

Clarifications Regarding Exams

Dear Faculty, following are several clarifications regarding exams:

- As a rule, all Fall Semester *moed bet* and *moed gimel* exams, and the mini-semester exams will take place after the Passover break. The exams will be conducted online via Moodle, with Zoom meetings running concurrently.
- An “online exam” assignment is to be set up on the course’s Moodle **up to 72 hours** before the exam is scheduled to take place; in addition, an invitation to a Zoom meeting, scheduled for the same time as the exam, should be generated.
- Lecturers should adapt the exam’s format to be **taken at home with access to course material, and should avoid multiple-choice exams.**
- Exam duration will be between 2 to 3 hours (at the discretion of each lecturer). The accounting courses are an exception, and are allotted more time in advance.
- **Important to note:** In the appropriate place, lecturers will automatically provide for all exams a 50% time extension for students with this accommodation.
- In addition to exam-related files uploaded when setting up the assignment, lecturers will upload the Exam Integrity Statement (attached) students are required to sign and return before each exam.
- Lecturers must be available to the students during the exam, by one or more of the following means: via phone, a Q&A form on Moodle, Moodle chat, Zoom chat. Students should be notified about this option under “Assignment Instructions”. **Several emphases for setting up an online exam:**
 - Take special note of the ‘exam availability’ settings, in particular the accessibility restrictions, to ensure students do not have access to the exam file before the exam’s scheduled date/time.
 - Exams for students should be uploaded in PDF format (except for Excel exams).
 - Strictly follow the guidelines for maintaining the anonymity of the examinees.
 - Block grades so they are not published directly to students when you finish checking the exam. *** Grades will be forwarded first to the relevant Student Administration.**
- **Several emphases for grading an online exam:**
 - The default option is numeric grades. However, students will be allowed to choose – in advance of the exam – whether they prefer receiving a numeric grade or a pass/fail grade. *** Students will not be allowed to change their decision retroactively.**

The numeric grades will be between 3 and 100.
Otherwise, the grades will be defined as follows:
Grade 1 – will be “Fail”
Grade 2 – will be “Pass”
Students’ identity can be disclosed only after the exams are graded and before the grades are sent to the Student Administration.

- **Await the Student Administration's announcement permitting publication of the grades and then publish on Moodle.**
- Appeals – all appeals will be managed directly between the students and their lecturers and grade updates will be sent directly to the Student Coordinator.

You can watch the guides and videos in the following link:

<https://www.idc.ac.il/en/about/units/isd/info/pages/resources.aspx>

Good luck and thank you for your cooperation.