

## **RULES GOVERNING THE CONDUCT OF ONLINE EXAMINATIONS**

- 1. School Fees MUST be paid in full, otherwise no examination.**
- 2. Senate has approved different patterns of the examination ranging from Multiple Choice Questions, True/False Questions, Short Answer (Fill-in-the-gap), Short Essay (Maximum 150 Words), Long Essay (450 Words), Scan and Upload, All –in – One.**
- 3. Check your portal at least three times a day before and during the examination period**
- 4. Ensure you are in a location that guarantees seamless and fast internet connection**
- 5. Ensure adequate arrangements are made for Constant & Regular power supply all through each examination to be taken**
- 6. Ensure you have a functional laptop, tablet, desktop, mobile phone with an excellent and functional webcam and camera**
- 7. Ensure webcam is on throughout the conduct of the examination**
- 8. Sit in a well-lit and uncrowded venue devoid of distractions from PERSONS and other materials**
- 9. Ensure you have enough writing materials with you**
- 10. Equip yourself with BLACK/BLUE biros for writing to aid copyscan of your answer sheets**
- 11. Download the ABUAD answer booklets/sheets before the commencement of the examination**
- 12. Each page of the answer sheets shall be scanned independently ensuring all the required information are captured**
- 13. Answer each questions neatly, on a separate sheet of paper; scan properly using a cam scan(already downloaded on your device); upload on portal (for the said examination) and send a copy to the lecturer in charge by**

**his/her ABUAD email address, and recognized WhatsApp (to be provided on each question paper) within 15 - 30 minutes after the examination**

- 14. All Examination questions with desired specifications and instructions shall be uploaded on the portal and passworded/protected.**
- 15. Avoid CHEATING of any sort and ensure you obey and observe all prescribed rules for the examination**
- 16. Provide clearly at the top central point of your answer script Mat No., Dept., level, course code, course title only, NAMES are not allowed.**
- 17. Interact with the examiners and invigilators all through the examinations from login to logout**
- 18. Seek permission officially if there's need to leave your camera view briefly to answer nature's call if need be**
- 19. All students and examiners shall confirm receipt and understanding of these guidelines**
- 20. The information to parents/sponsors/guardians, mock examination time table and 2<sup>nd</sup> semester examination timetable shall be made available on the website.**
- 21. All GST and Afe Courses are Multiple Choice Questions Exams.**
- 22. Always read the instructions very well before answering any question for any exam; before warned is before armed.**