

# FALL 2018



# FINAL EXAMS



## Final Examination Fall 2018

**Exam Date:**

**28 Dec 2018 to 05 Jan 2019**

**Exam Timings :**

**Group A: 0900 to 1200**

**Group B: 1300 to 1600 (Friday 1430 to 1730)**

**Group C: 1500 to 1800**

**Please note that all students are to be seated in the exam room as per seating plan (displayed on the door & exam room board) 15 minutes before start of exam.**



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## ROLL NO. SLIPS

### Dear Students!

- Date sheet & Seating Plan for Final Examination Fall 2018 will be provided through Students AU Portal and will be available in a form of **Students Roll Number Slip**. Please note the time, date location and group applicable to you.
- Roll Number Slips will be available on AU Student portal on 26 Dec 2018. Students are to print their Roll Number Slip from the portal.
- Bring along hard copy of your Roll Number Slip throughout the Final Examination Fall 2018.
- **Students without hardcopy of Roll No. Slip will not be allowed to sit in the exam.**



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## SEATING PLAN

### Dear Students!

- Please remember this time the seating plan will be dynamic and it may change for each paper. Therefore, see the location of paper on the Roll No. Slip carefully.
- The seating plan will be displayed on the door and white board of Exam Room. Please check your Roll No. and get seated accordingly.
- Strictly follow the instructions of Invigilators for seating and settle down as quickly as possible.



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## Dear Students!

- Possession of Cell phone, Smart Watch, or any other electronic device is not allowed during the examination.
- Any violation or negligence will result in imposition of 'F' Grade and other penalties.
- After entering the exam room, place your bags besides front wall of the exam room.



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## USE OF UNFAIR MEANS IN EXAMINATION

- AU rigidly observes **Zero Tolerance** policy for use of unfair means during exams.
- Any student caught using unfair means or possessing prohibited device / Cell phone, Smart watch etc will be liable to imposition of penalty i.e. award of 'F' grade and dismissal etc.



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## What Constitutes Unfair Means ?

- Attempt to know contents of Question paper prior to examination.
- Causing disturbance in Exam Room.
- Arguing with Invigilator/being rowdy.
- Possession / Use of external / written/ printed material inside the exam room.
- Possession or use of Mobile phone or unauthorized device.



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## What Constitutes Unfair Means ? Con..

- Exchange of Answer Book / Question Paper or any other cheating material.
- Attempt to cheat outside exam room, Seeking help from other students inside / outside the exam room, Abetment in cheating.
- Borrowing of calculator or any other device during examination.
- No ID card/Roll No Slip/Proof of being bonafide student of AU not held by student.
- Oral communication, whispering, looking around.



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## What Constitutes Unfair Means ? Con..

- Impersonation: Wherein a student is represented by someone else in the examination to attempt a paper.
- Suppressing or hiding any evidence of use of unfair means.
- Mass Cheating where more than one student is involved.
- Tampering of Results.





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## Penalties for Use of Unfair Means

- 'F' in Subject.
- 'F' in all Subjects to all students involved
- 'F' in Subject to all students involved (mass cheating)
- Down gradation of grades in subjects
- Fine of Rs.5000/-.
- Confiscation of mobile phone / device.
- Letter of warning



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## Penalties for Use of Unfair Means. Cont..

- In a repeat case of penalty due to use of Unfair Means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.
- Students availing Merit Scholarship will become ineligible for the same in next semester if penalized for use of Unfair Means or any act of indiscipline.
- Dismissal, Termination / Expulsion from the university without grades.



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## Do's of Examination

- Prepare well for examination.
- Note time, date, group, location given in your date sheet and Roll No. Slip and adhere to given schedule.
- Read the policies and Regulations pertaining the examination available at AU Intranet.
- Reach the examination hall at least 15 minutes before the start of examination. Entry to the exam hall for late comers will be denied after start of the exam.
- Humanly requirements like use of washroom etc must be fulfilled prior to entering the examination hall as these will be prohibited during the exam.



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## Do's of Examination. Cont..

- Place your belongings (bags, books, notes, mobile phones, laptops, tablets etc) besides the front wall of exam room.
- Sit according to the seating plan.
- Ensure that you are not in possession of any cheating material, mobile phone or any other unauthorized electronic device.
- Read the instructions printed on the answer book/question paper carefully.



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## Do's of Examination. Cont..

- Ensure that the answer book / continuation sheets are signed by the invigilator. An unsigned answer book / continuation sheet may jeopardize its credibility.
- Serial no of the answer book and continuation sheet must be entered on the attendance sheet.
- Write your Roll no, Subject, Class and section properly in the spaces provided on the top of the answer book.
- Ensure that you are in possession of hard copy of Roll No. Slip before you enter the exam room.



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## Do's of Examination. Cont..

- Arrange your answer books, continuation sheets and staple it properly at three places before submitting to the invigilator.
- Serial number of all continuation sheets should be entered in the spaces provided in the answer book.
- Use both sides of the answer sheets.
- Cross the unused pages of your answerbook and continuation sheets.
- If you observe anybody using Unfair Means, report immediately to the invigilator concerned.
- Follow the instructions given by Invigilators.



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## Don'ts of Examination.

- Do not remove any sheet from the answer book.
- Do not attempt to copy or take or give help during the examination. Such offences are punishable to the extent of termination from the university.
- Do not borrow anything from one another.
- Do not seek clarification or ask question from each other.
- Do not write anything on question paper except your Registration ID.



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## Don'ts of Examination. Cont..

- Do not use lead pencil (except for diagrams/graphs etc.) or any ink other than blue or black.
- Do not leave the examination hall before the elapse of half time.
- Do not wander in front of examination hall while examination is in progress. So, don't involve yourself in discussion after the paper in front of exam room or corridor.





# EXAM NOTICE

## ROLL NUMBER SLIP : FINAL EXAM FALL 2018

- Final Examination Fall 2018 will commence from 28 Dec 2018 to 05 Jan 2019. **The Roll Number Slips will be mandatory for appearing in the Final Examination.**
- The Roll Number Slips will be issued subject to the fulfillment of following requirements:-
  - (a) Minimum 75% attendance.
  - (b) Payment of all the fees and dues.
  - (c) Submission of students feedback about their FMs.
- The Roll No. Slip will carry following information:-
  - (a) Eligibility for the papers.
  - (b) Date & time of papers.
  - (c) Location of Exam Rooms.
- Students are advised to actively monitor their attendance, pay their dues and render their feedback intime to avoid embarrassment in the end of semester.
- **Remember!** Possession of hardcopy of valid Roll Number Slip is mandatory to sit in the examination.

(Director Examination)