



**AFE
BABALOLA
UNIVERSITY
ADO-EKITI (ABUAD)**

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COLLEGE OF ENGINEERING

TENTATIVE RULES GOVERNING THE CONDUCT OF ONLINE TRADITIONAL EXAMINATIONS

These details shall be sent to all students & examiners at least 1 week before the Exams with 2 other reminders 2 days to the exam date and by 7am on the date of any particular exams:

1. Check your portal at least three times a day before and during the examination period
2. Ensure you are in a location that guarantees seamless and fast internet connection
3. Ensure adequate arrangements are made for Constant & Regular power supply all through each examination to be taken
4. Ensure you have a functional laptop, tablet, desktop, mobile phone with an excellent and functional webcam and camera
5. Ensure webcam is on throughout the conduct of the examination
6. Sit in a well lit and uncrowded venue devoid of distractions from PERSONS and other materials
7. Ensure you have enough writing materials with you
8. Equip yourself with BLACK biros for writing to aid copyscan of your answer sheets
9. Download the ABUAD answer booklets/sheets before the commencement of the examination
10. Each page of the answer sheets shall be scanned independently ensuring all the required information are captured

11. 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 recognised WhatsApp (to be provided on each question paper) within 15 - 30 minutes after the examination

12. All Examination questions with desired specifications and instructions shall be uploaded on the portal and passworded/protected.

13. Avoid CHEATING of any sort and ensure you obey and observe all prescribed rules for the examination

14. Provide clearly at the top central point of your answer script Mat No., Dept., level, course code, course title only, NAMES are not allowed.

15. Interact with the examiners and invigilators all through the examinations from login to logout

16. Seek permission officially if there's need to leave your camera view briefly to answer nature's call if need be

17. All students and examiners shall confirm receipt and understanding of these guidelines

ONLINE EXAMINATION GUIDE TO LECTURERS

1. Each examination paper shall be for a period of 2 hours

2. Each question paper shall include the addresses for submission: ABUAD email address, WhatsApps, portal code for the examination

3. All lecturers must be online at least 30 minutes before the commencement of the exams

4. Each examiner shall work together with the examination officer & ICT to ensure the successful conduct of the examination

Thank you



Engr. Prof. J. O. Dada
Provost, College of Engineering