



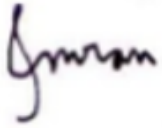
Daffodil International University
Department of Software Engineering
SWE Exam Guidelines for Students

1. **Exam Hall Entry Time:** Students must report to the assigned exam room at least **15 minutes** before the exam starts. Late arrivals of more than **60 minutes** will not be permitted to take the exam.
2. **Exam Rooms:** Students must sit in the exam rooms specifically allotted for their sections. If a student enters an unassigned room, his/her exam scripts may be forfeited. The department will not be responsible for any such inconvenience.
3. **Examination Duration Extension:** Exam time will not be extended to accommodate late arrivals under any circumstances.
4. **Breaks:** Breaks are not allowed during the exam, except for emergency toilet use. Only one student will be allowed to leave at a time, and this must be done under the supervision of the invigilator. No extra time will be allotted for breaks.
5. **Leaving the Exam Hall:** No student is permitted to leave the exam hall within the first hour or during the last 10 minutes of the exam, except in emergencies. Students must remain seated after the exam ends until the invigilator gives permission to leave.
6. **Exam Termination:** In case of emergencies (e.g., fire alarms), students must follow the invigilator's instructions to evacuate and leave the exam scripts on the desks.
7. **Identity Verification:** Students are required to bring their **official university ID card** to the exam. Entry into the exam hall will not be allowed without proper identification. If you forget your ID card, you must immediately contact the **SWE office**, where your identity will be verified and a **one-day permission** slip will be issued. Faculties or any member of the exam committee will not provide this permission.

8. **Accounts Clearance:** Students must bring their accounts clearance slip to the exam. Invigilators will verify the clearance when signing your answer script. If you forget to bring the clearance slip, you should immediately go to the **SWE office** for further instructions. Faculties or any member of the exam committee will not provide this permission.
9. **Answer Script Protocol:** Each answer script, including any additional sheets, must bear the invigilator's signature to be considered valid for submission.
10. **Exam Question Clarification:** Invigilators are not permitted to discuss or explain exam questions. Any concerns about the questions should be brought to the invigilator's attention, and they will record them for review by the course instructor.
11. **Assistance of Course Teacher:** Students may request the presence of the course instructor or teaching assistant in the exam room. The instructor or assistant can clarify questions within the scheduled exam time.
12. **Personal Belongings:** All personal items, including bags, notes, and electronic devices, must be left in areas designated by the invigilator. Under no circumstances are personal belongings allowed at the student's desk during the exam.
13. **Electronic Devices:** All electronic and telecommunications devices are strictly prohibited inside the exam room. This includes but is not limited to cellular phones, pagers, MP3 players, programmable or graphing calculators, personal assistant devices, digital watches, personal computers, etc. The invigilator reserves the right to inspect any items brought into the exam room and determine whether the device is suitable for keeping with you or not.
14. **Academic Integrity:** Any form of cheating, including the use of unauthorized materials, notes, communicating with other students, writing on the desk or wall before the exam begins (even if you do not use those materials in the exam), etc., will lead to cancellation of your exam and disciplinary action in accordance with university policy. Invigilators or members of the exam committee have the complete authority to cancel your exam script if you are found engaging in any of these offenses.

15. **Invigilator Authority:** Invigilators have full authority in the exam hall regarding all matters during the exam. Any form of misbehavior toward an invigilator will result in the immediate cancellation of your exam. Further disciplinary action will be taken by the university or departmental discipline committee. If you believe the invigilator is acting inappropriately or making an incorrect decision, remain calm and comply with their instructions. After the exam, you may report the incident to the exam committee, who will review the situation and take any necessary action.
16. **Overlap Examinations:** Students with two exams scheduled at the same time on the same day are eligible for overlap exams. Students are responsible for regularly checking the SWE notice board for any updates or announcements related to overlap exams. The notice will contain the necessary instructions regarding application for overlap exams. The exam committee will not be responsible if any student misses notice deadlines.
17. **Final Improvement Examination:** Students who receive a grade below **B** are eligible for the final improvement examination. Students are responsible for regularly checking the SWE notice board for updates or announcements related to improvement exams. The notice will contain the necessary instructions regarding application for overlap exams. The exam committee will not be responsible if any student misses notice deadlines.
18. **Missed Exams:** Students who were admitted to the hospital during an exam, or whose immediate family members (such as parents or siblings) experienced a medical emergency, may be considered for a second exam. Students must email the exam committee with appropriate documentation of their situation, ensuring that their advisors, course instructors, department head, and associate head are copied (CC'd) on the email. Each case will be assessed individually with strict criteria, and the exam committee will have full discretion in determining eligibility. The committee's decision will be final.
19. **Email and Communications:** All communication with the SWE Exam Committee must be conducted through the official email: **exam.swe@daffodilvarsity.edu.bd**. Emails sent to individual committee members will not be accepted under any circumstances. In addition, the SWE Exam Committee will communicate to the students only through **Notice Board** and **CR Groups**.

20. **Amendments:** The exam committee, department, and the university reserve the right to make changes to the above guidelines at any time if deemed necessary for the betterment of the students.

A handwritten signature in dark ink, appearing to read 'Imran', is positioned above the printed name.

Dr. Imran Mahmud

Professor & Head

Department of Software Engineering

Faculty of Science & Information Technology

Daffodil International University