



**GUIDELINES FOR EXAMINEES  
FOR FALL 2015 EXAMINATIONS**

**REVISED**

**1. TIMINGS OF EXAMINATIONS:**

The Fall 2015 Examinations will be held in two shifts (morning and afternoon) each day (except morning shift on Friday) as per the following time schedule:

- Morning Shift: 09:00 Hrs to 12:00 Hrs [PST] **OR in case of Extra Reading Time** 09:00 Hrs to 12:15 Hrs [PST]
- Afternoon Shift: 14:00 Hrs to 17:00 Hrs [PST] 14:00 Hrs to 17:15 Hrs [PST]

**Overseas centres shall adjust their timings according to Pakistan Standard Time [PST] +5 GMT.**

**2. TIME ALLOCATION FOR QUESTION PAPERS IN ALL SUBJECTS:**

The examinations will be conducted as per the following time allocation:

CODE NO.	SUBJECTS / SEMESTERS (With Extra Reading Time)		MCQs			Extra Reading Time		QP (Theory)	
			Nos./ Marks	Time Allowed	Duration [PST]	Time Allowed	Duration [PST]	Duration [PST]	
BAF-101	Fundamentals of Financial Accounting	SEM-1	15 / 30	30 Minutes	09:00 to 09:30 or 14:00 to 14:30	15 MINUTES	09:30 to 09:45 or 14:30 to 14:45	09:45 to 12:15 or 14:45 to 17:15	
BAF-201	Fundamentals of Cost & Management Accounting	SEM-2							
BAF-301	Financial Accounting	SEM-3	10 / 20	20 Minutes	09:00 to 09:20 or 14:00 to 14:20		09:20 to 09:35 or 14:20 to 14:35	09:35 to 12:15 or 14:35 to 17:15	
BML-303	Information Systems and I.T. Audit	SEM-4							
BAF-401	Management Accounting	SEM-4	NIL					09:00 to 09:15 or 14:00 to 14:15	09:15 to 12:15 or 14:15 to 17:15
BLE-402	Business Taxation	SEM-5							
BAF-501	Advanced Financial Accounting and Corporate Reporting	SEM-5							
BAF-503	Strategic Financial Management	SEM-6							
BAF-601	Strategic Management Accounting	SEM-6							
BAF-602	Investment Analysis and Portfolio Management	SEM-6							
BML-603	Strategic Management	SEM-6							
CODE NO.	SUBJECTS / SEMESTERS (Without Extra Reading Time)		MCQs			QP (Theory)			
			Nos./ Marks	Time Allowed	Duration [PST]	Duration [PST]			
BML-102	Business Economics	SEM-1	15 / 30	30 Minutes	09:00 to 09:30 or 14:00 to 14:30	09:30 to 12:00 or 14:30 to 17:00			
BML-103	Business Communication & Report Writing								
BML-202	Business Mathematics & Statistical Inference								
BLE-203	Commercial Laws and Professional Ethics	SEM-2							
BML-302	Enterprise Management	SEM-3	10 / 20	20 Minutes	09:00 to 09:20 or 14:00 to 14:20	09:20 to 12:00 or 14:20 to 17:00			
BLE-403	Corporate Laws and Secretarial Practices	SEM-4							
BAF-502	Risk Management and Audit	SEM-5	NIL			09:00 to 12:00 or 14:00 to 17:00			

**3. EXAMINEES' PARTICULARS:**

- (i) The examinees must record their **Roll Number** in the space provided on first page of the Question Paper.
- (ii) The examinees must record their **Roll Number, Registration Number** only on top cover sheet of the MCQs paper and Answer Script(s).
- (iii) **Writing of Roll Number/ Registration Number on answer sheet(s) [i.e., inside the Answer Script(s)] or on the GRAPH PAPER(S) is strictly prohibited. Any violation will be treated as unfair means and dealt with accordingly.**
- (iv) Examinees must ensure that they have signed the attendance sheet available with the invigilator before leaving the Examination Hall, failing which they will be treated as absent. Examinees must not leave the examination room without prior permission of the invigilator.
- (v) In case any question requires some personal data like name, address, contact details etc., then, examinees must consider and write their imaginary particulars. **Any violation will be treated as unfair means and dealt with accordingly.**

**4. QUESTION OF MCQs IN APPLICABLE SUBJECTS:**

- (i) The MCQs part of Question Paper (for all applicable subjects) will be provided separately on which choices will be ticked by examinees and shall be returned to the invigilators within the allowed time from the start (time) of the examination. **There is no separate answer sheet for this part of the paper and examinees will not be allowed to write anything in the answer scripts during attempting the MCQs part of Question Paper. LATE COMERS WILL NOT BE GIVEN ANY EXTRA TIME for attempting MCQs part of Question Paper.**

- (ii) The examinees must mark (✓) one Option (either A, B, C or D) ONLY as correct answers in the Answer Box provided for this purpose, on first page of MCQs Paper. Option(s) marked inside the question paper (MCQs) will be considered invalid and no mark will be awarded for marking that options.

MCQs No.	Tick (✓) Your Options			
	A	B	C	D
1				
2				
.				
.				
15 or 10				

- (iii) **No mark will be awarded for ticking the answer WITH PENCIL.**  
 (iv) **Calculation(s) may be made in the space provided** in the MCQs paper for this purpose.  
 (v) If an examinee finishes the MCQs part before the allowed time, he/ she may hand over the solved paper to the invigilator and wait for the subjective part of the question paper. Subjective part of the question paper will not be provided before the allowed time i.e., before 09:20 or 09:30 Hrs [PST], for morning shift, or 14:20 or 14:30 Hrs [PST], for afternoon shift, as the case may be.

**5. EXTRA READING TIME:**

For those subjects where extra reading time is allowed, the answer scripts will also be provided to the examinees **before the start of examination time (MCQs and/ or Extra Reading Time) with the restriction not to write in the answer script.** Moreover, examinees will not be allowed to write in the answer scripts or write/ attempt the question papers during extra reading time of 15 minutes. This time is allowed exclusively for READING, UNDERSTANDING AND REFLECTING THE QUESTION PAPER. Examinees **may only underline or highlight any word or sentence** on the question paper and may use **simple, non-programmable** calculators during Extra Reading Time period.

**6. NO CHOICES OF QUESTIONS:**

Examinees are required to attempt all questions given in the examination question papers, i.e., there will be no choices of question(s) in any paper.

**7. ATTEMPT ALL PARTS OF A QUESTION IN ANSWER SCRIPTS IN SEQUENCE:**

It has been noted that examinees write their answers to different parts of a question at different places in answer script. It creates problem in co-relating the answers of all parts of a question. Examinees are therefore, advised to attempt all parts of a question in sequence in answer script for proper assessment of their answer scripts and collating of marks.

**8. PERMISSIBLE CALCULATORS:**

Examinees are allowed to use Simple and non-programmable Scientific Calculators of any model.

**9. LATE COMERS WILL NOT BE ALLOWED:**

**An examinee who arrives late by more than thirty (30) minutes will not be allowed to enter the examination premises.**

**10. PERMISSION TO LEAVE EXAMINATION HALL:**

No examinee shall **leave the examination premises within the first hour** from the start of the examination.

**11. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN QUESTION PAPER(S):**

Examinees shall attempt the question(s) as printed in Question Paper(s) under their own assumption(s). The assumption(s) should be clearly stated in notes to the solution. The examinees should not raise any query or insist for correction(s) in Question Paper(s) during the currency of examination. Announcement of correction(s) in Question Paper(s) is not made to save students' time.

**12. QUESTION PAPERS MUST BE RETURNED TO THE INVIGILATOR:**

The question papers must be returned to the invigilators before leaving the examination hall/ room. Taking the question paper(s) out of examination premises constitutes cheating and will invalidate examinees' examination and result. Similarly, examinees will not be allowed to take away examination stationery from the examination premises either during the examination or at conclusion of the examination.

**13. DISALLOWED STUDENTS/ FEE DEFERRED ON REQUEST:**

To control unauthorized sitting, updated status of examinees is now being mentioned in the "Admit Card" such as "To Appear", "Disallowed" due to ineligibility and "Fee Deferred on Request" for respective paper(s) of Semester(s). In this connection fee adjustment letters on account of "Disallowed" and "Fee Deferred" will be issued by the Finance Department, Head Office, Karachi, in the month of **April/ May 2016.**

**14. PROHIBITED ITEMS WITHIN THE EXAM PREMISES:**

Arms & ammunitions etc., are strictly prohibited in the premises of the Institute. In addition, examinees are advised not to carry mobile phones, laptops, pocket PCs, PDAs, any sort of communication device etc., during examinations. If any examinee found carrying/ using these gadgets, he/ she will be liable to severe punishment including **cancellation** of result/ registration. Smoking is also prohibited in the examination premises.

**15. IRRELEVANT/ APPEALING AND INDECENT SENTENCES:**

**The examinees are warned that writing of unnecessary/ appealing and indecent sentences in Answer Scripts is treated as unfair means and will be dealt with accordingly.**

**16. CODE OF CONDUCT:**

Examinees are informed that the "Code of Conduct" of the Institute should be strictly followed in the examination days also, specially the dress code.

  
 ACTING DIRECTOR EXAMINATIONS