

Technical Clarifications for Students – 2nd Semester (19/20)

Instructions for Online Exams for the Students:

1. **Exam Integrity Declaration:** Every student must sign the Exam Integrity Declaration once before the beginning of the exams period and again before each exam.
A copy of the Exam Integrity Declaration duly signed by the Student must be submitted together with the exam. The statement can be signed digitally. We emphasize that non-compliance with the instructions and unfair conduct will constitute a disciplinary offense and will be dealt with accordingly
2. **The use of Zoom during the exam:** The entire exam will be accompanied by a Zoom meeting. The student must remain connected to the link throughout the entire exam with the video camera open and directed toward himself/herself. Failure to comply with this section in its entirety will constitute a disciplinary offense for which punishment automatically is: a "fail" grade on the exam.
3. **Downloading the exam file – downloading and opening** the exam file by the student constitutes a declaration of the Student's intention to take the exam at that time.
4. **Uploading the exam file** – pay special attention to the exam file uploaded to the course site and ensure that it is the correct and complete one. To eliminate any doubt, a file that is uploaded to the course site is the only file that will be checked and for which the grade will be given. The exams are checked anonymously; therefore do not write any identifying details in the file or in the file's name.
After uploading the exam file you **must** click the **save changes** button. A student who has successfully completed the upload process will receive an email that confirms submission of the exam assignment.
5. **Publication of grades** – Only the course and exam grades that will be publicized on the student information center (MyIDC) are the final grades. The exam grades that are publicized on Moodle are not the final grades.
6. **Time extension** – For online exams only, ½ hour will be added to each exam for technical preparations. **Students who do not have time extension accommodations** will submit the exam at the end of its allotted time. **Students with authorized time extension accommodations** will submit the exam at the end of the approved time extension; the system has been updated to accept the exam. Each student must calculate the maximum time allotted for his/her exam (you can use the table that appears in the assignment instructions to help calculate the allotted time for submitting the exam).

Online Exam Procedures

1. On the morning of the exams all students shall check the course site to make sure they have an "online exam" assignment. The assignment will be blocked and will only be accessible at the designated time. The lecturer will also post an invitation to a Zoom meeting that will take place at the same time as the exam. Students will enter the Zoom meeting several minutes before the exam, turn on their computer camera and press on mute.
2. Lecturers will write in the exam instructions whether the exam is an open or closed book exam, whether you can use any reference material whatsoever, the duration of the exam and how students can contact them with questions (phone, Moodle Q&A forum, and/or Moodle/Zoom chat).

3. Exams can be typed or handwritten (on blank/checkered/lined sheets). **Exams should be submitted only in PDF format**, excluding Excel exams. Handwritten exams should be scanned by means of a scanner or a designated cellular device scanning application and uploaded to Moodle in PDF format. Exams should be uploaded within the exam's allotted time framework (as noted above, the allotted time already includes an additional ½ hour).
4. For exams that have page/line limitations, note that sometimes when Word files are converted to Pdf files, symbols change or pages are added. You can note this on the exam and save a copy of the exam in the Word format in case an appeal will be filed regarding this matter.
5. Prepare in advance everything that is required to take the online exam. For example, a camera and microphone (you can use your cell phone camera/microphone); internet connection; formula sheet; download a cellular scanning app; screen reading software; electronic notebook, soundproof earphones, etc.
6. English/Hebrew reading software: students who use reading software can do so via IDC APPS. Access is via the student information center (MyIDC) under the IDC APPS icon, of the guide click [here](#).
7. Viewing the exam notebook – the exam notebooks for **online exams** are located on the **course site on Moodle only**.
8. Appeals for online exams only: the appeals will be managed directly between the students and their lecturers, via email. Given that the students' names are revealed after the exams are checked, appeals cannot be anonymous.

Technical Support

1. Technical support is available on Sunday –Thursday between 8:00am- 6:30pm and Fridays 8:00 am to 1:00PM by phone: 09-9602800 or email: helpdesk@idc.ac.il
2. **It is essential that the exam is uploaded within the time framework allotted for the exam.**
Any student who is unable to do so for technical reasons only must send the exam file + the Exam Integrity Declaration duly signed within the time framework allotted for the exam to the email address of the Examinations Administration: bhinot@idc.ac.il.

For Your Attention:

- **You must note the following details in the email:** Student's name, moodle participant number, name of the course and details of the fault.
 - Exams that will be sent after the allotted time framework **will not be checked or handled**.
 - Exams that will be sent to other entities on campus including the lecturer/Student Administration **will not be checked or handled**.
3. For the link to view written/video guides for online exams click [here](#)

Wishing you success and good luck,

The Students Administration & The Examinations Department