - d. One invigilator per 20 students should be the basis of the number of invigilators to be deputed in the examination hall. But in no way a single invigilator shall be placed in any examination hall whatever may be the number of examinees.
 - e. All invigilators must be present at the examination hall at least 15 minutes before the commencement of the examination.
 - f. CEC shall brief all invigilators at least one day prior to the commencement of examination. Special attention of the invigilators should be drawn to the rules for the prevention and detection of unfair practices on the part of examinees. It shall be the duty of the invigilators to report any case of infraction or attempted infraction, of such rules forthwith to the CEC/DEC.

- g. The invigilators shall move around freely among the examinees in the examination room, and while on duty, must not engage in any act likely to diminish the efficiency of the supervision.
- h. The invigilators shall not hold any communication with any examinees, except for the purposes allowed by the rules for guidance of examinees. They shall also keep a careful watch over the peons to see that no clandestine communications are carried on through their agencies between examinees and any persons outside or inside.
- i. Should any letter, telegram or other communication be received for an examinee during the examination, it shall not be delivered / communicated to him/her until the end of the examination, unless the Chairman ESC/CEC directs otherwise.
- j. The invigilator is to go round and verify whether every examinee has correctly put down on the cover of each answer book his/her roll number as per his/her admit card. Whenever there are instructions of a question paper that answers to different parts of the question paper are to be written in separate answer-books it shall be the duty of the invigilators to see that these instructions are carried out by the examinees. The senior-most invigilator in an examination hall is to ensure that the cover page of every answer book is duly initialed by an invigilator. Absence of initial by the invigilator shall make the examination liable to cancellation.
- k. The invigilator should see that no answer-papers are left behind by any examinee on his/her desk, but are delivered up to the invigilator if not written on it before the examinee finally leaves the hall.
- l. On each day/shift of the examination, the invigilators are required to mark on the copy of Examination Roll (forwarded by the Office of the C of E) against the name of each examinee entered for the examination, whether s/he is actually present or absent. If an examinee, being present in the Examination hall, fails to submit or intentionally does not submit an answer paper, this fact should also be noted in the rolls, and a report be made to the Chairman DEC/CEC at the same time, which will include a statement from the invigilator or invigilators in charge of the examinee, as also a statement from the examinee concerned whenever possible.
- m. Invigilators are also required to obtain the signatures of all the examinees appearing at the examination on the roll sheet provided by the examination section.
- n. The invigilator who reports against any examinee shall send the additional confidential report form, to be obtained from the office of the C of E, duly filled in, direct to the Chairman, CEC.
- o. Particular care should be taken to prevent examinee from getting possession of any blank answer scripts, and/or question paper, before the examination actually commences. It is necessary that the answer script should be kept in safe custody under lock and key under the arrangement of C of E. Only the required number of blank answer scripts and question papers shall be handed over to the concerned invigilators for distribution to the examinees

fifteen minutes prior to the commencement of examination. The surplus blank answer scripts and question papers shall be returned to the C of E, immediately after end of examination, who shall, in his turn, arrange for their safe custody.

- p. The Chairman, CEC shall satisfy himself that the invigilators have been fully instructed as to their duties, and shall supervise their work personally as far as possible on each day/shift of the examination.
- q. Invigilators should bring to the special notice of examinees the rule requiring them to write on both sides of the papers in their answer scripts.
- r. Invigilators should ensure the examination environment in the examination hall. Unnecessary sound, talking at louder voice, attending mobile phone etc. should be avoided.
- s. No question setter will be allowed to visit examination hall unless s/he is called for by the invigilators of the respective hall.

Handling Administrative Problems Related to Examinations

67. From the list of the total invigilators a group of invigilators will be placed on "**Mobile Invigilation Duty**" on each day (or shift) of examination. This **Mobile Invigilation Team** will be responsible to Chairman, CEC to address any examination related problems of any department as mentioned below:
- a. To coordinate with question setter in case of error/query in any question paper.
 - b. Look after sick patient (if any) in consultation with the doctor, if required.
 - c. Find out the reasons of absence of any examinee and intimate the matter to Chairman, DEC and Chairman CEC.
 - d. Any other administration/discipline/examination offence related problem.

Packing and Dispatch of Answer-Scripts

68. At the end of the examination of each shift, the answer papers of examinees shall be arranged in the order of examination roll number as they appear on the roll, and packed separately subject by subject/section by section/paper by paper (each packet containing not more than 100 scripts).
69. An appropriate label (top sheets supplied by the C of E office shall be affixed on each packet, showing clearly there on the subject or sections/papers. Other particulars specified in the label should also be clearly filled in, showing the number of answer-scripts (both main and additional) in the packet, the number of absentees, the number of examinees expelled etc. Each packet should contain the corresponding question paper and a duplicate copy of the top sheet inside the packet.

70. Covering of the sealed packets of answer-paper shall be signed by the senior-most invigilator for onward dispatch to the examiner.
71. C of E should take every possible care to keep sealed packets of answer papers in safe custody until they are dispatched to or received by the examiners concerned.

Re-Examination of Scripts

72. If any student has got any complaint regarding the result of any course (subject) of any examination, s/he can apply to the Chairman, CEC for re-examination of his/her answer-scripts. If agreed upon by the Chairman, EC, request for re-examination may be forwarded to C of E for processing. Tk. 1000 will be charged as necessary fee.
73. For re-examination, the answer-script will be sent the concerned Chairman, DEC. The Chairman will nominate two subject teachers for examining the answer-script separately. The average of the marks given by both teachers will be the final result for that answer-script.

Preservation of Answer Scripts

74. Answer-Scripts of all Examinations are to be preserved in C of E office minimum 04 years after completion of the respective Examinations or till the convocation is held. . The scripts to be destroyed by separate Board of Officers (B of O) as per BIU policy.
75. All related documents like answer scripts, assessment papers of Mid-term and Class Test to be preserved in respective department for another one year, after completion of the respective Term Final Exam. The scripts to be destroyed by separate B of O as per BIU policy.

Remunerations

76. Remunerations for various works pertinent to examination, e.g, question paper setting, question moderation, typing, reproduction and packing (at Office of the C of E), invigilation, examining answer scripts, scrutinizing, tabulation of results, thesis supervision, viva voce, etc. will be paid by the BIU as per the rate set by the university. All bills shall be paid after publication of the result.
77. All concerned persons entitled to receive remuneration will prepare their individual bill, endorse his/her signature at designated places, get it signed by Chairman, DEC and forward it to the C of E office, for onward dispatch to accounts after necessary scrutiny at the office of the C of E.
78. Remuneration bill for question paper typing, printing, reproduction, packing, and other related works will be prepared by C of E and sent to accounts with signature from Chairman, CEC. After receiving the bills, accounts section will disburse the money to the concerned personnel.

Return of Document and Articles of Examination

79. As soon as possible after the examination is over, the invigilators of the examination halls shall return the following to the Office of the C of E:
- Roll cards, unused drawing papers, logarithmic papers, tables, charts etc supplied to the examination halls.
 - A statement of the number of answer-scripts distributed among the examinees and number remaining unused.
 - All unused answer- scripts.
 - Roll sheet containing the signature of examinees, together with the Rolls showing examinees present and absent.
 - A list of absentees in the prescribed form.
 - Records of additional scripts.
 - Examinees' In/Out form/sheet.

Guidance Rules for Examinees

80. Here are some guiding rules for examinees:
- No examinee will be admitted into the examination hall without an admit card issued by C of E. Examinees, on every examination day, shall bring admit card and shall produce it before invigilator, whenever required. Examinees are liable to be expelled from the examination hall for failure to produce the admit card and/or the University Registration Card on demand by an invigilator.
 - The examinees shall know at their own the program of examinations (routine) notified in the notice board/website.
 - On the morning of the first day, the doors of the examination halls will be opened one hour before the time of commencement of the examination.
 - Under no circumstances an examinee shall be allowed to appear at an examination at any place other than his/her usual examination hall/room.
 - No examinee will be allowed to leave the examination hall until an hour has elapsed from the time of commencement of the examination.
 - No examinee will be allowed to re-enter the examination hall during the hours of examination once left the hall after submitting the examination scripts, or to leave the hall without finally submitting his/her answer script.
 - Examinees are warned that no answer script will be valid unless the necessary particulars are clearly and legibly written on the space provided for the purpose on the cover page.
 - Examinees are required to observe strictly the rules laid down by BIU for the conduct of examination and the guidance for examinees.
 - Examinees are warned that any attempt to adopt any unfair means at the examination hall will render them liable to expulsion from the concerned examination and further punitive actions as per the BIU Examination Policy.

Collegiate, Non-collegiate, and Dis-collegiate

81. Students having class attendance of 70% in individual subject and above will be treated as collegiate and less than 70% and up to 60% will be treated as non-collegiate in that subject. The non-collegiate student(s) may be allowed to appear at the examination subject to payment of non-collegiate fee/fine of Tk. 1000/-. Students having class attendance below 60% will be treated as dis-collegiate and will not be allowed to appear at the examination and treated as repeatable fail. But in a special case such students may be allowed to appear in the examination with the permission of VC and it must be approved by the Academic council.

Withdrawal for Poor Performance

82. To remain in reasonable standing, a student must maintain a minimum CGPA of 2.50. Failure to secure/achieve minimum CGPA of 2.50 in two consecutive levels will also lead to withdrawal of the student. A student who fails to maintain a CGPA of 2.50 at the end of a level, but obtains 2.00 or more, will be placed on probation. Failure by a student placed on probation to raise the CGPA to 2.50 in the next level will lead to his withdrawal from the Program. A student failing to maintain a CGPA of 2.50 at the end of the level-4 shall be allowed to repeat courses of the level-4 in which he earned 'C+' grades or below. This opportunity will be given only once. Such a student failing to raise CGPA to 2.50 after repeating the courses will be withdrawn from the Program.

Voluntary withdrawal for Sickness

83. In case of sickness, which leads to missing of more than 40% class or miss term final examination (supported by requisite medical documents), students may be allowed to withdraw from that term subject to the approval of the Dean. 'VW' as grading of each course to be reflected in concerned tabulation sheet, grade sheet and transcript.

Class Tests

84. The number of class tests for semester system shall be n for 3.0 and above credit courses and $(n-1)$ shall be considered for grading where n is the number of credits of the course. However, for courses having credits below 3.0, the considered class tests shall be 2 out of 3. Class test will be conducted by the subject teacher. Duration of class test should not be more than 30 minutes. Course teacher must announce results within 10 days of holding the examination. Checked script will be shown to the students. If a student misses the class test for acceptable reason the course teacher may take the test of the student.

Earned Credits

85. The Courses in which a student has obtained 'D' or a higher Grade will be counted as credits earned by him/her. Any course in which a student has obtained 'F' grade will not be counted towards his/her earned credits.

Rounding Off the Decimal Marks

86. If the final percentage mark comes in decimal number, the policy says, “ To round off, 0.5 and above is to be converted to next higher whole number and less than 0.5 is to be converted to previous whole number (For example 58.5% would be 59% and 58.49% would be 58%). By following this procedure, if it is observed that in some cases students are failing in a subject or missing the next higher grade for a fraction of marks (for example, a student received total 157 marks out of 400 in a 4 credit course, his whole percentage mark comes as 39.25, it means, as per existing policy he has failed in that course). But, if he gets 158, his final percentage mark comes as 39.50, and then he passes in that subject. To avoid such critical situation of failing or losing the next higher grade of a student, it is recommended that, “ For any decimal mark in the percentage of the total marks, next higher whole number is to be considered (for example, 39.10, 59.20, 79.45, ... to be considered as 40, 60, 80, .. respectively.)

Rounding Off the GPA/CGPA

87. The GPA/CGPA is not to be rounded off like the total marks of each subject/sessional, but it is to be rounded off after two figure of decimal. To round of 3.555 and above after two figure of decimal, it is to be rounded off as 3.56 and 3.554 and below after two figure of decimal, it is to be rounded off as 3.55.

EXAMINATION OFFENCES

Complaints Against Examinees Showing Unbecoming Conduct And/or Adopting Unfair Means In The Examination Hall And Award Of Punishments

1. “**Examination**” means any examination including Spring Term, Fall Term, Short Term, Mid Term, Term End, Class Test/ Quiz Test and Sessional examination.

General Categorization of Offence

2. Examination offences will be categorized based on the type of examinations. If the offence occurs during class tests, it will be considered as a minor offence and will fail in that test. If it occurs during mid-term or term-end exams, it will be considered as a medium type offence. And if it occurs repeatedly, it will be considered as major offence. Type of offence will also increase its graveness in case of any other accompanied offences like misbehaving, creating nuisance, etc.

Trying to Adopt Unfair Means in the Examination Hall

3. Under this section any student when commits any of the following offences or any complaint is brought against him/her of committing such offence, as:
 - a. Communication in any means with one another in the examination hall to avail illegal advantage.
 - b. Possession of incriminating/ unauthorized documents/ papers/ materials/ instruments including mobile phone, any electronic gadget or device.
 - c. Writing on desk, bench, clothes, any part of the body, blackboard, wall of the examination hall or on any other place or material.
 - d. Consulting books/notes/unauthorized documents/materials/instruments including mobile phone, any electronic gadget or device or person during the time of visiting toilets/outside.
 - e. Intentionally taking seat in an unauthorized place instead of the specified one without permission of the invigilator.
4. **Punishments:** The examinee will be blamed for that complaint/offence. He/she will be penalized as under:
 - a. All unauthorized materials will be confiscated and the examinee will be expelled from the exam hall.

Adopting Unfair Means in the Exam Hall

5. Under this section any student when commits any one of the following offences or any complaint is brought against him/her of committing such offence, as:
- Copying from other's answer script and/or question paper.
 - Copying from indiscriminating documents/materials from his/her own possession.
 - Copying from anything written on desk, bench, clothes, any part of the body, blackboard, and wall of the exam hall or on any other place or material including mobile phone, any electronic gadget or device.
6. **Punishments.** The examinee will be blamed for that complaint/offence. He/she will be penalized as under:
- All unauthorized materials will be confiscated and the examinee will be expelled from the exam hall.
 - His/her examination of the subject will be cancelled.

Exhibiting Unbecoming Conduct in the Examination Hall

7. Under this section any student when commits any one of the following offences or any complaint is brought against him/her of committing such offence, as:
- Writing irrelevant, objectionable, and/or illogical comments in the answer script or keeping money inside the answer script.
 - Altering examination roll number, interchanging examination rolls and/or answer-scripts in the examination hall.
 - Altering the cover sheet of the answer script or adding the cover page or any other page with the main answer script bringing it from outside the examination hall.
 - Different hand writing in the same answer script (if it is proved that it is written by someone else).
 - Smoking inside the examination hall.
8. **Punishments.** The examinee will be blamed for that complaint/offence. He/she will be penalized as under:
- All unauthorized materials will be confiscated and the examinee will be expelled from the exam hall.
 - His/her examination of the whole Term will be cancelled.

Misbehaving with Duty Person(s), Giving False Identity and Excuse in the Examination Hall

9. Under this section any student when commits any one of the following offences or any complaint is brought against him/her of committing such offence, as:
- Using abusive language, scolding, misbehaving or threatening any invigilator or any person on duty in the examination hall.
 - Appearing in the examination illegally by giving false identity.
 - Appearing or trying to appear in the examination illegally without admit card in spite of not being eligible for appearing in the examination.
 - Sending/taking away the answer script(s) outside from the examination hall and depositing the same after writing.
 - Misbehaving with any representative of the institute, officers of the local administration or any person involved in the conduct of examination
 - Any other offence of similar nature under this section.
10. **Punishments.** The examinee will be blamed for that complaint/offence. She/he will be penalized as: The examinee's all examinations of the concerned term will be cancelled and he/she will be fined with tk 2,000/- only.

Creating Obstruction or Disturbance in Conducting Examination

11. Under this section any student when commits any one of the following offences or any complaint is brought against him/her of committing such offence, as:
- Creating obstruction to appear in the examination and/or to inspire or to force other examinee to leave the examination hall.
 - Assault or attempt to assault any duty person in the examination hall or outside the examination hall.
 - Leaving the examination hall without handing over the answer scripts to the invigilator.
 - Throwing away or swallowing any incriminating documents instead of handing over the same to the invigilator when asked for.
 - Destroying answer scripts, tearing off incriminating materials, showing unwillingness to hand over the answer scripts to the examination authority or creating obstructions while confiscating of above articles,
 - Damaging or setting fire any furniture of examination hall or centre and/or causing damage to vehicle of any person engaged in examination duty and/or attacking any such person physically.
 - Any other offence of similar nature under this section.

12. **Punishments:** The examinee will be blamed for that complaint/offence. She/he will be penalized as under:

- a. The examinee's all examinations of the concerned term will be cancelled and he/she will be expelled from the institute for immediate next semester.
- b. Financial penalty may be imposed as decided by the BIU Examination Disciplinary Committee (BEDC).

BIU Examination Disciplinary Committee (BEDC)

13. Disciplinary action against the examinee who commits examination offence(s) in this policy, in the form of cancellation of the examination(s) and/or debarring from appearing at the examination(s) of the subsequent term(s) or temporary/permanent expulsion from the institute shall be taken on the recommendation of the BEDC. The composition of the BEDC will be as under:

- | | | | |
|----|------------------|---|--|
| a. | Chairman | : | Any Dean |
| b. | Members | : | |
| | (1) | : | Controller of Examination |
| | (2) | : | Head of the concerned Dept |
| | (3) | : | Senior most invigilator of the concerned Exam Hall |
| c. | Member Secretary | : | Officer of the concerned department |

Award of Punishments

14. On receiving the complaint of committing examination offence(s) against any student from the senior most invigilator of any exam hall the BEDC shall follow the guidelines as follows:

- a. The senior-most invigilator of the concerned exam hall shall expel the concerned student from the exam hall at once and handover him/her to the Mobile Invigilation Team.
- b. The Mobile Invigilation Team shall bring the incidence into the notice of the BEDC (Dean) immediately.
- c. The BEDC shall, upon receiving the complaint assemble as soon as possible and receive relevant document/material/evidence and filled-in Exam Offence Form (copy enclosed) from the concerned invigilator who has identified the student committing the exam offence(s).
- d. The committee shall satisfy themselves to the best of their judgment that the specific exam offence has been committed by the student. Then they shall award punishment to the accused examinee as per the examination offences and punishments described in above paragraphs. .
- e. A notice mentioning the exam offence and the award of punishment will be circulated immediately among all the students under the arrangement of the BEDC.

- f. All documents related to the exam offence and award of punishment will be submitted to the BIU office of the C of E for further necessary action.
- g. Office of the C of E will intimate the status of the examinee in respect of his/her examination(s) and award of punishment to Disciplinary Committee.
- h. In case of expulsion (temporary/permanent) as a punishment awarded by BEDC, Office of the C of E will process the matter for obtaining post-facto approval of the Academic Council.

By the order of the Board of Trustees



(Dr. Md. Sohel Al Beruni)
Registrar
Bangladesh Islami University