NATIONAL DEFENCE UNIVERSITY ISLAMABAD
(Examinations Branch)

Subject: INSTRUCTIONS FOR CONDUCT OF MID TERM EXAM: FALL 2026 SEMESTER

Reference: FCS Academic Calendar – Fall 2026 Semesters dated 8 July 2026

General

1. Mid Term Exams of Fall 2026 semester have been scheduled " ON CAMPUS" at FCS from **16-22 Nov 2026.**

Invigilation

2. Faculty members (as per date sheet) shall perform invigilation during the Exams. In case of extenuating circumstances change in invigilation duties (if any) may be intimated to Controller of Exams before start of paper (preferably 24 hrs before).

Question Papers

3. Question papers are to be set up by respective faculty and scrutinized/ approved by respective HoDs to ensure that the Question Papers are balanced and cover the essentials of the whole syllabus taught by the faculty.

Actions By The Invigilator

4. The invigilator shall ensure:

   a. Collection of bundles containing main answer scripts & continuation sheets from Mini Exam Cell / Exams Branch.
   b. Students are made to sit in the Exam Halls as per the seating plan (placed outside by respective Depts/ Attendance sheets) **facing the installed Cameras.**
   c. Announcement before distribution of question papers that min Rustication for 1 x regular semester for the following cases:-
      (1) Possession / Using Electronic Device (Laptop, Mobile, Digital Watch etc) to solve the paper.
      (2) Possession / Using printed or hand written material (chits, notes, books, notes/hints written on hands, clothes, exam accessories etc) to solve the paper.
   d. Packets containing answer sheets and continuation sheets shall be opened in front of students and distributed accordingly
   e. Issuance of 1 x Main Answer Script to each student duly initialed by the invigilator.
   f. Students read and sign the instructions printed on back of 1st page of main answer script.
   g. Students mark their attendance and enter serial numbers of their main answer script on the attendance sheet as well as serial nos of continuation sheets as and when acquired. Serial nos of continuation sheets shall also be recorded on Main answer sheets at specified place.
   h. Signing of answer sheets and continuation sheets (as and when issued).

11/Nov/26

i. Attendance sheet(s) duly signed by the invigilator is/are submitted in the dept concerned immediately after the paper for onward forwarding to Exams Branch duly signed by respective HoDs, through an ION the same day or next day morning in case of evening papers. Depts may retain photocopy of the attendance sheet(s).

Issuance & Returning of Main Answer Scripts /Continuation Sheets

5. FoI procedure shall be followed:-

a. Respective Invigilators (at Iqbal campus) shall collect Packets containing main answer scripts and continuation sheets from Mini Exams Cell (setup at Iqbal Campus) and Invigilators of GPP dept from Exams Branch, 30 – 60 mins before the start of scheduled paper after proper handing /taking over.

b. Respective Invigilators/Depts shall be responsible for returning of un-used of answer sheets and continuation sheets to Mini Exam Cell/Exams Branch, after the paper, the same day or next day morning in case of evening papers.

Monitoring Through CC TV

6. Students may be informed that continuous Monitoring of Exams Through CCTV at various levels is carried out. Following mechanism will be followed:-

a. HoDs concerned shall be responsible to ensure monitoring through out the duration of respective papers either in person or through some rep deputed by the HoD for this purpose. Monitoring screens along with nec monitoring eqpt (already installed in respective HoDs offices) shall be utilized for effective monitoring of respective LRs.

b. Concerned (faculty/rep) employed for this purpose shall critically monitor the respective LH/CR/Gallery and report unfair mean cases (if any) to concerned invigilator/dept immediately for nec action.

c. Staff appointed in control room during Exams will also monitor the exams and report unfair mean cases (if any) to concerned Invigilator/ Dept/ Exams Branch immediately for nec action.

d. Required video clips shall be available uptill 12 days of the paper.

Conduct of Examination

7. Following guidelines are sent for compliance to facilitate the Conduct of Exams:-

a. Students should reach the Exam Halls well before the scheduled time. No extra time shall be given to students reaching late.

b. Proper mobile collection points be set up (by Admin Branch) at entrance of Iqbal & Syed Ahmed Campuses for deposit of Student's mobiles.

c. Depts to inform students through all available means that **Students are not allowed** to take mobile phones, electronic gadgets, laptops, notes, cheating pens/ hand written materials and books etc inside the Exams Hall. **Possession / use of any of these Items during exams has been explicitly prohibited in the examinations as it shall result in minimum rustication for**

11/09/16

1 x regular semester or expulsion from the University.

d. Students must write their Names, Registration Numbers and date on the Answer Scripts, Question papers and continuation sheets as and when acquired.
e. Students must sign the attendance sheet and enter serial number of main answer script. Failing to sign attendance sheet will be considered absence from the examination.
f. Students to read and sign the instructions printed on back of 1st page of main answer script.
g. Students must ensure that answer scripts and all continuation sheets are initialed / signed by the invigilator during the examinations. Also ensure that serial numbers of continuation sheets are entered on main answer scripts at designated places as well as on the attendance sheets.
h. Students found engaged in use of unfair means shall be stopped from further solving the paper.
i. It shall be immediately reported to the Dept concerned and referred to exams branch through an ION.
j. Any other action in this regard shall be without any legal authority. Statements of candidate and invigilator, pictures & original unfair means material be confiscated and attached with such cases.
k. Students may not be allowed to leave Exam Halls during the paper except emergency.
l. CoE / Rep of Exams branch to visit Exam Halls and observations (if any) may be communicated to respective invigilators/ HoDs and Dean FCS (if required).

Provisions for Special Students

8. As per HEC policy guidelines:-

a. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
b. In case a student is physically handicapped/visually impaired, she / he may be permitted to engage a writer in Tests/ Examinations of the University by the respective HoD. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5)".
c. She / he will be allowed 45 minutes (maximum) extra time to solve the question paper.

Paper Viewing by the Students

9. All marked papers are required to be shown to respective students before sending the results to Exams Branch.

Submission of Results

10. Results shall be entered in ACADMAX by **23 Nov 2026**. Award list (printed through ACADMAX) duly signed by the faculty and HoD shall be forwarded to Examinations Branch through an ION along with sealed envelopes (containing the answer scripts & questions papers only) by **25 Nov 2026**.

11. All Depts are requested to ensure dissemination of these instructions to concerned faculty members (including VFs) and students through email/whatsapp etc. Depts are also required to display these instructions on dept notice boards.

12. Forwarded for necessary action / compliance, please.

Controller of Examinations (Acting)
(Tauqir Ahmed)
11 Nov 2026

To: All HoDs
Registration Branch
Admin Branch
Finance Branch
PRSA&IT
QEC
Dir Academics
Dir Coord FCS
PS to Dean FCS
Webmaster NDU
Dept Coords (to share with all concerned faculty members)