

Technical Clarifications for Faculty – 2nd Semester, (19/20)

Dear Faculty,

Below are several important highlights to ensure the orderly process of the online exams:

1. You **must** set up the online exam assignment **no later than 1 week before the date of the exam**. The assignment should include: Clear instructions for the students, a Zoom meeting link, the exam file and the Exam Integrity Declaration. A lecturer who has several exams being administered simultaneously will set up **one Zoom meeting link**, even if the exams are in different courses. In the Zoom settings set the option of **Mute** participants upon entry in advance and enable the **private chat only**. You can take 1-2 minutes at the beginning of the exam for explanations and ask the students not to use the microphone and any student who would like to ask a question should raise their hand (via the **raise hand option in Zoom**)
2. The exam can be an open or closed book exam, at the discretion of the lecturer. When drafting the questions for a closed book exam the lecturers should take into account that despite the instructions for taking a closed book exam and in spite of the supervision through Zoom, it is difficult to completely prevent the students' access to material.
In light of the fact that only one version of the exam can be uploaded, lecturers interested in including multiple choice questions in the exam may do so only with the approval of the Dean and as long as the number of multiple choice questions do not constitute more than 50% of all of the questions of the exam. It is recommended to draft true/false questions with the possibility of providing explanations.
3. When setting up the assignment, fill in only the relevant fields and do not change the number or the size of the files that can be uploaded.
4. Ensure that the grades column is blocked until approval of publication is received from the Student Administration.
5. Exam instructions – the exam instructions should be uploaded as far in advance as possible and mark **V** on the "Display description on course page" in the instructions definitions. Clearly detail in the instructions:
 - The structure of the exam (how many parts, the number of questions, etc.);
 - Material that is permitted during the exam;
 - Zoom link
 - Time allocated for the exam with an additional ½ hour for technical matters.
 For example: The exam duration is 2½ hours + ½ hour for technical matters.
6. Defining the availability of the assignment – when setting up the assignment specify 3 rows for availability:

First row – insert the date and time the exam will begin

Second and third rows – the date and time the exam will end will be identical and will be determined according to the following calculation:

The time allotted for the exam + 50% time extension + ½ hour for technical matters.

* There are students who are given extra time accommodations of 15%, 33% or 50% and thus maximal availability is defined. Each student knows in advance the time extension approved for him and is responsible for submitting the exam accordingly.
7. Do not accept exam files directly from the students. At the end of the exam, any student who experiences technical difficulties uploading files must send them within the time allotted for the exam to a designated email: bhinot@idc.ac.il. Kindly inform the other course staff about this instruction.

8. Checking the exams shall be anonymous and shall be conducted on the course site on Moodle.
9. Sometimes when Word files are converted to Pdf files, symbols or the number of pages change and this should be taken into account when checking exams with page/line limitations.
10. **Publication of exam grades:** Wait for the Student Administration's approval to publicize the grades and only then publish them on Moodle (when giving a "zero" grade write 0.01 on the grade sheet).
11. **Appeals:** appeals will be managed directly via mails between the student and the lecturer and the updated grades will be sent directly to the coordinator of the students.

Technical Support:

Technical support for the Moodle and Zoom is available Sundays thru Thursdays between 8:00-18:30 and on Fridays between 8:00-13:00 by phone: 09-9602800 or by mail: helpdesk@idc.ac.il.

* User for Zoom will be provided to the lecturer only.

To register for training on setting up/checking online exams on June 23, 2020 click [here](#).

To register for training on setting up/checking online exams on July 2, 2020 click [here](#)

For a recording of the online training session, click [here](#)

To view the written and video guides, click [here](#)

The written guides are detailed and simple. Adhering to each step will result in successfully setting up the assignment 😊

Thank you for your cooperation,

Examinations Department