



Dow University of Health Sciences, Karachi.

Examinations Department

Ref No.: DUHS/EXM/2021-086

Date: 18-01-2021

NOTICE FOR STUDENTS

GENERAL INSTRUCTIONS FOR ONLINE EXAM

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. **In case of non-availability of two devices; the student will not be allowed to appear / sit in the exam.**
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 (for OSPE/ VIVA):

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 **(for OSPE/ VIVA/ THEORY):**

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.
5. If the student submits the (THEORY PAPER), he/ she will not be able to re-submit the paper again.
6. Kindly make sure that all the above instruction should be strictly followed. In case, if the candidate is unable to attend the online exam due to above said means, the Examinations Department will not be responsible & will not entertain any queries regarding the above said instructions.

Note: Kindly make sure that all the above instructions should be strictly followed. In case, if the candidate is unable to attend the online exam due to above said means, the Examinations Department will not be responsible & will not entertain any queries regarding the above said instructions.

Controller of Examinations