

**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
OFFICE OF THE DIRECTOR EXAMINATIONS**

No. IIUI/Dir.Exams/2021-4041

January 01, 2021


**Preparation and Furnishing of Datasheets for Online Terminal Exams, Fall 2020**

1. (Online) Terminal examinations for Fallsemester 2020 are scheduled to be held from **18<sup>th</sup> January, 2021**. All the departmental Heads/Chairpersons are hereby requested to prepare date-sheet(s) for all the courses offered by their respective departments, **as per standardized format of date-sheet (attached herewith)** and share with the examination section both in soft and hard copy, through Dean of the Faculty. Departments should resolve all objections/clashes in the Papers before submission of final date-sheet to the examination section.
2. As per decision of Apex Committee, time limit for attempting and submission of online examination for each exam/paper shall be 6 = (3+3) hours. 3 hours should be utilized in attempting answer sheet and rest of the 3-hour is to be used in uploading of responses/ answer sheets in required format.
3. Cell numbers of members of the departmental examination committee and concerned teachers must be provided in the date-sheet (as mentioned in the date-sheet) with clear instructions to the examination committee members and concerned teachers to remain available till the finishing time of paper, in order to resolve the emerging queries during the online examination.
4. Exam officers, LMS Team and IT team shall also be available online and on campus to extend any support and facilitation to ensure smooth conduct of the examination.
5. Following time schedule for conduct of examinations for morning and evening shifts may kindly be observed for preparation of date-sheet.

**Morning : 08:00 a.m.to 02:00 p.m.**

**Evening : 02:00p.m. to 08:00 p.m.**

6. **All the departments are advised to email the soft copy of date-sheets at [datesheets@iiu.edu.pk](mailto:datesheets@iiu.edu.pk) for its onward transmission/uploading on LMS (by exam section) and furnish the same (hard copy) to the Conduct Section, Room No. 128 Admin Block latest by **6<sup>th</sup> January 2021**.**

  
INAM UL HAQ  
Director (Examinations)  
01-01-2021

**Distribution:**

1. All the Deans of Faculties/DG IIIE /HoDs
2. Director Academics/ Director IT/ IT Team / LMS Team
3. All Assistant Director (Coordinators) Male/ Female
5. All Exams Officers

C.c : SPS to President IIU , All Vice Presidents, Convener Apex Committee