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NOTIFICATION

Subject: Standard Operating Procedure for Students Appearing in Computer-Based Examinations

With the approval of Vice Chancellor, the Standard Operating Procedure for Students appearing in Computer-Based Examinations is hereby notified to all concerned for information and strict compliance with immediate effect.


Dr. Ashar Afaq
Registrar

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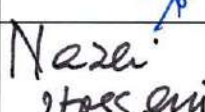
1. All Heads of Constituent Institutions of DUHS.
2. All Heads of affiliated Institutions of DUHS.
3. The Director, Digital Learning Centre, DUHS.
4. The Director, ICT, DUHS.
5. The Deputy Director, Digital Learning Centre, DUHS.
6. The Advisor to the Vice Chancellor, DUHS.
7. The Controller of Examinations, DUHS.
8. The Incharge Coord & Protocols to the Vice-Chancellor, DUHS.
9. The P.A. to the Pro-Vice Chancellor, DUHS.
10. Office Record File.

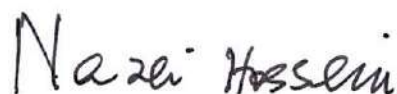
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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE FOR STUDENTS APPEARING IN COMPUTER-BASED EXAMINATIONS

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Dr. Syed Jaffar Abbas Zaidi	Deputy Director Digital Learning		27/07/2026
REVIEWED BY:	Dr. Fuad Shaikh	Advisor to Vice Chancellor		27/07/2026
APPROVED BY:	Prof. Dr. Nazli Hossain	Vice Chancellor DUHS		27/07/2026
REVISION NO.:	00			
DATE OF LAST REVISION:				
DATE OF ISSUE:	27/07/2026			





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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- Controller Examination
- Director ICT
- Chairperson, Dow Assessment System Software Committee
- Members Dow Assessment System Software Committee



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LIST OF ABBREVIATIONS

DAS	Dow Assessment System
DUHS	Dow University of Health Sciences
HEC	Higher Education Commission
ICT	Information and Communication Technology
ID	Student Identity
PC	Personal Computer
POC	Point of Contact
SMS	Short Message Service
SSC	Student Support Cell



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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide students with standardized instructions regarding participation in Computer-Based Examinations (CBE) conducted through the DUHS Online Examination Module of the Dow Assessment System (DAS). This SOP establishes procedures to ensure examination security, academic integrity, fairness, transparency, and efficient conduct of all computer-based examinations.

2. SCOPE

- 2.1 This SOP applies to all undergraduate, postgraduate, diploma, certificate, and continuing professional education students appearing in Computer-Based Examinations conducted through the DUHS Online Examination Module.
- 2.2 This SOP applies to examinations conducted in Digital Libraries, Smart Classrooms, Computer Laboratories, and other DUHS-approved examination venues.
- 2.3 This SOP shall be followed during formative, summative, modular, professional, and any other examinations conducted through the DUHS Online Examination Module.
- 2.4 All students are responsible for complying with the provisions of this SOP before, during, and after every computer-based examination.

3. RESPONSIBILITIES

- 3.1. Students shall familiarize themselves with the DUHS Online Examination Module before the scheduled examination.
- 3.2. Students shall watch the official Computer-Based Examination tutorial and review the tutorial presentation before appearing in the examination.
- 3.3. Students shall ensure that they possess valid identification documents before reporting to the examination venue.
- 3.4. Students shall comply with all examination regulations, instructions issued by invigilators, and directions provided by the Examination Department.
- 3.5. Students shall maintain academic integrity and comply with the DUHS Student Code of Conduct throughout the examination.

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4. PROCEDURE

Pre-Examination Requirements

4.1 Mandatory Tutorial

4.1.1 All students shall watch the official Computer-Based Examination tutorial before appearing in the examination.

Tutorial presentation link

[Dow Assessment System Online examination Module.pptx](#)

Official Tutorial Videos:

<https://youtu.be/TR8yslQJj-l>

<https://youtu.be/CdphKLtvOtl>

4.1.2 The tutorial presentation and official tutorial videos shall explain:

- Login procedures
- Starting the examination
- Navigation between questions
- Review functions
- Submission process
- Examination rules

4.1.3 Students shall be responsible for understanding all examination procedures before examination day.

General Requirements

Required Documents

4.1.4 Students shall bring the original DUHS Student Identity Card displaying the student's name and enrollment number.

4.1.5 Students shall also produce the original CNIC, Smart Card, or B-Form where applicable.

4.1.6 Students without valid identification documents may not be permitted to appear in the examination until identity verification has been completed.

Reporting Time

4.1.7 Students shall report to the examination venue at least fifteen (15) minutes before the scheduled examination time.

4.1.8 Students shall occupy only the workstation assigned by the invigilator.

4.1.9 A grace period of 15 minutes from the scheduled start time of the examination will be allowed for late arrivals. Students arriving after this 15-minute period will not be permitted to enter the examination hall. The examination hall doors will be closed 15 minutes after the scheduled examination start time, and no late entry will be allowed thereafter.

Prohibited Items

4.2.0 Students shall not bring or use unauthorized electronic devices including mobile phones, smart watches, tablets, wireless earbuds, Bluetooth devices, cameras, recording devices, books, notes, or any other unauthorized material.

4.2.1 All mobile phones shall be completely switched off before entering the examination venue.

4.2.2 Students are strongly advised not to bring unnecessary electronic devices into the examination



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hall.

4.2.3 Use of mobile phones and other electronic devices may result in removal from the examination and the examination paper will be cancelled.

Identity Verification

4.2.3 Students shall present their original DUHS Student Identity Card.

4.2.4 Students shall present their original CNIC, Smart Card, passport or B-Form where applicable.

4.2.5 Students shall sign the attendance sheet when required.

4.2.6 Students shall proceed directly to their assigned workstation.

4.2.7 Invigilators may verify student identity at any stage during the examination.

Starting the Examination

4.2.8 Step 1: Sit at Assigned Workstation

- Locate the assigned computer.
- Do not change seats without permission.

Step 2: Login

- Open the examination portal.
- Enter the username and password provided by the Examination Department.
- Click "Login".

Step 3: Verify Information

Ensure the following details are correct:

- Name
- Enrollment Number (NIC, Passport)
- Program
- Subject
- Examination Title

If any information is incorrect, immediately inform the invigilator.

Step 4: Wait for Instructions

Do not click "Start Exam" until instructed by the invigilator.

Step 5: Begin Examination

When instructed:

- Click "Start Exam".
- The examination timer will begin automatically.
-

Examination Navigation

4.2.9 Understanding the Examination Screen

The examination screen may display:

- Question number
- Question text
- Answer choices
- Navigation panel
- Remaining time



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- Next button
- Mark for Review button
- Skip button

Answering Questions

1. Read each question carefully.
2. Select the most appropriate answer.
3. Clicking on Next will submit the question and the next question will be displayed

Navigating Questions

Depending on examination settings:

- Click "Next" to move forward.
- Click question numbers in the navigation panel if enabled.
- Use "Mark for Review" for questions you wish to revisit later, but the answer needs to be selected for Mark for Review
- If you are unsure about the answer, you may click on Skip and then the question will appear at the end of the questions.

Mark for Review

- Click "Mark for Review".
- The question will be highlighted for later review and will be displayed on the upper right hand side of the screen.
- Return to it before final submission.

Monitoring Time

- A countdown timer will remain visible throughout the examination.
- Manage your time carefully.
- The examination will automatically submit when the timer reaches zero.
- Keep track of the countdown timer displayed on the screen.
- Ensure all questions are attempted before time expires.

Technical Problems

4.3.0 If you experience:

- Computer freezing
- Login problems
- Internet connectivity issues
- Screen malfunction
- System errors

You must:

4. Raise your hand immediately.
5. Inform the invigilator.
6. Remain seated.
7. Wait for instructions.

Do not attempt to:

- Change computers yourself.
- Restart the system.



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- Use another student's workstation.

Technical support will be provided by the Digital Learning Team.

Examination Rules

4.3.1 These rules are separated into two subsections.

Students Shall

- Maintain silence.
- Follow invigilator instructions.
- Remain seated.
- Use only the examination software.
- Maintain academic integrity.

Students Shall Not

- Communicate with candidates.
- Exchange information.
- Access unauthorized websites.
- Open other applications.
- Use study material.
- Use phones.
- Copy examination content.

Mobile Phone Policy

4.32 Use of mobile phones during the examination is strictly prohibited.

Students found:

- Using a mobile phone,
- Possessing multiple mobile phones,
- Taking screenshots,
- Recording examination content,
- Photographing the screen,

will be subject to removal from the examination hall and cancellation of the examination.

The mobile phone/device may be confiscated and the matter referred to the relevant disciplinary authorities.

Some students attempt to bring multiple devices to evade examination regulations. Such conduct will be treated as examination misconduct.

CCTV Surveillance

4.33 All Digital Libraries and examination venues are equipped with CCTV cameras.

Students should be aware that:

- Examination activities are monitored.
- Invigilators conduct continuous supervision.
- CCTV recordings may be reviewed during misconduct investigations.

Submission of Examination

4.34 Step 1: Review Responses

Before submission:

- Check answered questions.



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- Review marked questions.
- Verify all intended responses.

4.35 Step 2: Submit Examination

- Click "Submit Exam".
- Read the confirmation message carefully.
- Click "Confirm Submission".

4.36 Step 3: Submission Confirmation

Wait for the system to display:

"Exam Submitted Successfully"

Do not leave the workstation until confirmation appears.

After Submission

4.37 After successful submission:

8. Remain seated until instructed.
9. Raise your hand so the invigilator or staff will check submission.
10. Log out if instructed by the invigilator.
11. Leave the examination venue quietly.
12. Do not discuss examination content within the examination area.

Disciplinary Action

4.38 Any violation of examination rules may result in:

- Warning
- Confiscation of unauthorized devices
- Examination cancellation
- Referral to the Disciplinary Committee
- Re-examination
- Other penalties as prescribed by DUHS regulations

Student Acknowledgement

4.39 By appearing in the Computer-Based Examination, students acknowledge that they have read, understood, and agreed to comply with these SOPs, the DUHS Examination Regulations, Student Code of Conduct, and Academic Integrity Policies.

State that by appearing in the examination, students acknowledge that they have read, understood, and agreed to comply with this SOP, the DUHS Examination Regulations, the Student Code of Conduct, the Academic Integrity Policy, and all applicable DUHS examination policies.

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5. Related Documents

- Policy for Student Code of Conduct
- Policy for Academic Integrity
- HEC's Policy for Open and Distance Learning (ODL)
- Policy for Examinations and Online Assessment.
- Policy for Digital Learning Centre and Smart Classroom