June 2021

Dear Students,

Upon returning to campus routine and with the upcoming end of semester exams, which will be held on campus at the Interdisciplinary Center, we would like to clarify the main rules of conduct during exams:

1. Location of the exam room will be sent to you by SMS approximately one hour before the exam. There will also be signs on the bulletin board on the entrance floor in the Radzyner Administration Building, indicating exams locations.

2. Arrive at the exam room at least 10 minutes before the start of the exam and have in your possession an identification card: student card; ID; driver's license or passport (identification by means of a photo of an ID on a cellphone is not possible).

3. Entrance of a student into the exam room later than 20 minutes after the start of the exam is absolutely prohibited.

4. Register with the proctor and read & sign the "disciplinary guidelines during an exam" form before each exam.

5. An examinee who has entered the exam room and received the exam is considered to have taken the exam on that date. Should the examinee decide not to answer the exam, the grade will be zero. The examinee will be entitled to leave the exam room only after 30 minutes from the beginning time, and after returning the exam notebook and questions to the proctor.

6. It is absolutely prohibited for a student to have a cellular phone or any other electronic device, including smart watches (on or off) in the exam space. This prohibition is comprehensive and includes having the device, on the person's body, on the desk or in a bag next to the examinee. Student caught during an exam with a telephone/device in their possession contrary to these guidelines, will be disqualified even if the Student did not use it.

7. It is forbidden to use any material other than what is permitted in accordance with the guidelines of the IDC and of the lecturer inside or outside the exam room. The use or hold of such material constitutes cheating on an exam and might result in suspension from studies.

8. Student's personal bags will be piled on the side of the exam room and will not be accessible throughout the exam.
9. Every student obligated to fulfill the instructions of the proctors including instructions to identify oneself to them or instructions to change places in the exam room. Students are prohibited from passing material from one student to another or to speak to each other during the exam without prior permission from the proctors.

10. Permission to leave the exam room will not be given during the first 30 minutes and the last 30 minutes of the exam. During the rest of the exam, permission will be given once an hour. The proctors are entitled to supervise and direct the student to any restroom they deem suitable. The student must sign the "Exit to restroom" form upon exiting the exam room and upon reentering it. A disciplinary offence performed outside the exam room, including in the restroom, will be penalized by suspension from studies with no option to return, with a comment indicating serious dishonesty offence on the grade transcript.

11. The exams are anonymous. Do not place any identifying detail on the exam, excluding your I.D. and notebook no. The answers should be written in black or blue ink. Answers shall not be written with a marker. Do not write your answers on both sides of the page because the exams are scanned on one side of the page only and in black & white.

12. A dictionary (English/mother tongue) can be brought to exams that are administered in English only or exams in Hebrew that include an article/questions in English. The dictionary must be clear of any writing. In addition a standard electronic dictionary that can be silently operated, (the dictionary only includes words, without internet connection and not iPad) can be brought to the exam.

13. Computers cannot be used as sources of information on exams in which books or other "open" materials are permitted.

14. Only a closed plastic bottle of drink and a small snack bar/chocolate/chewing gum/candy, can be brought into the exam room.

15. **Online exam** – the exam will end in the time allotted with an extra **10 minutes only** designated for scanning and uploading the exam file to the course site.

16. No changes will apply to courses in which a summary paper or a home exam was determined as the final assignment.

The IDC Administration reserves the right to use additional means of supervision and disclosure to those currently customary in order to prevent the phenomenon of copying and cheating on exams.

We wish everyone great success on the end of semester exams

The Examination Department