



# Dow University of Health Sciences, Karachi.

## Examinations Department

Ref No.: DUHS/EXM/2021-Rev-044

Date: 08-01-2021

# **NOTICE FOR STUDENTS**

It is notified for information to the concerned students of **2<sup>nd</sup> Prof. MBBS Annual Examination 2020 (OSPE/ VIVA)** that the above-mentioned program will be held **ONLINE** as per schedule announced that is on the same day & time.

### **Student Requirements for the Exam:**

1. Laptop or Computer/ Desktop System.
2. Reliable Internet Connection (4G / Broadband).
3. Speaker & Microphone (External or Built-in).
4. Browser (Chrome / Firefox)
5. Backup Electricity Arrangement (UPS and / or Electric Generator).
6. Web Cam / HD Web Cam (External / Built-in).
7. Operating System (Window-7 to Windows-10).

### **Instructions for Students who are appearing in the Online Exam:**

#### **PRIOR TO THE EXAM:**

1. Ensure that you in a quiet environment with minimal distractions.
2. Ensure that you have **“TWO DEVICES”** and both are fully charged and you have a proper backup in case of electricity failure.
3. No other books, notes or items are allowed in front of you.
4. The students are advised to wear formal dress throughout the duration of exam.

#### **LOGGING IN TO THE ZOOM:**

1. Login to the Zoom meeting ID, 30 minutes before the starting of the exam.
2. Use your official name to login to the Zoom session.
3. You will first be in the waiting room and the administrator will allow you to enter in the exam after verifying your credentials.



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4. If you join with a nick name that is not verifiable, you will not be allowed to join the Zoom session.
5. Turn on the video function on Zoom throughout the examinations to allow the invigilator/ examiner to see you at the laptop / desktop computer throughout the session.
6. Camera's should be ON all the times and set up in such a way that it shows wide view of their work area.
7. Invigilator/ Examiner have the authority to ask you to adjust your camera angle.

### **DURING THE EXAM & COMMUNICATION WITH THE EXAMINER/ INVIGILATOR:**

1. The Examiner will take the attendance at the start and at the end of the exam.
2. The whole duration of the Zoom meeting will be video recorded on Zoom for vigilance.
3. You may communicate with the Examiner/ Invigilator on chat and Vice-Versa.
4. Invigilator/ Examiner have the right to remove you from the Zoom meeting if suspected of using unfair means.

***Controller of Examinations***