

Exam Procedures, Spring semester 2019-20

Dear students,

The online exams period has begun. Following are several pointers that will help you get through it successfully:

1. Half-an-hour has been added to all exams for technical needs. Below is a table that sets out times for **completing the writing of the exam** and for **submission of the assignment**. Please comply with the schedules as submission/grading of the assignment after the listed times, will not be possible.
2. Save the exam file you upload to the course website **without any identifying details** – neither in the file name nor on the exam itself (only include your I.D. number in the Exam Integrity Statement).
3. Technical support is available in the first ½ hour of the exam, at 09-9602400 / 09-9602800.
4. Please make sure to upload the exam within the allotted time framework. Students who experience technical difficulties must send the exam file + a signed Exam Integrity Statement to the Examinations Department via email bhinot@idc.ac.il

Please note:

- Include the following details in the text of your email: Student's name, I.D. number, Name of course, and nature of the technical problem.
 - Exams that are emailed after the exam's allotted time framework will not be graded and dealt with.
 - Exams that are sent to anyone else, including the lecturer / the Student Administration, will not be graded or dealt with.
5. For exams that have a page / lines limit – Sometimes, when converting Word files to PDF, symbols change or pages are added. You can note this on the exam, and save a Word copy of the exam should you need to submit an appeal on this matter.
 6. Zoom link – You must log in to Zoom during the exam. Make sure your **microphone is muted and that the camera is on**. You might encounter technical difficulties or have internet communication problems, but you should do your best to ensure everything runs properly.
 7. When uploading the exam file you must click on **save changes**. Students who successfully complete the process will receive an email confirming submission of the exam assignment.
 8. You can leave an exam to go to the bathroom and do not need to receive prior approval.

You can use noise-cancelling earphones. You can use tablets.

Table to help calculate times for completing the writing / submission of the exam:

Time for submitting the exam – students with 50% extension (incl. extra ½ hour for technical needs)	Complete writing of exam – students with 50% extension accommodation	Time for submitting the exam – students with 33% extension (incl. extra ½ hour for technical needs)	Complete writing of exam – students with 33% extension accommodation	Time for submitting the exam – students with 15% extension (incl. extra ½ hour for technical needs)	Complete writing of exam – students with 15% extension accommodation	Time for submitting the exam – all students (incl. extra ½ hour for technical needs)	Complete writing of exam – all students	From	Exam Duration
21:00	20:30	20:40	20:10	20:10	19:40	20:00	19:30	17:30	2 hours
21:45	21:15	21:20	20:50	20:55	20:25	20:30	20:00	17:30	2 ½ hours
22:30	22:00	22:00	21:30	21:30	21:00	21:00	20:30	17:30	3 hours

Good luck ☺

Examinations Department