

Exam Procedures

Dear Faculty, Shalom,

Following are several important emphases for the online exams' procedures:

1. You **must** set up the online exam assignment **up to 72 hours before the exam is scheduled to take place**. The assignment should include: Clear instructions for the students, a Zoom link, the exam file and the Exam Integrity Statement.
2. When setting up the assignment, please do not change the number of files you are permitted to upload (the default is 10 files).
3. The Zoom link is an additional means of supervision of the students. A lecturer with several exams taking place simultaneously will **set up one Zoom meeting**, even if these are exams in different courses. In the meeting settings, please select in advance the “**Mute participants upon entry**” option and enable **only** the **private chat** option. Take 1-2 minutes at the beginning of the exam for explanations and to ask the students not to use the microphone and to use the “**Raise hand**” if they have any questions.
4. Technical support is available in the first ½ hour of the exam, at 09-9602400 / 09-9602800.
5. Students who experience technical difficulties uploading the files at the end of the exam, must send them within the allotted time framework to a designated email: bhinot@idc.ac.il

You cannot receive the exam files directly from the student.

6. Sometimes, when converting Word files to PDF, symbols change or pages are added – Please take this into account when checking exams that have a page / lines limit.
7. An additional, **up to date** explanation about **the accessibility definitions**. When setting up the assignment, specify three rows:

First line – insert the date and time the exam begins.

Second and third lines – **the date and time the exam ends will be identical**. They will be set as follows:

Exam Duration	From	Maximum time for submitting the exam – incl. 50% time extension + ½ hour for technical matters
2 hours	17:30	21:00
2 ½ hours	17:30	21:45
3 hours	17:30	22:30

* There are students with 15% / 33% / 50% time extension accommodations, thus the maximum availability defined in the table above. Students know their approved time extension in advance and are responsible for submitting the exam accordingly.

8. Exam instructions – Upload the exam instructions as much time in advance of the exam as possible and **check V in the “Display description on course page” in the instructions definitions**. Clearly detail in the instructions:

- Exam structure / format
- Approved reference material
- Zoom link
- Time allocated for the exam + ½ hour for technical matters. **Write, for example:**

The exam duration is 2½ hours + ½ hour for technical matters.

** Students received a table with detail to help them calculate the time extensions.

9. The default option is numeric grades. However, students will be allowed to choose whether they prefer receiving a numeric grade or a pass/fail grade, and they will have to note this preference at the beginning of the exam. * 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.

**** You are to wait for the Student Administration’s announcement permitting publication of the grades and only then publish them on Moodle.**

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

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

Thank you for your cooperation,

Examinations Department