

Institute of Water and Flood Management (IWFM)  
Bangladesh University of Engineering and Technology (BUET)  
**Students' Guidelines for the Post Graduate Admission Test**

**Exam date: July 2, 2021**

**Online Admission Test: Zoom platform**

**Log in time: 3:00 pm**

**Question distribution: 3:25 pm**

**Exam: 3:30 pm - 4:30 pm**

**Answer script submission: 4:30 pm - 4:45 pm**

1. Make sure that you have a stable, uninterrupted internet connection throughout your exam (until the submission). Use mobile data if necessary.
2. Please verify that your application serial number appears correctly within the User ID box
3. You **must** switch on the Zoom platform's **video and audio option** during the exam and exam script submission periods. Failure to adhere to this rule will result in the **cancellation of the admission test**.
4. Use laptop or Desktop with webcam during the exam and a separate device (mobile/scanner) for scanning your answer script. Video and audio must be kept on all the time.
5. You will be notified about your Zoom link and password through your emails. Do not share the zoom link and password with anyone else. Failure to adhere to this rule will result in the **cancellation of the admission test**.
6. You should enter the Zoom platform 30 minutes before the exam starts to ensure that everything is working fine.
7. You will not be allowed to enter the Zoom platform 15 minutes after the exam starts (3:45 pm).
8. You **must** use the desktop version of Zoom (not the web version) and log in with your personal zoom account.

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9. Examinations shall be handwritten on self-arranged answer sheets (A4 white papers) with page numbering. In addition to the page number, the first page of the answer sheets should include the name, application serial number.
10. The duration of the examination shall be 60 minutes. You will have 15 minutes for uploading the consolidated single pdf file or zipped file of the images of the answer sheets.
11. Rename your answer scripts as **Application ID\_Last name** after the scanning process. For example, if your application serial number is 280001 and your name is Md. Emdad Islam, then you should rename your answer scripts as 280001\_Islam.
12. The answer scripts **must** be sent to the assigned email id to be given by the invigilators.
13. Respective invigilators will acknowledge your submission.
14. Communicating with anyone else during the examination, including the submission period, is **strictly prohibited**. If any answer script is copied from others, the invigilator will **cancel both answer scripts**.
15. You **must** dress as though you were in a public setting.
16. You **must not** use headphones, earbuds, or any other type of listening equipment.
17. You **must not** communicate with any other person by any means.
18. You **must not** receive/make any phone call during the examination and submission process for any reason.
19. You **must not** leave the Zoom platform during the exam for any reason unless your invigilator specifically permits you to do so.