



National College of Arts

A Federal Chartered Institute

GOVERNMENT OF PAKISTAN

4, Shahrah-e-Quaid-e-Azam, Lahore-54000, Pakistan

Ph: (042) 99211622 - 99210599, Fax: (042) 99210500

Email: vc@nca.edu.pk

No: NCA/Edy/740

Date: 14/06/2022

END OF SEMESTER EXAMINATION GUIDELINES FOR STUDENTS

1. In case of failure in clearing the dues by the last date, the student shall not be issued roll number slip for examination.
2. Students must appear in all exams and submit all assignments as per given date sheet/time line as prescribed by department. All examination shall be held on the dates and times announced. No extension shall be granted under any circumstances at the time assigned for a given project, assignment/exam.
3. If a student is unable to submit any examination or assignments and /or projects within the specified time, it shall be considered as a failure in the examination, assignment and /or projects and the student shall be marked "zero".
4. The exercise of objectionable conduct and the use of unfair means during an examination on the part of the student shall render him/her liable to punishment to the extent of expulsion from the College.
5. Mobile phones are strictly prohibited during the Exam, if found it will be confiscated
6. The students must cross the blank pages/spaces of their answer sheets before handing over the answer book to the invigilator
7. If any student arrives after 30 minutes of the commencement of the exam, he/she will not be allowed to sit for the exam
8. Students will bring college ID Card and roll no. slip to sit for exam.
9. Students must carry their own water bottles and stationery items to avoid borrowing from friends.

CONTROLLER EXAMINATION