



Daffodil
International
University



Exam Rules, Regulations, and Policies Booklet

For Students

Effective From Fall 2026

To Explore the Booklet

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Daffodil International University

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INTRODUCTION

Purpose of the Booklet

The Exam Rules, Regulations, and Policies Booklet of Daffodil International University is here to make the examination process clear, fair, and consistent for everyone—students, faculty, and staff alike. Its main goal is to explain what is expected from everyone involved and outline responsibilities for all types of assessments at the university. By laying out clear procedures and standards, the booklet helps maintain academic integrity and prevent issues like cheating, plagiarism, or impersonation. It also provides guidance on grading, result publication, appeals, and special considerations, ensuring that the process is fair and inclusive for all students. Beyond that, the booklet helps exams run smoothly, reduces misunderstandings, and ensures that practices align with university and regulatory standards.

Scope and Applicability

This booklet outlines the standardized rules, procedures, and policies governing all examination-related activities at DIU. It is applicable to every student enrolled in undergraduate and postgraduate programs, regardless of department, faculty, mode of study (regular, evening, or online), or campus location. The policies apply to all forms of assessments, including midterm and final exams, quizzes, labs, continuous assessments, and online or remote evaluations.

Beyond students, this booklet is also applicable to faculty members, invigilators, examiners, administrative staff, and examination committees who are involved in the design, conduct, supervision, and evaluation of assessments. It also covers examinations held during regular academic sessions, Spring, Summer and Fall semesters.

By defining this broad scope, the booklet ensures a uniform approach to examinations across the university, promoting fairness, transparency, and accountability for all stakeholders involved in the academic assessment process.

Definitions of Key Terms

To ensure consistent understanding of the rules and processes described in this booklet, the following key terms are defined as they relate to the examination system at Daffodil International University:

- **Examination:** A formal evaluation process - written, oral, practical, or online - used to measure a student's knowledge and skills in a specific course.
- **Midterm Exam:** A scheduled exam conducted approximately halfway through a semester to assess progress in a course.
- **Final Exam:** A comprehensive assessment conducted at the end of a semester.
- **Overlap Exam:** Eligible students who have two course examinations scheduled at the same time during the regular Midterm/Final exams will be provided with an additional exam opportunity upon submitting valid justification.
- **Retake:** Retake examinations are also granted to students who have failed in course/s, have been penalized for adopting unfair means, or wish to improve their grade in a course where they previously obtained B or less than B (GPA 3.00 or less than 3.00).
- **Incomplete Exam:** Students who completed all other requirements except the Final Exam will obtain an "I" grade. In case of not completion within three weeks of the publication of the semester result, the "I" grade will be converted into "F" grade.
- **Improvement Exam:** Improvement examinations are applicable only for the final examination, no improvement examination is allowed for Midterm Examination and may be taken only when a student has obtained a grade B or less than B (GPA 3.00 or less than 3.00) in the respective course in the next two consecutive semesters.
- **Online Exam:** Online examinations may be conducted in accordance with the institutional regulations, subject to consideration of the prevailing circumstances.
- **Continuous Assessment:** Ongoing evaluation through various academic tasks (e.g., quizzes, presentation, assignments,) throughout the semester.
- **Academic Integrity:** The practice of honesty and ethical behavior in academic work, prohibiting cheating, plagiarism, and dishonest conduct.
- **Academic Misconduct:** Any violation of academic integrity, including cheating during exams, impersonation, plagiarism, or attempting to manipulate results.

- **Invigilator:** A university-appointed person responsible for monitoring students during exams and enforcing exam rules.
- **Eligibility:** The set of conditions (e.g., course registration, attendance, fee clearance) a student must fulfill to sit for an exam.
- **Exam Schedule:** The official timetable published by the university detailing dates, times, and venues for upcoming examinations.
- **Answer Script Rechecking:** A student not satisfied with the grade he/she received in any course may apply for re-checking the answer script through the prescribed form from the respective department and needs to be submitted to the Office of the Controller of Examinations.
- **Appeal:** A formal request made by a student to review a decision related to exam results or disciplinary actions.

Examination Types

Daffodil International University (DIU) conducts various types of examinations to comprehensively evaluate students' knowledge, skills, and competencies. Each type is designed to assess different aspects of learning and contribute fairly to the final grade.

Midterm Exam

Midterm exams are formal assessments held at the mid of each semester to evaluate students' understanding of the course material covered so far. It provides an academic checkpoint for both students and instructors to monitor progress and identify the areas for improvement. Midterm exams are mandatory for all registered students and follow the centrally published schedule in the academic calendar issued by the Registrar Office. The duration of the exam is 1.30 hours. Classes are suspended during the examination period. All examinations are completed within one week. Each course includes a midterm component that contributes significantly to the final grade. Students with arrears must clear all required fees to be included on the examination list of both Bi-Semester and Trimester. At the same time, a Hall Clearance Card will be required to sit for the Semester Midterm Examinations of Bi-Semester students.

Final Examination / Lab Final Examination

The duration of each final exam is 2:00 hours. No classes are held during this period. The centrally published schedule applies to all departments and programs. Eligibility requires students to have attended at least 60% of classes for each course, completed course registration, and cleared all relevant dues. Strict adherence to examination rules, including conduct, punctuality, and academic integrity, is mandatory; violations may result in disciplinary action or cancellation of the exam. Students with arrears must clear all required fees to be included on the examination list of both Bi-Semester and Trimester. At the same time, a Hall Clearance Card will be required to sit for the Semester Final Examinations.

Assessment Components

- Attendance
- Quiz/Class Test: 3
- Presentation: 1
- Assignment: 1
- Midterm Exam
- Final Exam
- Open Ended Experiment (OEE)
- Class Participation
- Laboratory Viva/Lab Final Exam
- Laboratory Report/Project/Note Book
- Laboratory Performance

EXAMINATION PRINCIPLES

The examination system of Daffodil International University (DIU) is founded on a set of core principles to ensure that all assessments are conducted in a fair, transparent, and academically rigorous manner. These principles guide students, faculty, and administrative staff in maintaining the integrity and credibility of the university's evaluation process.

Duties of Students

Fairness

All students are provided equal opportunity to demonstrate their knowledge, skills, and competencies.

Examination rules are applied consistently to all students, regardless of program, department, or academic level.

Assessment methods and criteria are clearly communicated in advance.

Rights of Students

Transparency

- Examination schedules, formats, and evaluation criteria are published and accessible to all stakeholders.
- Students are informed about their rights and responsibilities before and during examinations.
- Procedures for result publication, re-evaluation are made clear to ensure openness.

Grading and Evaluation Structure

Grading and Performance Evaluation Process: Final grade in each course will be given on the basis of the performance on class attendance, quiz, assignment, presentation, midterm and final examination as indicated below:-

Theory Course		Laboratory Course	
Components	Marks	Components	Marks
Class Attendance	7	Class Attendance	10
Assignment	5	Laboratory Report	25
Presentation	8	Laboratory Performance	25
3 Quizzes	15	Laboratory Final	40
Semester Midterm Examination	25	Presentation for EEE from Engineering Faculty	-
Semester Final Examination	40	Open Ended Experiment (OEE) for EEE from Engineering Faculty	-
Total	100	Total	100

A student may earn any of one grade from the table on the basis of his/her performance of the course. The letter grades A, B, C, and D are considered passing grades and also acceptable to continuing of grades. Grade "F" is the failing grade. Daffodil International University is maintaining Uniform Grading System as per instruction of University Grants Commission of Bangladesh as follow:-

Marks obtained out of 100	Grade	Grade point Equivalent	Remarks
80% and above	A+	4.00	Outstanding
75% to less than 80%	A	3.75	Excellent
70% to less than 75%	A-	3.50	Very Good
65% to less than 70%	B+	3.25	Good
60% to less than 65%	B	3.00	Satisfactory
55% to less than 60%	B-	2.75	Above Average
50% to less than 55%	C+	2.50	Average
45% to less than 50%	C	2.25	Below Average
40% to less than 45%	D	2.00	Pass
Less than 40%	F	0.00	Fail

Grade Report:

Only the courses graded A+, A, A-, B+, B, B-, C+, C, D and F are used to determine credits attempted. In case students repeat courses, CGPA will be calculated on the basis of the highest grades obtained in the course/s only. Grades obtained in course/s in all examinations will be shown in the grade report. In addition, students who complete courses additionally to their normal credit requirements for graduation will inform the Registrar through Head of the Department and Dean of the respective Faculty in writing about the course, which he intends to declare for consideration towards the requirements for the degree.

CGPA Calculation:

The Cumulative Grade Point Average (CGPA) is calculated by multiplying the credit hours of each course by the corresponding grade point attempted in that course. The total of these weighted grade points is then divided by the total number of credits taken.

The formula for calculating SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average) is $CGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i considered as credit and G_i considered as grade point.

Degree Eligibility and Duration:

GPA of "D" 2.00 is a passing grade as per UGC rule and thus a student with CGPA 2.00 will be qualified for the degree.

All students must finish their degree programs within specific timeframe, 4-6 years for four-year undergraduate programs and 5-7 years for five-year undergraduate programs. For master's programs a student can take maximum 2-4 years to complete the degree.

Credit Transfer Policy:

A student may transfer a maximum of 50% of the total Theory and Lab credits earned from previously attended educational institutions. For a course to be considered eligible for credit transfer, at least 70% of the course content must be similar to the corresponding course of Daffodil International University. Applicants must submit official transcript and syllabus from previously attended institution/s. Courses identified as dominating model courses and/or P.O.-related courses will not be eligible for credit transfer. Only courses on which a student

has earned grade C+ (GPA 2.50) or above will be transferable. CGPA will be calculated for the courses taken only at Daffodil International University.

The university's equivalence committee will review and approve all credit transfer applications submitted by the students in the committee meeting.

EXAM SCHEDULE AND NOTIFICATION

Timetable Publication

The examination schedule and notification process is structured to ensure timely and accurate dissemination of all examination-related information to both students and faculty members. This includes details regarding Midterm Exam, Final Exam, and improvement examinations. The process is designed to provide students with adequate time for academic preparation and to uphold a fair, consistent, and transparent examination environment across the university. Various assessment components are scheduled in alignment with the academic calendar and are managed by the appropriate authorities.

Student Responsibilities for following Schedules

Students hold the responsibility of actively monitoring and verifying their examination schedules. Once the exam timetable is published, it is the student's duty to regularly check the university's official communication platforms—such as the Student Portal, Email and Notice boards—for the most updated information regarding exam dates, times, venues, and any changes.

Students must ensure that they are aware of all their registered course examinations and avoid any scheduling conflicts. Ignorance of the timetable, misreading the schedule, or relying on unofficial sources will not be accepted as valid reasons for missing an examination. It is also expected that students double-check for any updates or corrections that may be issued after the initial publication.

Changes in Schedule

While Daffodil International University strives to adhere to the originally published examination timetable, certain unforeseen circumstances may necessitate changes in the schedule. These may include natural disasters, unrest, emergencies, administrative decisions, or unavoidable conflicts in venue or faculty availability.

In such cases, any changes to the examination schedule will be officially announced by the Office of the Registrar through the university's Student Portal system, notice boards, Email and other formal communication channels. It is the responsibility of each student to stay informed and regularly check for updates, especially during the examination period.

Students are expected to adjust their plans accordingly and comply with the revised schedule. Failure to appear in a rescheduled examination due to lack of awareness will not be considered a valid excuse. The university takes necessary steps to ensure that rescheduling is fair, minimally disruptive, and clearly communicated to all stakeholders.



EXAMINATION RULES

Pre Exam

Eligibility Criteria to Sit for Exam

Registration Requirements

To successfully enroll in courses and participate in academic activities at Daffodil International University, students must complete the course registration process at the beginning of each semester in accordance with university policies. The registration process is essential for attending classes, participating in assessments, and appearing in examinations. The following components are mandatory for completing registration:

- **Financial Clearance:** Students must clear all previous dues and make the necessary payments for the current semester, including tuition and other applicable fees. Without financial clearance, registration cannot be proceeded. Students must satisfy all financial outstanding if applicable.
- **Advising by Academic Advisor:** Prior to registration, students are required to consult with their assigned academic advisor to select appropriate courses. Advisors guide students in choosing courses that align with their academic progress, prerequisites, and program structure.
- **Course Registration:** Once advised, students must complete the course registration process by selecting their approved courses through course advisor within the scheduled time.
- **Section Change (Course Registration):** After successful course registration, students are allowed to change section or course add/drop within the schedule time. In any circumstances, students are not allowed to sit another section as per his/her convenience.
- **Student Portal System Enrollment:** All registration activities, including course selection, payment, and schedule viewing, must be completed and confirmed through the university's ERP system. Students are responsible for ensuring that their selected courses are accurately reflected in the system.
- **Class Routine (Provided by Department):** After successful registration, students should collect or download their class routine provided by the respective department. The routine outlines the time and venue of each registered course.
- **Sit for Examinations (According to Course Registration):** After successful course Registration, Financial Clearance, Attendance Percentage, No Unfair-means Record and Fair Disciplinary Action, students should collect the Admit Card from the respective Departments or download from their Student Portal.

Attendance Requirements

- All undergraduate students must maintain a minimum of 60% class attendance in each course during the semester.
- The attendance policy is strictly enforced to ensure active participation, continuous learning, and academic discipline.
- Students with less than 60% attendance in any course will not be allowed to sit for the final examination.
- This rule applies to all students, regardless of academic standing or performance in other assessments.

Semester Course/s Registration

Procedures and Deadlines

At Daffodil International University, a separate examination registration is not required. Once a student completes their semester course registration through the university's ERP system with financial clearance and academic advising, they are automatically considered eligible to sit for examinations in the registered courses (in which) they meet other academic requirements such as minimum attendance and assessment components participation.

- Examination participation is linked directly to the semester course registration process.
- Students must complete their course registration and fee payment within the official deadlines stated in the academic calendar.
- Missing the deadline for semester registration may lead to ineligibility for attending classes and sitting for midterm or final exams.

Late Registration Policies

Late registration is generally discouraged and only allowed in exceptional cases. If permitted, it is subject to the following conditions:

- An additional late fee as prescribed by the university must be paid.
 - Late registration requests must be submitted to the Registrar with valid justification and may require approval through the respective department Head and Dean of the Faculty.
 - Students registering courses lately may not be eligible for some continuous assessments and must accept the academic implications.
 - After starting the Midterm Examinations, Late Course Registration are not allowed in any circumstances.
- Repeated late registration may be recorded in the student's academic file and could affect eligibility for certain academic privileges.

Withdrawal from Course Registration

Students who are unable to continue a course due to medical, personal, or emergency circumstances must formally withdraw from the course registration until held of the midterm examination through the following process:

- Submission of a written application to the Registrar through Dean, Head, Advisor and Course Teacher stating valid reasons for withdrawal.
- Applications must be submitted before the scheduled date of the Midterm Examination or as early as possible before Midterm Examination.
- In the case of medical emergencies, a supporting medical certificate must be provided.
- Unauthorized absence from an exam without formal withdrawal will result in an automatic "I" or "Incomplete" grade.

Credit Limit:

Course Registration Credit Limit: Students have to register fail/retake course/s first and then register for new course/s of maximum 12-18 credits (including 6 credits retake) including both regular and retake/fail courses for Trimester and maximum 18-24 credits (including 6 credits retake) including both regular and retake/fail courses for Bi-semester.

DURING EXAM

Entry and Exit Procedures for Students

To ensure the smooth, fair, and secure conduct of examinations, the following rules and procedures must be strictly followed by students during any form of examination.

Pre-Examination

- Must enter the exam hall at least 10 minutes before the scheduled start time, after the teacher has entered.
- Entry is permitted only with a valid Student ID card and Exam Admit Card.
- No student will be permitted to enter 30 minutes after the exam begins.
- Keep personal belongings in the designated area before the exam begins.

During Examination

- Maintain silence and follow all instructions given by the invigilators.
- Place your ID card visibly on the neck for verification.
- Students must not keep any unauthorized materials (mobile phones, notes, electronic devices, etc.) near their seat.
- In Midterm and Final exam, students may not leave within the first 1 hour of the exam.
- Seek the invigilator's permission for any need (e.g., washroom break, query).
- Engaging in any form of malpractice will result in disciplinary action.
- Ensure that all required information is filled out on the answer script and attendance sheet.

Post-Examination

- Stop writing immediately when instructed.
- Submit answer scripts properly before leaving the exam hall.
- Leave the hall quietly and orderly after submission.

Items Permitted / Not Permitted

To ensure a fair and disciplined examination environment, students are strictly advised to adhere to the following guidelines regarding items allowed in the exam hall:



Permitted Items

- Valid ID Card
- Exam Clearance
- Pens, pencils, erasers, rulers (in a transparent pouch). Every student must bring their own material which is not shareable.
- Non-programmable calculator (if allowed for the specific course only)
- Clear water bottle (label removed if required)

Not Permitted Items

- Mobile phones, smart watches, Bluetooth devices, or any electronic communication tools
- Books, notes, written materials, or unauthorized reference sheets
- Bags, wallets, or pouches (to be kept outside the hall or in designated areas)
- Headphones, caps, sunglasses, or any item that could obscure identity
- Food items or snacks, unless medically necessary and approved in advance

Possession of any prohibited item during the examination must be considered a violation of academic integrity and may lead to disciplinary action.

Seating Arrangements

- Students must sit only in their designated seats, as per the official seating plan published or posted outside the exam hall.
- Any unauthorized change of seat without prior approval from the invigilator may result in cancellation of the exam for the student.

Use of Electronic Devices

- All electronic devices, including mobile phones, smartwatches, tablets, or earphones, are strictly prohibited inside the exam hall.
- Students must switch off and deposit such devices in a designated area or keep them outside the examination area.
- Use or possession of unauthorized electronic devices during the examination will be treated as academic misconduct and subject to disciplinary action.
- If calculators are allowed, they must be non-programmable and approved by the course instructor or Exam Committee.

Dress Code

- Students must dress modestly and appropriately, reflecting the formal academic environment.
- Clothing with large pockets, hoods, or suspicious modifications may be subject to inspection.
- Face coverings (except for religious or medical reasons) that obstruct identity may be asked to be removed for verification.
- Invigilators or Examination Committee members may intervene if attire is deemed inappropriate or suspicious in the context of the exam.

Student Behavior Expectations

Maintaining discipline, fairness, and academic integrity during examinations is the shared responsibility of students, teachers, and invigilators. The following code of conduct outlines the expected behavior and responsibilities for all parties involved in the examination process.

- Students must arrive at the exam hall at least 10 minutes before the scheduled start time.
- A student must write his/her full information asked to fill-up clearly and legibly in the respective place provided in the exam scripts before s/he starts writing the answer in the examination. Students must read out the exam rule described in the answer script cover page.
- Student ID Card must be carried on the neck and presented for identity verification.
- A student may use additional answer sheets if needed and must get them signed by invigilator on duty and attach them with the original answer script and asked to fill-up clearly and legibly in the respective place provided in the additional answer script. Students must follow the instructions of the invigilators and remain in their designated seats throughout the exam.
- Academic misconduct such as cheating, plagiarism of assignment, or helping others will lead to immediate disciplinary action.
- Students must avoid bringing any prohibited items into the exam hall (e.g., mobile phones, notes, programmable devices).
- Any suspicious behavior will be recorded and reported to the Examination Committee.

Communication Restrictions

- No communication is allowed between students once the exam begins.
- Students must not exchange any materials (pens, papers, calculators, etc.).
- If a student requires clarification or assistance, they must raise their hand and speak directly with an invigilator.

Silence and Decorum

- Complete silence must be maintained in the examination hall at all times.
- Students should avoid unnecessary movement or behavior that may disturb others.

Dealing with Emergencies

- In the event of a medical emergency, students should notify the invigilator immediately. First aid or university medical assistance will be provided.
- In case of emergencies such as fire alarms, power failure, or natural disasters, student should remain calm and follow the instructions given by the invigilator
- Students to stay seated unless evacuation is required and follow university emergency protocols



ACADEMIC INTEGRITY & MISCONDUCT

Definition of Academic Integrity

Academic integrity refers to the ethical code and moral principles that govern all academic activities at Daffodil International University. It emphasizes honesty, trust, fairness, respect, and responsibility in the learning and assessment process. All students, faculty members, and staff are expected to uphold academic integrity in their work and behavior.

Academic misconduct is any behavior that compromises or attempts to compromise the integrity of the academic process. It includes dishonest actions by students, teachers, or staff in any academic activity, particularly during examinations and assessment procedures.

Academic Misconducts:

- Cheating: Using unauthorized materials (notes, mobile phones, programmable devices, etc.) or copying from another student's script. Possession of any indiscriminating document whether used or not.
- Plagiarism: Submitting work copied from other sources without proper citation or acknowledgment.
- Impersonation: Allowing someone else to sit an exam or submitting work on someone else's behalf.
- Collusion: Collaborating with others in a way that is not authorized by the instructor.
- Falsifying Information: Altering grades, attendance, medical documents, clearance card, ID Card, or exam scripts.
- Possession of Unauthorized Items: Bringing in calculators, notes, or devices not approved by the instructor or Examination Committee.
- Disruptive Behavior: Talking during the exam, distracting others, or refusing to follow invigilator instructions. Using abusive language or holding out threats to the invigilator.
- Forgery or Manipulation of Examination Records: Any deliberate act of altering, fabricating, tampering with, or misrepresenting official examination answer script or signature.
- Tampering of Examinations Admit Card: Any unauthorized alteration, modification, or falsification of information on an official examination admit card.
- Tampering of Examinations Question Paper: Any unauthorized interference, alteration, leakage, writing on the question paper or manipulation of the official examination question paper before, during, or after the examination process.
- Non-Submission of Answer Script After Examination: Any deliberate act of not handing over the answer script to the invigilator or authorized examination personnel after the completion of the examination, including taking the answer script outside the examination hall or withholding it without permission.
- Insertion of Unauthorized Pages in the Answer Script: Deliberately insert, attach, or include additional pages in a submitted answer script during examination and found at the time of evaluation by the course teacher.

Penalties for Misconduct

Actions and Penalties for Academic Misconduct

Misconduct Type	Description	Penalty
Cheating	Using unauthorized materials or copying answers	Retake in next course offering semester
Plagiarism	Submitting copied work without citation	Zero in assignment
Impersonation	Another person sits the exam or submits work	Disciplinary Committee
Collusion	Unauthorized collaboration, looking at another student's answer script, exchanging answer sheets or signals, allowing another student to copy	Retake in next course offering semester
Falsifying Information	Forged documents or grade tampering	Disciplinary Committee decision
Unauthorized Items	Possession of prohibited items (e.g., mobile, smart watches, tablets or electronic devices, Bluetooth ear devices, Programmable calculators (where not allowed))	Retake in next course offering semester
Unauthorized Communication Tools	Hidden communication devices, micro earpieces or smart glasses, internet enabled devices	Retake in next course offering semester
Leakage or Possession of Exam Questions Before Exam	Accessing leaked question papers, sharing exam questions before exam time	Retake in next course offering semester
Forgery or Manipulation of Examination Records	Tampering with answer scripts, admit card, question paper. Forged signature or document	Retake in next course offering semester
Non-Submission of Answer Script After Examination	Leave the exam hall without submitting answer script	Retake in next course offering semester
Insertion of Unauthorized Pages in the Answer Script	Adding extra pages to the answer script that were not officially issued or approved found at the time of evaluation	Retake in next course offering semester
Disruptive Behavior	Talking, refusing instructions, threatening	Retake the course or retake all the courses of the semester depending on the gravity of offence.

PLAGIARISM POLICY FOR PROJECT/INTERNSHIP/THESIS:

Plagiarism Checking:

Students' reports will not be accepted without plagiarism checking by Turnitin

Acceptable Range of Similarity:

- i) Project/ Thesis report of undergraduate students – 30%
- ii) Project/ Thesis report of Masters students – 25%
- iii) 5% matches from a single source, 10% in the DIU Dspace source, and 25% will be allowed from the AI source for degree completion.

ANSWER SCRIPT RECHECKING POLICY:

Students not satisfied with their grades may apply for answer script re-checking using the prescribed form from the respective department and submit it to the Office of the Controller of Examinations with a fee of Tk. 500/-. Applications must be submitted within 30 days of result publication. The re-checking will involve verification of obtained marks and identification of any unmarked answers by a newly assigned examiner. Rechecking of Lab Examination results is not permitted.

SPECIAL CONSIDERATIONS AND ACCOMMODATIONS

Daffodil International University is committed to providing an inclusive and supportive academic environment for all students. Recognizing that some students may face challenges that affect their ability to participate fully in examinations, the university offers special considerations and accommodations to ensure fairness and equal opportunity.

Students with Disabilities

- Students with documented physical, sensory, cognitive, or psychological disabilities are entitled to reasonable accommodations during examinations.
- Accommodations may include, but are not limited to, extra time, use of assistive devices, alternative exam formats, or a separate exam venue.
- To receive accommodations, students must submit a formal request supported by recent medical or psychological documentation to the Office of the Student Affairs or well in advance of the exam date.
- The Examination Committee will review requests and coordinate with faculty and invigilators to implement approved accommodations discreetly and effectively.

Medical Emergencies

- Students who suffer sudden illness or medical emergencies during an examination may be granted special consideration upon submission of valid medical certificates from a recognized healthcare provider.
- Such students should notify the invigilator immediately during the exam, or as soon as possible after the incident.

Bereavement or Other Extenuating Circumstances

- In cases of bereavement or other significant personal hardships that impact a student's ability to attend or perform in examinations, students may be allowed to sit for Improvement examination in case of Final Examination.

General Notes

- All special consideration requests must be submitted prior to or immediately following the exam session wherever possible.
- The university ensures confidentiality and sensitivity in handling all accommodation requests.
- Students are encouraged to communicate proactively to avoid disadvantages in their academic progress.

RETAKE EXAM

Retake examinations at Daffodil International University provide students with a structured opportunity to recover academic performance in specific situations such as failure in a course or valid absence during the scheduled exams. These exams are governed by clearly defined rules to ensure academic integrity and fairness.

Eligibility and Application

- Retake exams are available to students who fail in a course (i.e., receive an F grade).
- A student may retake any course in which a grade is B or less than B (GPA 3.00 or less than 3.00) has been obtained.
- A student is allowed to retake 6 credits along with regular credits
- The new earned grade will be displayed alongside the 'F' grade. However, the newly earned grade will be taken into account while calculating CGPA.
- All dues, including the exam fee, must be cleared before the application is accepted.
- No application will be accepted after the deadline, except under extraordinary circumstances with prior approval.
- No Course Retake is allowed after completion of Project/Thesis/Internship defense.

Limits on Number of Attempts

- A student who receives an "F" grade in a course may retake a course thrice. By exception, the Head of the Department or the Dean of the Faculty may justify and arrange with the Registrar to allow students (such as those on probation) to take more than three retakes in order to safeguard their progression.

The total number of retake exams a student can apply for in one semester may be restricted based on university policy and academic standing.

IMPROVEMENT EXAM

Improvement examinations at Daffodil International University provide students with a structured opportunity to recover academic performance in specific situations such as failure in a course or valid absence during the scheduled exams. This exam is governed by clearly defined rules to ensure academic integrity and fairness.

Eligibility and Application

- Students who receive a grade B or less than B (GPA 3.00 or less than 3.00) in a course may also be eligible for Improvement Exams in the next two consecutive semesters. However, this improvement exam must be attempted before starting the thesis/ internship.
- Improvement exam is also available to students who fail in a course (i.e., receive an F grade) in the semester final examination or were absent in the semester final examination.
- The highest grade achievable in an improvement exam is B+ (Grade Point 3.25), regardless of actual marks earned. This ensures the improvement system is used for academic recovery, not for grade boosting.
- In-case of similar grade lower than B+ (Grade Point 3.25), the latest will be counted.
- In-case of lower grade in an improvement examination, the previous grade will remain unchanged.
- There will be no improvement exam for the Midterm examination under any circumstances.
- A formal application for improvement exams must be submitted through the Student Portal within the timeline announced.
- All dues, including the exam fee, must be cleared before the application is accepted.
- No application will be accepted after the deadline, except under extraordinary circumstances with prior approval from the Examination Committee.
- In case of Project/thesis/dissertation/viva-voce, no improvement examination(s) will be entertained.
- No Course Improvement is allowed after completion of Project/Thesis/Internship defense.

Limits on Number of Attempts

- A student is allowed a maximum of two (2) improvement attempts per eligible course.
- In case of F grade, if a student fails to pass the course after two attempts, they must retake the course as a regular student in a future semester and complete all components, including attendance and assessments.
- The total number of improvement exams, a student can apply in one semester may be restricted based on university policy and academic standing.



OVERLAP EXAM

An overlap occurs when a student has two or more examinations scheduled at the same date and time. Students must report any overlap exam to the Department Head or Examination Committee within a specified timeframe after the exam schedule is published. A formal application is usually required and the exam committee will verify the claim before granting permission for an alternative arrangement. A separate question paper will be used to maintain confidentiality and fairness of overlap exam. Students must comply with all exam rules during the alternative sitting, and academic integrity policies strictly apply.

Exam Cancellation or Disruption

In the event of unexpected disruptions, such as natural disasters or emergency situations, Daffodil International University has established clear policies to ensure the safety of all stakeholders while maintaining academic integrity and continuity.

Natural Disaster or Emergency Situations

Examinations may be canceled, postponed, or disrupted due to unavoidable circumstances, including but not limited to:

- Natural disasters (e.g., floods, earthquakes, cyclones)
- Political unrest, strikes, or public safety threats
- Sudden institutional closure
- Health emergencies (e.g., pandemics, outbreaks)
- Technical failures (in case of online/remote exams)

In such situations, the university will prioritize the safety of students, faculty, and employees, and the decision for cancellation or suspension of examinations will be made by the Examination Committee in consultation with the University Authority.

Rescheduling Procedure

When exams are canceled or interrupted:

1. Official Notification: The Registrar Office will issue an official notice through the Student Portal, institutional email, website, and relevant communication channels.
2. New Schedule: A revised examination schedule will be announced within a reasonable timeframe, depending on the nature of the disruption.
3. Consistency: The new exam date will ensure minimal overlap with other academic activities (e.g., classes, other exams).

Responsibilities of Students

Students of Daffodil International University are expected to take ownership of their academic journey, especially during examinations. The following responsibilities are designed to ensure smooth conduct of exams, uphold academic integrity, and support a fair and disciplined examination environment.

Understanding and Following Regulations

Students must familiarize themselves with all examination rules, policies, and procedures as outlined in this booklet. Ignorance of regulations will not be accepted as an excuse for any form of misconduct or non-compliance. It is the responsibility of each student to:

- Understand and adhere to the academic calendar, exam schedules, and instructions provided.
- Arrive at the examination venue on time with valid student ID Card and required materials.
- Follow the instructions given by invigilators and faculty without objection.
- Remain updated on university notices and communication related to examinations.

Reporting Conflicts and Issues in Advance

Students who anticipate any overlap exam must report the issue in writing to the Departmental Head or the Examination Committee as early as possible—ideally before the examination date.

- Late reporting or failure to communicate will limit the university's ability to provide alternative arrangements or special considerations.

Ensuring Academic Integrity

Every student has a duty to uphold academic honesty and integrity during all assessments. This includes:

- Avoiding all forms of cheating, plagiarism, impersonation, and unauthorized collaboration.
- Not using or possessing prohibited materials or devices during exams.
- Respecting the privacy and academic work of fellow students.
- Reporting any observation of malpractice to the appropriate authority.

Violations of academic integrity will lead to disciplinary action as per university policies and may impact the student's academic record, scholarship eligibility, and overall standing at the university.

APPENDIX

Appendix A: Frequently Asked Questions (FAQs)

Q1: What happens if I miss an exam due to illness?

A: Student may sit for Improvement Examination of Final Exam only.

Q2: Can I improve my grade if I'm not satisfied?

A: Yes, if your grade is B (Grade point 3.00) or less than B (Grade point less than 3.00) in a course, you can apply for an improvement exam of final examination only through the Student Portal.

Q3: Where can I find my exam schedule?

A: Exam schedules are published via the Student Portal and departmental notice boards. Students are responsible for checking updates.

Q4: What if I accidentally bring a mobile phone to the exam?

A: Mobile phones are strictly prohibited. Possession may be considered a misconduct, even if unused. You must keep it on the designated area.

Q5: How can I appeal an exam decision or penalty?

A: You can submit a written appeal to the through your department Head and Dean within 7 working days of the decision.

Appendix B: Contact Information

Office of the Controller of Examinations

Daffodil Smart City, Birulia, Savar, Dhaka-1216

Email: exam@daffodilvarsity.edu.bd, examofficesupport@daffodilvarsity.edu.bd

Website: www.daffodilvarsity.edu.bd

Phone: +88 02 224441833-34

Student Support Helpline (Exam Office Related):

Hotline: 09617901212 (Ext. 90071, 90072, 90073)

