

Institute of Water and Flood Management (IWFM)
Bangladesh University of Engineering and Technology (BUET)

Students' Guidelines for the October 2019 Semester Final Exam

1. Students must attend the final examination
2. Students must fill in the Declaration form. Your supplied information must be handwritten. You need to email the scanned copy/image of the handwritten form to your respective course teachers, keeping the postgraduate coordinator (Dr. Sonia Binte Murshed, sonia.iwfm@gmail.com) in the CC by October 15th.
3. Students need to switch on their audio and video option of the Zoom platform during the exam period.
4. Students are asked to keep their student ID during the exam.
5. Final exam weightage shall be 30% of total marks
6. It shall be Open Book type Take Home Examination, with subjective, narrative, and /or open-ended problem-solution type questions. (You are not allowed to discuss the questions among your peers)
7. Students should be logged in the Zoom platform using their zoom account. Please do not use the web version to enter Zoom. You are not allowed to appear the exam as "Guest" in the Zoom.
8. Examinations shall be handwritten on self-arranged answer sheets with page numbering
9. The duration of the examination shall be from 90 to 150 minutes, including the time taken for uploading the consolidated single pdf file or zipped file of the images of the answer sheets. The answer sheet should be sent to the respective course teachers' BUET email id and also to any personal email id (Gmail or any other email account) in the CC.
10. Respective course teachers will acknowledge your submission via email. Please contact your course teacher if you don't receive the acknowledgment email within one hour.

11. Copying answers from other students is strictly prohibited. If any answer sheet is copied from others, the course instructor will cancel both answer sheets.

Declaration on the Online Course Conduct by Post Graduate Student of BUET for COVID-19 Situations

On my honour, I *[name]*.....

....., Roll No.....,

hereby declare that,

- I. I shall not misuse, in any form or method, the course materials including Lecture Notes, Reading Materials, Audio and Video Records of the lectures of this course.
- II. I shall not adopt any unfair means during the Continuous Assessment, in the form of Class Test/ Quiz/ Oral Examinations (Viva)/ Assignment/ Review Report/ Term Paper/ Presentation, and Final Examination and shall not receive any help or offer/ provide help to anyone.

I agree to accept any punitive measure taken by BUET Authority if at any time during or after the completion of the course it is revealed otherwise.

Signature: