

INSTRUCTIONS FOR EXAMINATIONS

Date Sheet:

Dean offices / Director ICE&E will forward the Date sheet, enrollment data of students in each program and course wise demand of answer sheets (as per prescribed format). The required data must be sent to the office of Controller of Examinations (CoE) within the announced deadlines.

Collection and Distribution of Examination Material:

Degree Incharge Examination will receive the demanded material from Controller office. Course incharge will collect the examination material (Answer sheets, plain papers, attendance sheets) from degree incharge examination.

Conduct of Examinations:

Dean office / Director office of ICE&E will ensure the proper invigilation and all necessary arrangements in examination rooms.

Submission of Results:

Course incharge will submit the result online within five days (examination day will be considered as day 1). After day 5th, he/she will not be able to submit the result as the submission option in the e-portal will automatically become inactive.

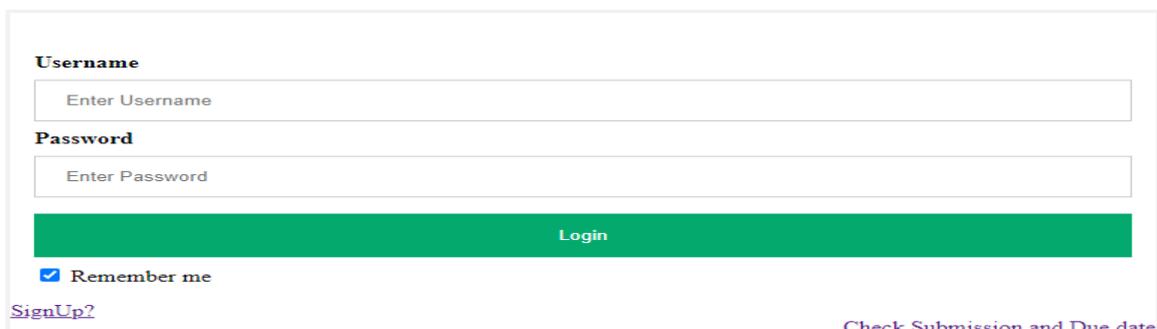
Result Submission Portal

Link:

Online portal can be assessed by the following link:

<http://examinations.cuvas.edu.pk/>

Step 1: After opening the above link, you will see the page mentioned below



The screenshot shows a login form with the following elements:

- Username** label above a text input field containing the placeholder "Enter Username".
- Password** label above a text input field containing the placeholder "Enter Password".
- A green rectangular button labeled "Login".
- A checkbox labeled "Remember me" which is checked.
- A link labeled "SignUp?" at the bottom left.
- A link labeled "Check Submission and Due date" at the bottom right.

Step 2: Check Submission and Due Date

You can check Submission and due date by clicking “**Check Submission and Due Date**” mentioned in above mentioned picture.

Step 3: SignUp

You can create your account by clicking the “**SignUp**” option. You will see the page mentioned in picture below.

Only official emails of CUVAS are eligible to create account. You have to set a password of at least six (06) values.

Sign Up

Please fill in this form to create an account.

Email

Password

Repeat Password

Remember me

By creating an account you agree to our [Terms & Privacy](#).

Step 4: Sign in

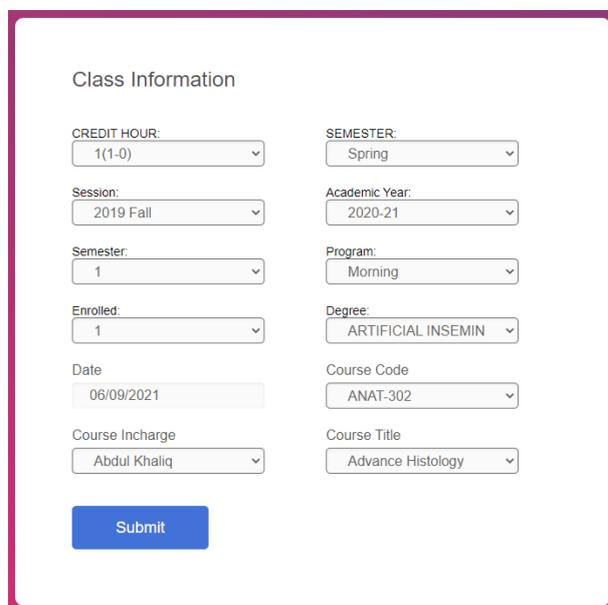
You can sign in by entering your official email and password. The following page will appear

Step 5: Class Information

It is very important that all information required in this page must be entered accurately otherwise your result will not be shown in the server at designated slots.

Credit Hours:

Credit hours can be selected in the drop down menu. The award list will be created according to the credit hours selection.



The screenshot shows a form titled "Class Information" with the following fields:

CREDIT HOUR: 1(1-0) ▼	SEMESTER: Spring ▼
Session: 2019 Fall ▼	Academic Year: 2020-21 ▼
Semester: 1 ▼	Program: Morning ▼
Enrolled: 1 ▼	Degree: ARTIFICIAL INSEMIN ▼
Date: 06/09/2021	Course Code: ANAT-302 ▼
Course Incharge: Abdul Khaliq ▼	Course Title: Advance Histology ▼

Submit

Semester:

The current academic semester is “**Spring 2021**” which is automatically selected. You cant change it. There is another tab with the same name “**Semester**” which refers the number of semester in which a specific session is going through e.g., Semester 1, 2, 3 etc. You can select it through drop down menu.

Session:

Every class of each degree program has been designated a session number which is the session in which they got admission in university. It will remain the same throughout the completion of period of the degree.

For example:

The first Batch of BS Poultry Science was admitted in Session Spring 2019, so they are designated as **Session Spring 2019**. The second batch of BS Poultry Science was admitted in Fall 2019 so they can be written as **Session Fall 2019**. The third batch of BS Poultry was admitted in Fall 2020, so they can be written as **Session Fall 2020**.

Academic Year:

The current academic year is 2020-21 which is automatically selected. You cant change it.

Program:

This tab include Morning, Evening and Morning & Evening. You have to choose the relevant option in the dropdown menu. It is decided that the result of morning and evening sections will be prepared combined. So, in that case please select the option “**Morning & Evening**”.

Degree:

All degrees/diplomas and short courses are available in the dropdown menu. Please select the relevant.

Enrolled Students:

Select the number of enrolled students in the dropdown menu. The file generated will be according to the number of enrolled students. The list of enrolled students can be obtained from the concerned Dean offices.

Date:

Date is fixed as current date. It will be the date of generation of result file.

Course code:

All the course codes are available in the drop down menu.

Course title:

All the course titles are available in the drop down menu.

Course incharge:

The names of all the course incharge(s) are available in the drop down menu.

Submit:

The last tab of “**Submit**” will lead you to the next page which will be the result submission file.

A blue rectangular button with the word "Submit" written in white text.

Give the location of saved file e.g. **“PARA-1017”**

Practical	Total	Grade	Remarks	Update
14	52	A	PASS	update

You will see the name of your fetched file in the menu as shown below.

Next step is the uploading of selected file by clicking “**Upload File**” as shown below.

Select xlsx to upload: FST 1017.xlsx

After uploading the file, following image can be seen with all the fields filled with final totals, grades and remarks.

Select xlsx to upload: No file chosen

Registration	Name	Mid	Assignment	Final	Total	Practical	Total	Grade	Remarks	Update
2020-CUVAS-0617	Ghulam Muhammad	12	4	21.5	37.5	14	52	A	PASS	update
2020-CUVAS-0618	Muhammad Waqas Shabbir	10.5	4	16.5	31	13	44	B	PASS	update

Next step is the generation of award list. You should click the tab as shown below.

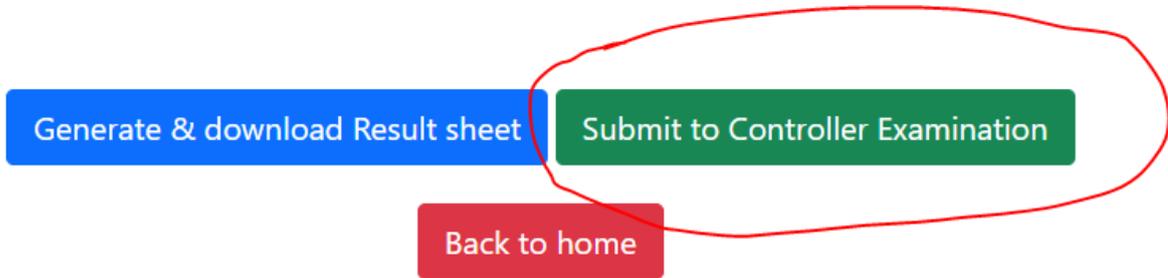
An excel sheet will be generated. You can take print of that sheet. You have to sign that printed sheet with your stamp and get verified by degree incharge examination with his sign and stamp.

If there is a need to change any field, don't forget to press “update” against each registration number in which you have made changes, otherwise that changes will not be updated.

After correction and update, again generate and download Result Sheet. It will be the updated award sheet. If you think there is no more corrections needed, submit to Controller. Correction can also be made in the “**Semi Final Submission**” sheet and again uploading the updated sheet.

Submission

The generated file after proof reading can be submitted to controller office by clicking the tab mention below



Message from the Server:

You will receive a conformation message from the server as mentioned below.

Your File Successfully Submitted to Controller examination with this title

(M.FST)-(19.F)-(MICR-7)

You will be allowed to make changes in the submitted result before the day 5th of examination, keeping in view the day of exam as day 1. You can upload the result again during this time. The previous file will automatically be deleted from the server and the updated file will be shown.

After day 5, option to submit result will become intactive. You should submit the hard copies of result to controller office on day 6th of the examination.

Submission of Hardcopies of results:

The degree incharge examinations will submit a copy of record of the answer sheets distribution to controller office after issuance of answer sheets.

Each Course incharge have to submit the result to controller office.

Following items must be included in the result:

1. Award list duly signed by course incharge and degree incharge examination
2. Answer sheets of mid, final and practical exams.
3. Duly signed Attendance sheets
4. Certificate signed by degree incharge examination.
 - a) Degree incharge examination will check randomly three papers from each exam (mid, final and practical) and issue a certificate available on <http://cuvas.edu.pk/about/admin/controller-exam/examination-downloads.htm#>
5. One copy of question paper
6. The answer sheets left unused due to the absence of some students must be returned back to controller office.