

Important tips for the exam period, Spring semester 2019-20

Dear students,

Following are a number of important tips that will help you through the online exam period.
Please read carefully and follow them:

1. Half an hour is added to each exam for technical matters and you should plan your time so that you will be able to submit your exam within the allotted time.
* To be clear, this ½ hour should be devoted to scanning/uploading the exam file and not to continue writing the exam.
2. In the assignment instructions you will find a table with a breakdown of the allotted time, including time extensions, making it easier to calculate when the exam is to be submitted. It's the students responsibility to make sure the exam is submitted within the right timeframe. We **recommend** using a timer set to half-an-hour before the end of the exam, allowing you to organize your time so you can submit the exam on time.
Students who are late in uploading the exam take the risk that their exam will not be checked and that they might face disciplinary actions.
Decisions on the matter will be publicized only after all the exams have been graded.
3. The exam and the statement must be uploaded **only as PDF files**, unless otherwise stated in the assignment instructions.
You can upload up to 10 files, up to a total of 30 MB.
Please do not try to upload more than 10 files, or files bigger than the above limit, or in another format, as this will not be considered a technical problem.
4. **Do not write any identifying information on the exam or in the file name.**
5. Your signed Exam Integrity Statement must be appended to each exam; it can be uploaded as a separate file.
6. Prior to the exam, test the scanning app you use and make sure you know how to convert the exam to a PDF file so as not to waste valuable time during the exam.
7. Take extra caution to ensure that you have uploaded the correct and complete exam file. You cannot replace the file or add/remove pages after the allotted time.

You can contact us in writing – **only regarding technical problems** – at [bhino@idc.ac.il](mailto:bhinot@idc.ac.il) , **during the time allotted for the exam**. Your email must include:

1. Details of the problem;
2. The **participant number** given to you in the exam moodle (6 digits).

*** The exam should not be sent to any other entity.**

If you submit the exam late or without these details, we will not be able to respond to your request.

Good Luck!

Exams Department

For technical support, you can contact us at 09-9602800
Sunday–Thursday, 9:00–22:30
Friday, 8:30–14:00