

Exam Procedures for Students - Fall Semester, 2020-2021

Dear Students,

As a rule the Fall Semester exams of the 2020-2021 academic year will be online. You will have received notification of the exams that are planned to take place on campus. Students who know in advance that they will not be able to come to the campus for exams, including also because of provisions of the law, must submit in advance a written request for an online exam together with the required documentation to the Student Coordinator.

Students who do not feel well on the day of the exam are not allowed to come and take the exam on campus. They can choose to take the exam on the *moed bet* date or to contact the Examinations Department by email bhinot@idc.ac.il at least two hours before the exam and receive their guidance.

*** Students whose home environment doesn't provide optimal conditions for taking exams are welcome to contact the Student Administration a week in advance of the exams period and request to take exams on campus.

You are expected to be informed of the exam dates and hours that are found in the information stations:



1/ Exam procedure

Students are to access the course site the day before the exam and ensure they have an "online exam" assignment and to read the exam instructions. The exam file will automatically become accessible at the time of the exam. If necessary, refresh the screen or log in again to MyIDC. In open-book exams you are allowed to use any printed reference materials and/or use the internet, unless the lecturer restricted this in advance and/or clearly instructed otherwise.

All exams will be **supervised** and accompanied by a Zoom meeting for which you will find the link in the assignment instructions. Students are to prepare in advance with **two cameras** for the Zoom meeting, set up from two different angles:

- The computer's camera that films your face;
- A second camera—your phone camera is acceptable—that will be set up on the side in a manner that shows the student's work space.

This link explains how to position your camera:

<https://cbtf.engr.illinois.edu/cbtf-online/students/phone.html>

Students will connect to the relevant Zoom meeting **15 minutes before the exam begins** and make sure both cameras are on and muted.

You are to stay online for the entire duration of the exam.

* Multiple choice exams will be conducted via a "quiz" on Moodle.



2/ The course of the exam

During the exam the student will be identified based on their photograph on the IDC's systems.

Important to note:

- Students will log into the Zoom meeting only with **their full name in English**.
- Backgrounds and filters are not allowed.
- Be attentive to the inquiries or comments of the course's staff and/or proctor throughout the exam.



3/ Submission of Exam

In the instructions of each assignment you will find a table with the allotted time frameworks, with a breakdown of time extension accommodations, to make it easier for you to calculate when you have to submit the exam. Students are responsible for noting when they have to submit their exam.

Each exam, not including multiple choice exams, will have a half hour for technical arrangements, added to the original exam time. Plan your time to ensure you submit the exam according to the time extension tailored to each student.

To be clear: Exams submitted after the time allotted for technical needs will not be checked and the student will receive a 'fail' grade.

For the students' convenience, the lecturer / proctor will alert the students, once - half an hour before the end of the time allotted to the exam (the original time, without time extensions) - telling them out loud that they have one hour left to submit the exam. Nevertheless, do not rely only on this announcement - the responsibility for planning the timetable and submitting the exam on time lies solely with the students, regardless of whether or not there was an announcement.



4/ Exam Integrity Statement

Each student is required to attach an exam integrity declaration, signed for each exam (it can be digitally signed).

By signing, the students give consent to be tested at home, using the personal computer, and agree to display themselves on two cameras, throughout the exam, while broadcasting and recording the video via the zoom system.

The purpose of the recording is to confirm compliance in the disciplinary regulations and for this purpose only, and if necessary the student will be allowed to review it. The recording will be deleted once the information stops serving the purpose for which it was collected.

A student who does not undertake to be examined according to this statement, can take the exam at the next date on which it will be held frontally (on campus), even if this involves changing the student's study schedule and without additional tuition.

The above does not detract from the student's obligations under the Interdisciplinary Center's regulations and in particular the disciplinary regulations.



5/ Answering questions during the exam

The course staff will answer questions only via the private chat. Lecturers can require in advance that the "raise hand" option be used before writing the question in the chat.



6/ Going to the bathroom during the exam

Students will write a private chat message to the course lecturer / proctor with the times they went to / came back from the bathroom. Students cannot use the bathroom in the first 30 minutes of the exam.



7/ Submission of exams

Exams can be typed and/or handwritten, and submitted at the end of the exam on the course site. Exams should be submitted **only in Word or PDF format**, unless the assignment instructions state otherwise (for example, Excel exams).

Please note: Only one file of up to 30MB can be uploaded.

Do not write any identifying information other than your I.D. number on the exam or in the file name.

Handwritten exams should be scanned by scanner or designated scanning app (You can be connected with only one camera when scanning the exam).

The exam file uploaded by the student to the course site is the only file that will be checked and graded.



8/ Random sampling

Lecturers have the right to schedule conversations with students, at their discretion, prior to grading and up to eight days after the exam date, to check the reliability of the exam answers.



9/ Viewing the graded exam booklet and appeals

As a rule, the graded exam booklet can be viewed and appealed anonymously, via the **student's information station**.

Excel exams: The graded exam booklet can be viewed and appealed anonymously only via the course site on Moodle.



10/ Grades

As a general rule, the default grade in every concluding assignment will be a numerical grade. Additionally, every student will be given the opportunity to convert two numerical grades into binary form (pass/fail) as follows:

- Undergraduate students will be given the option to convert two more final numerical grades into binary (pass/fail) grades in courses where the concluding requirement is one of the following: exam, paper replacing exam or final paper. The grades will not be calculated into the student's GPA. The conversion option does **NOT** apply to seminar papers.
- Converting grades into binary format is possible for final grades in courses where the exam, paper or paper instead of exam were submitted in the end of the 2020-21 fall semester only. The right to convert grades as mentioned above will not be reserved to 2020-21 spring semester courses.
- The conversion into binary format will be possible after receiving all of the final assignment (exams/papers replacing exams and final papers) grades in the 2020-2021 fall semester.
- After receiving all of the grades, you must apply to the student administration using a link that will be sent to you, with the courses of your choice. The selection should be made no later than June 1st, 2021 and the decision cannot be changed once submitted. Please make an informed decision, in consultation with your dean, in which assignments, if any, you wish to convert the grades into binary form.
- The selection of dean's list recipients and decisions on continuing merit scholarships, will be made based on grades, and for these decisions only - this conversion will be reversed.
- The conversion will not be reversed for the purpose of graduation distinction (Cum Laude/Magna Cum Laude/Summa Cum Laude).
- Advanced degree program heads will issue separate instructions, due to the great diversity in length and character of these programs.



11/ Text-reader software in Hebrew/English

Students eligible to use reader software during exams can use the software available on "IDC Apps."



12/ Additional Equipment

You may use noise-canceling headphones. You are not allowed to use tablets unless authorized by the lecturer.



13/ Technical Support

is available by phone during the exam: 09-9602800

You may contact the support only about technical problems, in writing via email at bhinot@idc.ac.il **during the time allotted for the exam**.

You should provide details of the problem and include the participant number you were allocated on Moodle.

Please note: Do not send the exam directly to the course lecturer. In addition, any contact with the Examinations Department or with any other IDC entity beyond the time allotted individually to each student will not be dealt with and the student will receive a 'fail' grade.



14/ Alternative assignment

A different assignment will be given for each exam period, to be submitted according to the exam dates scheduled and published in advance. The instructions for the alternative assignment will be given two weeks before its due date. It is important to note that the dates for submission of the alternative assignments that are the exam's original *moed aleph* and *moed bet* dates cannot be changed. The grade of the alternative assignment will be published no later than three weeks after it is submitted.

The assignment's grade can be appealed, but the assignment itself cannot be revised.



15/ Summarizing Assignment

In courses that require a summarizing assignment as a final assignment, the instructions for the assignment will be given by the last class of the course. There will be only **one** submission date, scheduled by the lecturer for a date no earlier than March 10, 2021. The regulations for returning assignments and appealing their grade are according to section 13 of the [Academic Regulations](#).

Late submission, up to one week after the original due date, will limit the maximum grade to 80% and the assignment will be graded on a scale of 0-80. Assignments submitted later than a week after the original due date will be considered as 'not submitted' and given a 'fail' grade and the student will be required to retake the course.

Good luck with your exams,

Examinations Department together with the Student Union