

UniGrad Education Centre W.L.L.



1. Examinations will be conducted through **Online Mode**. The Candidates are reminded that the timings mentioned in the Time Table are **INDIAN STANDARD TIME**.
2. Question Papers will be e-mailed directly to students 30 min prior to exam by the overseas center of the University.
3. Use only A4 size papers (white plain or ruled papers), usage of paper limited to max **20** sheets only, Students can write both the pages which will be counted as 40 pages.
4. In the first page, the candidates have to legibly write their Program Name, Registration Number, course/subject code and title of the course/subject (as per the Front page template provided)
5. For every additional page write your registration number followed by the additional page number eg. **<Registration Number>-<Page Number> (Ex.003J20211T00002-001)**
6. After completion of exam, answer scripts should be scanned and converted to one PDF file and name the answer paper in this pdf file with Register No. followed by subject code and title. **(Ex: - 003J20211T00002- 710-Auditing)**. Don't create more than one file name. The subject name of email (that you should mention under the email address as 'subject' of the mail), should also be same as pdf file name
7. Scanned answer paper files should be mailed to **kurinjisaraau@gmail.com** and keep CC to **ugecbahrain@gmail.com** not later than 11:30 AM (Bahrain time) for morning session students and 3.30 PM (Bahrain time) for afternoon session students.

8. Don't write your name in any part of the exam sheets.
9. Candidates should submit the answer papers (hard copy) on the same day of each and every exam to our center **before 6:00PM** (Bahrain Time), Answer papers should be properly stapled & put inside a cover –on the cover need to mention – Name of the student / Registration no / Enrollment no / Date / Subject name and subject code.
10. Any changes in the answer papers after uploading will be treated as **Malpractice**
11. Students attending examination outside Bahrain should handover the answer scripts of ALL the subjects in one stroke/time on the last day of examinations itself as properly packed and couriered to below given address. Immediately WhatsApp the dispatched airway bill details to **973 32332714**.

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P.O Box 15073, Adilya Villa 80, Road 2802, Block 328 Al Suqayyah Kingdom of Bahrain
Contact No : 32332714 / 32332709 / 17344972

- Strictly follow all the above mention Instructions.
- Make sure Students have emailed to correct email address keeping us (UniGrad) in cc
- Make sure you have attached the correct PDF belongs to that particular exam respectively.
- Make sure you have not forgot to attached the answer paper PDF
- Make sure you have send the email at the right time (delay email or late email is not considered by the University) student will be marked as absent.
- UniGrad is not responsible for any careless mistake done by Students.

