Dear Faculty,

With the upcoming second semester exams and in light of the Corona virus pandemic the Interdisciplinary Center has had to make several decisions concerning the period of exams as follows:

1. Delay the scheduled exams for one week.
2. The majority of the exams will be in the form of online exams.
3. A third date will be determined in advance for each exam; every student will be entitled to take the exam on two different dates only.
4. Converting numeric grades of no more than three exams (in this case including a home exam) to binary grades (pass/fail format), only after receiving the grade.

Below are several clarifications concerning the exams:

The majority of the exams of the second semester will be in the form of online exams on the Moodle and will be accompanied by a meeting on ZOOM. Only a small number of exams will be held on campus, in accordance with the guidelines of the Ministry of Health and the decisions of the government, and the lecturer will receive prior notification accordingly.

In addition based on the decision of the Dean and in coordination with the course lecturer, some of the exams for which a date has already been set will be converted to a final paper or a home exam.

**The final paper:** the final paper assignment will be given during the last lesson of the course and the date for submitting it will be on July 31, 2020. There will be only one date for submission of the final paper and it will be returned by August 15, 2020 after being checked.

**Home Exam:** The lecturer will upload the exam to the Moodle on the date set for the exam at 8:00 in the morning and the exam will be returned by the student before 8:00 the next morning. The lecturer will be available for students’ questions during the first hour of the exam. The home exam will be given on three dates.

The schedule of exams including the third date of the exam and the update of the dates of the exams of fourth year law students will be publicized soon on the course site and will be sent by email to each of the lecturers with all of the relevant information.

**Information concerning the exams that will be held on campus:**

- The exam will be held in accordance with the regular procedures and special guidelines concerning the administration of exams under Corona procedures will be added.
- **Important:** for each such exam you must also create an online exam assignment which will be held simultaneously; for students who received special permission from the Dean of Students not to come to campus (the online and in-person exams will be identical).
- The exam shall be uploaded to the "uploading and checking exams" system located in your personal information center no later than 10 days before the date of the exam. For your information there is a substantial change in the way in which exams are uploaded and you should register for an organized training session before uploading the exam.

For the link to register for online training for uploading exam files click [here](#).

For the link to the written guide for uploading and checking the exam click [here](#).

- Response to the students’ questions during the exam will be by collecting written questions from the students on a page that will be given to the course staff; thus, you must ensure presence of the course staff on campus for this purpose and in order to accompany the exam held simultaneously on Zoom.

- Checking the exam notebooks and responding to appeals will be done through the system. It is the responsibility of the lecturer to ensure that the online exams held simultaneously, are handled in accordance with the "online exam" procedure (as it appears below).

**Information concerning online exams:**

- Set up the "online exam" assignment on the course site in the Moodle no later than seven days before the date of the exam and in addition create an invitation to a ZOOM meeting that will be held simultaneously with the exam.

- The exam can be an open or a closed book exam, at lecturer's discretion. When drafting the questions for closed book exams the lecturer should take into account that despite the instructions concerning closed book exams and in spite of the supervision by means of ZOOM it is difficult to completely prevent the students' access to material.

- Due to the fact that only one version of the exam can be uploaded, a lecturer who is interested in including multiple choice questions on the exam may do so only with the approval of the Dean and as long as the number of these questions do not exceed 50% of all of the questions on the exam. It is recommended to draft true/false questions with the possibility of providing explanations.

- Extra time for the exam: an extension of ½ hour will be given for each exam for technical preparations, and time extensions will be given to students who are entitled to such accommodations.

- When setting up the assignment in addition to uploading the files related to the exam also upload the exam integrity declaration file, which the student shall sign before each exam and return to the file. **The exam shall be checked and the grade shall be published** even if the statement was not enclosed.

- Checking the exam will be done anonymously via the course site on the Moodle.

- Appeals – The appeal is not anonymous and shall be managed directly with the lecturer by mail.

- For the link to written/video guides click [here](#).

Thank you for your cooperation,

Examinations Department