

Dear Lecturers,

As a rule the Fall Semester exams of the 2020-2021 academic year will be online. Notification about exams scheduled to take place on campus has been sent to the relevant lecturers. For each on-campus exam you must also upload an online exam assignment to your course's Moodle site for students who have been pre-approved to take an online exam by the Dean of Student Affairs.

1/ Sample exam and solution

The lecturer will notify the class about the scope of the material for the exam by the last lesson of the semester and will upload a sample exam, in the same format of the final exam, and solution highlights to the course site.

2/ Multiple choice exams

You can **only** use the 'quiz' option on Moodle. The 'quiz' enables: creating a question bank, different exam versions and mixing the order of the questions and answers on the exam. The exam will be taken online and be checked immediately by the system. The exam will be accompanied by a Zoom meeting. Do not use the tool that prevents students from going back to previous questions.

To clarify: You cannot set up a multiple choice exam via a regular assignment, but only via the 'quiz' option.

3/ Setting up an online exam assignment

Lecturers must set up the online exam assignment **up to one week before the exam is scheduled to take place** and allow students access to the exam instructions. **Important to note: Define the accessibility settings for each assignment.** In open-book exams students are permitted to use all the reference materials available to them, including the using the internet, unless the lecturer restricted this in advance and/or clearly instructed otherwise.

4/ Student Exam Integrity Statement

Lecturers should set up a separate assignment 'resource' for students to submit the signed Exam Integrity Statement. Define access for approx. 30 minutes before the start of the exam.

You should emphasize that non-compliance with the instructions and unfair conduct will constitute a disciplinary offense and will be dealt with accordingly.

5/ Submission times

The Examinations Department will include in the instructions of each assignment a table with calculations of the submission times for the students' convenience, divided according to the time extension accommodations. It is the students' responsibility to note when they have to submit their exams. In the assignment's availability settings lecturers should define the exam's end time with a 50% time extension and add to that half an hour for technical needs (during which it is possible to continue writing the exam).

For exams that include only multiple choice questions and set up in the 'quiz' option there is no need to add half an hour for technical needs.

For students' convenience, the lecturer/proctor will make sure to notify students once, stating the following out loud half an hour before the end of the time allotted to the exam (the original time, without time extensions): "Please note that you have one hour to submit the exam on Moodle"; If, for example, 3 hours + ½ hour for technical needs were allotted for the exam, you should make the announcement to the students 2½ hours into the exam that they have one more hour. You should not make comments to students who continue writing in the time allotted for technical needs. It is the students' responsibility to submit the exam on time.

Important: Ensure that exams submitted after the allotted time framework are not checked and that the student receives a 'fail' grade.

This is a uniform decision for all the courses in all the schools, and is not to be deviated from.

Starting two days before the exam, you can contact the Examinations Department in writing and receive the list of students with accommodations.

6/ Zoom meetings for exams

Each lecturer must set up a zoom link using the IDC license only. you cannot use another institution's license.

Lecturers are to set up a Zoom link for the exam and include it in the exam instructions. Students will be requested to prepare in advance with two cameras for the Zoom meeting, set up from two different angles:

The computer's camera that films their face;

A second camera (the phone's camera is acceptable), that will be set up on the side / from behind in a manner that shows the student's work space.

Students will connect to the relevant Zoom meeting 10 minutes before the exam begins and make sure both cameras are on and muted.

Students must remain online for the entire duration of the exam.

Backgrounds and filters are not allowed and students are requested to log into the Zoom meeting only with **their full name in English.**

7/ Answering questions during the exam

The course staff will be available to answer questions for the entire duration of the exam, **only via the private chat.**

Lecturers can require in advance that the "raise hand" option be used before writing the question in the chat.

8/ Going to the bathroom during the exam

All students are allowed to use the bathroom after writing a private chat message on Zoom to the course lecturer / proctor with the times they went to / came back from the bathroom. Students cannot use the bathroom in the first 30 minutes of the exam.

* Some students have special authorization for frequent use of the bathroom.

9/ Submission of exams by students

Students can decide if to type or write the exam by hand. At the end of the exam students are required to submit the exam **only in Word or PDF format**, unless the assignment instructions state otherwise (for example, Excel exams).

Please note: define in the assignment settings that only one Word/PDF file, of up to 30MB, can be uploaded. You are not to receive exam files directly from students.

10/ Grades

The default for all final assignments / exams is a numeric grade.

11/ Random sampling

Lecturers have the right to schedule conversations with students, at their discretion, prior to grading and up to eight days after the exam date, to check the reliability of the exam answers.

12/ Viewing the graded exam booklet and appeals

As a rule, every student can view their graded exam booklet and appeal anonymously, via **their information station.**

In the case of Excel exams, the graded exam booklet can be viewed and appealed anonymously only via the course's Moodle site. It is mandatory to set up an assignment for submitting appeals anonymously.

13/ Additional Equipment

During the exam students may use noise-canceling headphones and they are not allowed to use tablets unless authorized by the lecturer.

14/ Technical Support

Publish the information about technical support in the exam instructions, as follows:

Technical support is available by phone during the exam: 09-9602800

You may contact the support only about technical problems, in writing via email at bhinot@idc.ac.il **during the time allotted for the exam.**

You should provide details of the problem and include the participant number allocated to the students.

15/ Alternative assignment

A different assignment will be given for each exam period, to be submitted according to the exam dates scheduled and published in advance. The default time for giving instructions for the alternative assignment is two weeks before its due date. It is important to note that the dates for submission of the alternative assignments that are the exam's original *moed aleph* and *moed bet* dates cannot be changed. The grade of the alternative assignment will be published no later than three weeks after it is submitted.

The assignment's grade can be appealed, but the assignment itself cannot be revised.

16/ Summarizing Assignment

In courses that require a summarizing assignment as a final assignment, the instructions for the assignment will be given by the last class of the course. There will be only **one** submission date, scheduled by the lecturer for a date no earlier than March 10, 2021. The regulations for returning assignments and appealing their grade are according to section 13 of the [Academic Regulations](#).

Late submission, up to one week after the original due date, will limit the maximum grade to 80% and the assignment will be graded on a scale of 0–80. Assignments submitted later than a week after the original due date will be considered as 'not submitted' and given a 'fail' grade and the student will be required to retake the course.

It is mandatory to set up an assignment on the course's Moodle site for submitting appeals anonymously.