

Clarifications regarding fall semester (19/20) exams, fall semester 2019-2020

Dear students, after sending you information on the procedures for online exams we received many questions. We have compiled all the answers in this document:

1. The updated exam schedule is available on the information station. If due to the changes you have two exams that completely overlap, immediately contact the student coordinator who will try to come up with an individual solution.
2. Lecturers will write in the exam instructions if an exam is with or without ‘open books’, whether you can use any reference material at all, the exam duration (between 2 to 3 hours, except for the relevant Accounting exams), and how students can contact them with questions (phone, Moodle Q&A forum, and/or Moodle/Zoom chat).
3. The allotted time for exams, as announced, already includes an additional half-an-hour intended to help deal with physical and technical aspects of taking the exam at home.
4. **Students who do not have time extension accommodations** will submit the exam at the end of the allotted time. **Students with authorized time extension accommodations** will submit the exam at the end of the approved time extension; the system has been updated to accept the exam.
5. Students who missed or failed a *moed aleph* exam are automatically registered for *moed bet*. Students who passed a *moed aleph* exam and want to take a *moed bet* exam will be able to register, as usual, via the information station up to 72 hours before the exam. This is done by choosing to “waive a passing grade” in the information station, as per the usual procedure.
6. The default grading method is numeric. However, students can choose in advance and prior to submitting the exam form, if they would prefer a **pass/fail** grade (this must be noted clearly at the top of the exam form). **This decision is final** and cannot be changed after the fact. **Pass/fail grades are not weighted in your GPA.**
7. To be clear, you cannot change a numeric grade to a pass/fail grade in exams that have already taken place. This is applicable only for *moed bet* exams that will be held from now on, and only by writing this preference clearly on the exam form you submit.
8. To meet the criteria for an **excellence scholarship** (‘registration scholarship’) or for the **Dean’s list** next year, you **cannot change more than 4 credit points to a pass/fail grade**. With the exception of 4 credit points, courses must all have numeric grades. Please choose carefully and in advance for which exams if any, you would prefer a pass/fail grade.
9. For purposes of acceptance into **special programs** and to **advanced degrees** in the future, we recommend retaining numeric grades and not exchanging them for pass/fail grades.
10. Students who choose to receive a pass/fail grade – this will be their final course grade. The exam grade in such a case is not weighted with the other course assignments.
11. Choosing a pass/fail grade in a yearlong course means that the course grade will be pass or fail, accordingly.
12. Each School normalizes and unifies grades according to its regulations. Normalization is relevant only to numeric grades and not to pass/fail grades. There will be no normalization if there are not enough students receiving numeric grades.

13. **Special Exam Sessions:** In courses in which the *moed bet* exam took place up to March 12th (included) – a special exam session will be made available to students who submit a request and providing they haven't sat both exam sessions. Requests should be submitted immediately to the Student Coordinator via email. In courses in which the *moed bet* exam has not yet taken place – students have to exercise their right to sit the exam at another session and to take the *moed bet*. Special exam dates will only be authorized for the reasons that are listed in the Academic Regulations. Students are eligible for a special exam session if they were absent from one of the regular exam sessions for one of the reasons listed in the Academic Regulations, and failed the course at the other session; or if they were absent from each of the two exam sessions for one of the listed reasons. **Students who don't take a *moed bet* exam for a reason not listed in the Regulations cannot request a special exam date.** Students who are eligible for a special exam session must submit a request to the Student Administration as soon as possible and no later than two weeks after the reason for their eligibility has abated, along with the appropriate documents verifying their eligibility.
14. Under no circumstances will a special exam session be granted to a student who has taken the exam on the two previous sessions.
15. Exam Procedures: On the morning of the exams all students will check the course site and make sure they have an "online exam" assignment. The assignment will be blocked and will only be accessible at the designated time. The lecturer will also post an invitation to a Zoom meeting that will take place at the same time as the exam. Students will enter the Zoom meeting several minutes before the exam, turn on their camera and mute their microphone.
16. The exams are submitted anonymously and you should therefore not write any identifying details on the exam form.
17. A signed copy of the Exam Integrity Statement must be submitted together with the exam (digital signatures are acceptable). We emphasize that non-compliance with the instructions and unfair conduct will constitute a disciplinary offense and will be dealt with accordingly.
18. Set up in advance everything required for taking the online exam. For example, a camera and microphone (you can use your cell phone camera/microphone); internet connection; formula sheet; download a scanning app; screen reading software; electronic notebook, etc.
19. Submission of exams: Exams can be typed or handwritten (on blank / checkered / lined sheets). Exams should be submitted only in PDF format, except for Excel exams. Handwritten exams should be scanned (by scanner or designated scanning app) and uploaded to Moodle in PDF format. Exams should be uploaded within the exam's allotted time framework (as noted above, this already includes an additional ½ hour).
20. Appeals will be managed directly between the students and their lecturers, via email. Given that the students' names are revealed after the exams are checked, appeals cannot be anonymous.
21. The final exam and course grades are only those published on the student information station (MyIDC). Exam results posted on Moodle are not final grades.
22. Students registered for an exam last year and are currently registered only for the exam and not for the course, will access the exam from the course's site on Moodle.
23. Towards the exams you will receive written and video guides, as well as information regarding technical support.

Wishing you all good health and *chag sameach*,
The Students Administration & The Examination Department