



NORTH SOUTH UNIVERSITY

Office of the Controller of Examinations

Inter Office Memo

For kind approval: *M. Hossain*

No. NSU/ C of E/ 24 (AC/ CS/ ES) V-2/

Date: 16 October 2023

To : All Deans
All Chairpersons/ Program Directors

From : Controller of Examinations

Afruz Sultana
Controller of examinations
North South University
Dhaka. Bangladesh

Cc : Registrar
Director, IT
Secretary to BOT
Secretary to the Vice-Chancellor
Secretary to the Pro-Vice-Chancellor

Subject : **Final Examination Schedule, Summer-2023: Undergraduate Programs**

1. As per the decision of the NSU authority, the semester final examinations of all undergraduate programs are **to be held on campus** according to the class schedule. Accordingly, vide the Controller's office Inter Office memo no. NSU/C of E/24(AC/CS/ES) V-2 dated: 12 September 2023, we earlier sent the draft of the **Final Examination Schedule, Summer-2023: Undergraduate Programs** to all concerned for suggestion/ observation. As we didn't receive any suggestion/ observation regarding the draft examination schedule within the given deadline (**12 October, 2023**), therefore we hereby circulate the **Final Examination Schedule of Summer-2023 for Undergraduate Programs** as follows:

Class Days	Last Day of Classes	Final Exam Date	Final Exam Day	Class Time Slot
RA	02 November 2023 Thursday	09 November 2023	Thursday	08.00 AM – 09.15 AM 10.50 AM – 12.05 PM 01.40 PM – 02.55 PM 04.30 PM – 05.45 PM
RA	02 November 2023 Thursday	11 November 2023	Saturday	09.25 AM – 10.40 AM 12.15 PM – 01.30 PM 03.05 PM – 04.20 PM
ST	05 November 2023 Sunday	13 November 2023	Monday	08.00 AM – 09.15 AM 10.50 AM – 12.05 PM 01.40 PM – 02.55 PM 04.30 PM – 05.45 PM



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Class Days	Last Day of Classes	Final Exam Date	Final Exam Day	Class Time Slot
ST	05 November 2023 Sunday	15 November 2023	Wednesday	09.25 AM – 10.40 AM 12.15 PM – 01.30 PM 03.05 PM – 04.20 PM
MW	06 November 2023 Monday	18 November 2023	Saturday	08.00 AM – 09.15 AM 10.50 AM – 12.05 PM 01.40 PM – 02.55 PM 04.30 PM – 05.45 PM
MW	06 November 2023 Monday	20 November 2023	Monday	09.25 AM – 10.40 AM 12.15 PM – 01.30 PM 03.05 PM – 04.20 PM

2. The course instructors are requested to collect information from the students who have more than three examinations on a single day and report the same to the respective Chairperson/ Program Director for rescheduling such examinations. It would be highly appreciated if you inform us of the rescheduled dates of the final examinations.

3. Department Chairpersons/ Program Directors are requested to circulate this Examination Schedule to all concerned, and the faculty members are requested to announce the same in their respective classrooms.

4. **The last date for grade submission for Summer-2023 is 25 November 2023.**



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General Guidelines to be Followed (for Students)

1. Exams will be conducted in the assigned classrooms at the scheduled times as per the examination routine.
2. Students must bring their NSU ID and be present in front of the exam rooms at least 10 minutes before the exam starts.
3. Students must quietly enter the exam room and put any bags and books in the designated Bag Zone.
4. Students must switch off any mobile phone, smartwatch, or similar electronic data storage or communication devices and leave them in the designated Bag Zone in the exam room.
5. No person will be allowed in an examination room during the examination time except the candidates concerned and those supervising the examination.
6. Students shall not communicate with one another in any manner whatsoever during the examination. Students may not leave the examination room without permission from the faculty member/invigilator for any reason, including using the washroom.
7. In general, students will not be permitted to enter the examination room later than fifteen minutes after the commencement of the examination nor to leave except under supervision until at least half an hour after the examination has commenced.
8. If any student is found resorting to unfair means during the exam, his/ her exam may be canceled, and disciplinary action will be taken.
9. Students must stay in the exam room after the exam until the faculty member/ invigilator advises them to leave the exam room after collecting all the answer scripts.