

SOP for Retest / Make-up Exams

NUST Balochistan Campus (NBC)

1. **Retest of End Semester Examination.** *(Policy Ref: Para 46 (2), Chapter VI of NUST Regulation).*
 - a. In case a failed subject is a **pre-requisite for a course in the following semester**, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, XF Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest shall have the same weightage as that of the actual End Semester Examination in that subject. **Maximum achievable grade in this case shall be 'D'.** There shall be no extra coaching classes prior to such retest.
 - b. Retest cases or subjects which are prerequisites for courses in the upcoming or subsequent semester will be identified and communicated to the Examination Branch via eION **one day prior to the conduct of the Pre-FBS.**
2. **Procedure for Missed Exams (MSE/ESE)** *(Policy Ref: para 33 (b) chapter V, of NUST Regulations).*

A student, under extraordinary and unavoidable circumstances, may qualify for the makeup of a missed exam. In order to request for the same, the student will submit an application alongwith form attached as **Anx A** to the Concerned HoD through student advisor *(if applicable)* and Progm Coord. The application will not be received by the authority other than HoD office. The applications fall in the following two major categories:

- a. **Unforeseen Reasons/ Emergency Situations.** In case an exam is missed due to circumstances beyond student's control i.e medical grounds or unfortunate death of a close relative, the student will submit an application form **Next day of the actual date of exam** or by end of final exam day.

(1) **Medical Reasons.** Medical Prescription from any of the following;

- i. Any Govt / Semi Govt / Armed Forces hospital. The bed rest for respective days should be mentioned by the doctor.
- ii. Recognized / Well-reputed private hospitals (having computerized MR or Patient Number). The bed rest for respective days should be mentioned by the doctor.
- iii. Receipt of consultancy fee paid.
- iv. Receipt of purchased medicines.

Note. Medical Prescriptions from NBC MI Room will NOT be entertained for makeup of missed exams and compensation of any grade item. However, in the case of referral to CMH or any other hospital by NBC MI

Room, the referral form along with the doctor's recommendation may be submitted for consideration.

(2) **Death of Relatives**. Applicants must ensure the submission of the following supporting documents in each case:

- I. Death certificate of deceased.
- II. Family Registration Certificate issued by NADRA.
- III. Applications will be entertained only in case of death of blood relatives (Parents, Siblings, Grandfather or Grandmother).

b. **Planned/ Scheduled Activities**. In case of a pre-planned activity, i.e. Iqama renewal, job interview or any other official commitment that coincides with the exams or other grade items, the application seeking department's approval will be submitted by the student **in advance, at least one week prior** to proceeding for the said planned activity. Applicants must ensure the submission of the following supporting documents in each case:

(1) **Iqama Renewal**

- I. Letter / Invitation for Iqama Renewal.
- II. Copy of passport pages including immigration stamp and particulars of student.
- III. Copy of Air Ticket.

(2) **Official Commitment**. Official Letter / Notification from the respective departments responsible for assigning the duty, clearly mentioning the dates and time of commitment shall be attached along with the application.

(3) Any Other Reason acceptable to the authorities.

3. **Processing of Applications alongwith Form**

- a. **For Unforeseen / Emergency Cases**. Concerned HoD(s) will forward compiled data of recommended students as per **Anx B** and **C** through eION to Exam Brach followed by hard copy of application and form ***not later than 1 x week on termination of MSE/ ESE***. Moreover, requests through emails will not be entertained under any circumstances.
- b. **For Planned Activity**. Concerned HoD(s) will forward compiled data of recommended students as per **Anx B** and **C** through eION to Exam Brach followed by hard copy of application and form ***not later than 1 x week prior to MSE/ ESE***. Moreover, requests through ***emails will not be entertained*** under any circumstances.
- c. If any of the required supporting documents mentioned above is missing, the application will not be entertained.

- d. Upon receipt of applications through eION and hard copies, exam branch will process a consolidated list of students recommended by HoDs for approval of Dean & Dir, NBC within 1x week of MSE/ ESE exam.
- e. The list of approved students for retest / make up exam will be shared by exam branch to the accounting branch for generation of fee vouchers for which confirmation will also be forwarded to exam branch and concerned student.
- f. Student will deposit the requisite fee and inform the account and exam branch by providing paid fee voucher.
- g. Exam branch will issue a date sheet and will ask for submission of question paper only for the students who have paid the fee for required number of subjects.
- h. The content of the makeup exam should be the same as was given in the regular exam.
- i. The makeup exam is **expected to be of equal level difficulty in the regular exam.** This is to ensure the justice between students giving exams on time and those granted with extra days for preparation of exam.
- j. **Policy for Missed Attendance** The attendance policy of HEC/ PEC is quite clear that student must attain a minimum 75 % attendance in respective subjects to appear in the final exam. The 25 % relaxation includes all kinds of emergencies, official commitments etc. The student who is absent from class cannot be marked present in any circumstances including genuine emergencies or medical issues. Only those students who are regular in their lectures and are not habitual of coming late are allowed to take part in extra-curricular activities.
- k. The students must manage all their activities, academic and non-academic, within the 25% relaxation allowed. Therefore, during or at the end of the semester, no application for compensation of the missed attendance will be accepted.

Timelines for submission of Retest / Makeup Exam request

Timelines for submission of Retest / Makeup Exam request and conduct of Exam, subject to payment of prescribed fee:

Timelines for conduct of Retest / Make up Examination						
Exam	Reason	Req by student	Fee Generation by Acct Br	Payment of Fee	Conduct by Exam Branch	
MSE	Unforeseen	Within a week from termination of exam	Within 2x days after cases rec by exam branch	Deadline for submission fee will be 1x week.	Within 4x weeks from the actual date of exam	
	Planned	Prior 1x week of Exam				
ESE	Unforeseen	Within a week from termination of exam				Within 6x weeks from the actual date of the exam Or within the first 6x weeks after the beginning of the subsequent semester.
	Planned	Prior 1x week of Exam				
	Retest	To be intimated by respective departments 1 x day prior to Pre FBS.	After approval of FBS			



Request for Make Up of Missed Exams NUST Balochistan Campus (NBC)

Student Name _____ CMS ID / Regn No _____

Dept / Batch _____ Semester _____ CGPA _____

Term _____ Fall / Spring 20 Exam _____ MSE / ESE

S. No.	Subject Title	Name of Instructor	Actual Date of Exam
1			
2			
3			
4			
5			
6			
7			

Reason Brief:

Supporting Documents attached with this application;

- a.
- b.
- c.

Date: _____

Student's Signature: _____

Office Use Only

Recommendation & Signature of Student Advisor: _____

Remarks of UG Coordinator: _____

Recommended/ Not Recommended

Eligible / Not Eligible

Head of Department (HoD)

Dy Controller of Examination (DCE)

Approved/ Not Approved

Dean & Campus Director (NBC)



Details of Retest / Makeup Examination NUST Balochistan Campus (NBC)

Faculty Ser No	Retest – Makeup Course / Subject	Name of Faculty Member	Student Ser No	Name of Student	Regn No	Remarks
1			1			
			2			
			3			
2			1			
			2			
3			1			
4			1			
			2			
5			1			
Total		05	09			



Makeup / Retest Exam – Faculty Compensation Proforma NUST Balochistan Campus (NBC)

Faculty Ser No	Retest – Makeup Course	Name of Faculty Member	Student Ser No	Name of Student	Regn No	Fee Charged (Rs)	Fee paid (Rs)	Compensati on Amount (Rs)	Faculty Employee ID (From Pay Slip)	Remarks
1			1			5,000		5,000		
			2			5,000				
			3			5,000				
2			1			5,000		5,000		
			2			5,000				
3			1			5,000		5,000		
4			1			5,000		5,000		
			2			5,000				
5			1			5,000		5,000		
Total		05	09			45,000		25,000		