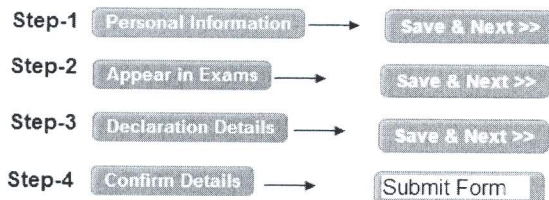


GUIDELINES TO FILL-UP THE EXAMINATION FORM ONLINE:

- STUDENTS NEED TO RECEIVE THEIR PASSWORD FROM THEIR RESPECTIVE DIRECTORATS AND INSTITUTES ALONGWITH FEES CHALLAN FORMS.
- AFTER SUCCESSFUL LOGIN AT [HTTP://EXAM.MUET.EDU.PK](http://EXAM.MUET.EDU.PK), THE STUDENT SHALL HAVE FOLLOWING TABS AT EXAMINATION FORM AND MAY BE FILLED-IN BY THIS MANNER:



- THE PERSONAL PHOTO FILE SIZE TO UPLOAD, SHOULD NOT BE MORE THAN 10KB
- THE SUBJECTS BY DEFAULT SHALL BE PRINTED AS THEORY/PRACTICAL, THE STUDENT SHOULD MANUALLY CROSS ON AFTER PRINTING IN WHICH NOT APPEARING.
- AFTER FILLING "PERSONAL INFORMATION", "APPEAR IN EXAMS" AND "DECLARATION DETAILS" TABS, THE STUDENT MAY CLICK ON "CONFIRM DETAILS" TO REVIEW ALL HIS INFORMATION AND FINALLY CLICK ON "SUBMIT FORM" BUTTON.
- AFTER SUCCESSFUL SUBMISSION OF EXAM FORM, THE STUDENT SHOULD CLICK ON **Print Form**

BUTTON. THE STUDENT MAY SEE FOLLOWING TWO TABS TO PRINT EXAMINATION FORM ON BOTH SIDES OF PAPER

Print Page 1 Front Side

Print Page 2 Back Side

(PRINTING SHOULD BE ON ONE PAPER ON BOTH SIDES, AND DO NOT USE DIRECT PRINT COMMAND WINDOW OR CTR+P COMMAND.)

- AFTER PRINTING OF EXAMINATION FORM ON BOTH SIDES OF THE PAPER, THE STUDENT SHOULD SIGN ON THE FORM AND ATTACH THE PAID BANK CHALLAN AND THEN SUBMIT IN THE RESPECTIVE DEPARTMENT.
- THE RESPECTIVE DEPARTMENTS SHALL VERIFY THE CHALLANS AND SIGNATURES OF STUDENTS ON FORMS AND SHALL SEND TO THE CONTROLLER OF EXAMINATIONS DULY SIGNED BY THE **DIRECTOR CONCERNED**
- **THE CONTROLLER OF EXAMINATIONS SHALL ISSUE THE SLIPS WHICH WILL BE SENT TO THE RESPECTIVE INSTITUTES**
- **THE STUDENTS SHALL RECEIVE THEIR ADMITS CARDS/SLIPS FROM THEIR RESPECTIVE INSTITUTES**

NOTE:-THOSE STUDENTS WHOSE ID & PASSWORD ARE NOT AVAILABLE IN DEPARTMENT THEN SUBMIT APPLICATION TO EXAMINATIONS DEPARTMENT FOR GETTING PASSWORD.

Note. All Directors requested to kindly submit the Examination Forms of 1st Semester duly completed in all respects to the Examinations Department after thorough checking / verification regarding their eligibility as per rules alongwith separate List (s) of the eligible candidates on the next day of the last date specified for Normal / Late fee/Double Late fee, to the undersigned for proper scrutiny and issuance of Admit Slip in time as per SOP-COE-001.

The detailed program of **Theory as well as Practical Examinations** of the said Batches is being announced separately.

COPY TO ALL CONCERNED.

CONTROLLER OF EXAMINATIONS