# BGMEA University of Fashion & Technology (BUFT)

## Office of the Controller of Examinations

## Instructions for Examinees

**Date: October 26, 2026**

## Semester Mid Exam (SME), Fall -2026 (262)

**Exam schedule: October 29 to November 12, 2026**

All Exams will be conducted in two shifts:

- **1. Morning shift : (10.00 am to 11:30 am)**
- **2. Afternoon shift : (02:30 pm to 04:00 pm)**

- No Examinee will be allowed to sit for the Exams without **clearing his/ her dues** to the University.
- Examinees are not allowed to carry any books, notes, written documents, **mobile phone**, programmable calculator, **smart watch** in the exam hall.
- Examinees are instructed to receive **their Admit Cards** from their own departments.
- **Admit Card cannot be issued without payment of dues.**
- Lost or missing of Admit Card may be issued from Controller's Office after payment of **Tk.=100/** in the Account Office/Bank.
- Examinees are also advised to check the **Room** No. mentioned in Admit card & Student Exam Routine report (UCAM) and accordingly they will take their seats for the examinations.
- Examinees must show their **Admit Cards & ID Cards** in the Exam Room failing which they will not be allowed to sit for the Exams.
- No examinee shall be allowed to enter into the exam room after the **expiry of 15 minutes** of the commencement of the exam.
- The examinee shall carefully fill up the cover page of the answer script. If any examinee fails to do this, his/her answer scripts may not be examined.
- If additional scripts are used, the examinee shall fill up the cover page of each additional script.
- No examinee can leave the exam room until at least **one (1) hour** after the start of the exam.
- Examinees must **sign the attendance sheet** provided in the Exam Hall.
- Adopting any sort of unfair means during exam or misbehavior with Invigilator(s)/Hall Staff shall be treated as punishable offence according to the Exam Rules of BUFT, which may extend from cancellation of a course or whole exams of that Semester or expulsion from the University.

**Attention**:

- **Only overlap students** can appear in the SME, Fall -2026. They will apply through **UCAM from 15 to 17 November, 2026.** The overlap exam will be held approximately from November 24, 2026. **Fine will not be applicable for the overlapped students**.
- **No Supplementary Exam will be conducted for absent students** in this semester, Fall-2026. So students are being advised not to be absent in the regular exams in any way. If they are absent in the regular exams, they will not be allowed to take any further exams.
- But with **few exceptions** of those students who were absent only the cases of **Illness, accident or death of family members etc**. they may submit **formal application to the head of the dept. along with supporting documents**. After approval from HoD/Dean the application should be submitted finally to the Controller of Exams within 3 days after completion of the SME, Fall-262.
- A student can apply a total of **3 [three] courses**.
- Only approved [absent category] candidates can participate in the Supplementary Exam with a fine of **Tk=1500/ per course.**

**Prof. Dr. Md. Sanaullah**
Controller of Examinations