

Academic Procedures

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Chapter A. TESTS

A. Test Regulation (this sub-chapter is based on BGU guidelines in Hebrew adjusted for OSP)

1. Upon arrival at the testing site, students must be identified by an identity card.
2. It is forbidden for students to bring the following items to their seats during the time of a test: personal bags, books, notebooks, cell phones or other communication devices, calculators, computers, palm-pilots, cheat-sheets, lists, or any other thing except that permissible for the test according to the instructions written on the test forms. (For students who have special needs, refer to the "special needs" section below).
3. It is forbidden for students to talk during tests, move around or leave the room without permission.
4. Test must be written in pen and not in pencil, in clear and clean script, on one side of the test notebook.
5. If a student is found transgressing the test rules and regulations, permission will be granted to the student to complete the examination and the case will be dealt with by the OSP academic committee.
6. The duration of the test will be written at the head of the test questionnaire. If the end of the time allotted for the test is announced by the test administrators, the student should stop writing and put down all writing materials next to the test notebook. Students may be granted an extension at the discretion of the lecturer.
7. Students should receive a written receipt of test completion upon handing in test notebooks.
8. It is forbidden to remove test notebooks, used or empty, from the test room. Students should return test notebooks to the teacher before leaving the room. Failure to submit test notebooks is considered a transgression of the "student disciplinary regulations".
9. It is forbidden to copy anything from the test questionnaire unless explicitly stated otherwise.
10. For tests extending longer than two hours, students will not be permitted to use the bathroom during the first and last half-hours of the test. One student at a time will be permitted to use the bathroom, and only upon receiving permission from the test administrators.

The presence of a teacher during tests

A teacher or proctor must be present in the room.

Extending the time allotted for tests

1. Requests to extend the time allotted for an exam by a teacher or someone filling in for the teacher can be made. Students should be notified of any changes at least a half-hour before the end of the original test time.

2. Time extensions should be uniform for all students except for students with special needs (see page 6).

Checking examinations

1. As a rule (except for tests which are graded electronically), the teacher or someone filling in for the teacher should receive the tests booklets personally, by hand.
2. The teacher should check and grade all test booklets (except for tests which are graded electronically), by marking wrong answers and noting the amount of points earned for each answer. Booklets will be kept for one year in the archive of the OSP.
3. After checking the tests, the teacher should pass on the student's grades to the OSP.
4. If the final grade is comprised of a number of factors, the teacher should report the OSP the marks earned in each area, and the weight of each factor in the final grade.
5. The OSP should publish the grades upon receiving them from the teacher, once permission is granted by the OSP.
6. Test notebooks and grade sheets are kept one year in the OSP, from the date of the exam. The test notebook cover slips and test grades will be kept for one year from the date of the exam in the OSP.

Invalidating a final semester exam due to disciplinary action

The final grade of a student whose final exam was invalidated as a result of disciplinary action will be zero.

Lost test notebooks

If a student's test notebook is lost before being graded, and the student is not responsible for the notebook's absence, the final grade for the course will be based on one of the following options, as decided by the student: 1) Re-taking the test; 2) An average of the grades earned on other class assignments (mid-term/ quizzes); 3) An exemption from the course.

Types of examinations

1. Final examinations or take-home tests are tests in which the grades comprise more than 50% of the final grade in the course.
2. Quizzes administered during the semester. Quiz grades can comprise up to 30% of the final grade.
 - i. Quizzes where the grades are entered into the final grade regardless of their effect.
 - ii. Quizzes where the grades are only entered into the final grade if they raise the final grade.

Surprise quizzes will not be administered at this institution.

Guidelines concerning reviewing of tests, requests to re-grade tests, and the time in which test grades must be submitted are generally the same for quizzes as for final examinations. Quizzes can only be taken once, on the date determined by the teacher. If the student is absent for a very serious reason the possibility will be offered to make up the grade in a manner determined by the teacher. The teacher has the sole responsibility of deciding

the date of a quiz in accordance with the course requirements. Quiz dates should be announced two weeks in advance.

The test questionnaire

1. The teacher is responsible to prepare the test questions. The content of the test must fit the design of the class and be according to the instructions posted in the course requirements. The course requirements should not be significantly altered after the end of the two week grace period at the beginning of the semester in which students can change their class schedule. The requirements may be eased at the discretion of the lecturer.
2. If class material is allowed during the test, the teacher should notify students of this in advance.
3. The percentage of each test question and of the respective sections in each question needs to be published on the test form itself. If no attention is paid to the percentage each question is worth, equal weight will be assigned to each question and to each respective section.

Testing dates

1. Due to the special structure of the OSP and the limited time that students spend in Israel, the OSP cannot offer second date for any electronic, written or oral test.

2. Students who are absent from the testing date for one of the reasons listed below are entitled to ask to take the test on an additional date if the student is presented in Israel, after presenting the proper permissions slips indicating a sufficient reason of absence. In the case where has student left Israel, he or she may appeal for an assignment in lieu of the examination.
3. A student to whom an additional test date has been permitted is required to sign up for a testing date ahead of time, according to the regulations determined by the OSP.
4. A student who registers for a testing date but fails to show up for the test without notifying of his absence beforehand will not be able to take the test.
5. A student qualifies for a special testing date in the following situations:

- a. Hospitalization
- b. Pregnancy-related issues
- c. Birth
- d. Mourning (7 days)
- e. Commonly celebrated religious festivals and holidays

5.1) If two tests have been scheduled for the same time and date, the student is required to take the test in the course which is mandatory for his degree and re-test in the second course either at the second testing date or at some other time.

B. APPEAL REGULATIONS

1. Each student is eligible to appeal for the grades of an exam or an assignment work of his/her work.

2. The student should appeal by sending a letter of explanation to the OSP 3 days from the date where he/she received the grade.
3. The teacher of the course will have to response within a week to the appeal. The teacher should note the final grade, along with an explanation as to why the grade was changed, or left as it is.
4. Any changes in the grade will be valid only after permission is granted from OSP academic committee.

C. COURSE CANCELLATION

1. Students are eligible to cancel their registration in all the OSP courses during the add-drop period by applying to the OSP and the course will not appear on their transcript under the terms.
2. Course changes or cancellations must be submitted in writing using the Course cancelation form or via email.
3. Students may normally cancel their registration up to the end of the first week of the course (add-drop period) and the course will not appear on their transcript.
4. A course registration cannot be cancelled if an assignment has been submitted or an examination has been written.
5. Student who withdraw from a course the date add-drop period will receive an automatic F (Fail).
6. Course work handed in late will not be checked. Extensions may be granted under special circumstances after coordinating with the instructor and the OSP office.
7. Students are allowed up to two unexcused absences before it affects their final grade in the course. Students absent for any medical or other emergency reasons must provide relevant documentation so that these absences are not counted against them. Any other reason must be approved by the lecturer and the program director one week in advance, in writing

"Special needs students"

Students who have been permitted special testing conditions, physically, such as a separate table and chair, should make sure that their requests have been placed before the head of OSP in advance. The issue will then be taken up with the OSP to see that the student's needs are met.

Students entitled to special testing conditions such as stickers on illegible handwriting or on spelling mistakes should present their permission slip to the test administer during the exam.

Students who have been permitted to write an examination using a computer can bring only the computer of the OSP into the testing room, and need to present before the test administer their permission to do so. At the end of the test, the test administer should permit the closing of the computer by signing the student's written permission slip.

Students who have been permitted to use test form with enlarged fonts should present this request before the OSO two weeks before the scheduled testing date, and should verify that this request has been carried out.

Students who have been permitted to take an oral examination instead of a written or electronic one, or to submit an assignment work of writing a test, must settle this issue with the teacher and the OSP.