

# **Ben Gurion University of the Negev**

## **The Academic Secretariat**

### **University Exam Procedure**

#### **1. Purpose and Framework**

The procedure aims to clarify the rules for the conduct of exams and quizzes which bind the academic staff and students of Ben-Gurion University of the Negev, as these have been established by the Central Coordinating Committee.

Heads of academic units may lay down additional guidelines that do not clash with BGU's Regulations and Code of Ethics, the guidelines of the present procedure, and the guidelines of their superiors.

Proposals for changes to the exam procedure will be forwarded to the Academic Secretary, who will see to passing them on to the faculties no later than the end of March each year. The faculties' responses will be relayed back to the Academic Secretary by the end of April, and will be presented in centralized fashion for deliberation and decision by the Central Coordinating Committee in May every year.

Note: Where the procedure is formulated in masculine form only, it refers to both genders alike.

#### **2. Course Requirements and Grade Composition**

##### **2.1 Requirements and Grade Composition**

Basically, the manner of assessment will be uniform for all students taking the course. The instructor will not change the final grade components during the semester. At the beginning of the course, the instructor is responsible for explaining to the students the requirements and teaching targets of the course, which are defined in the syllabus, including attendance requirements, quizzes, papers, exams, study tours, etc., and the implications of partial compliance with the course requirements.

##### **2.2 Posting of requirements and grade composition**

The requirements and grade composition will be clearly delineated in the course syllabus. The academic unit should post a preliminary syllabus for each active course in the unit at least two weeks before the start of course registration ahead of every semester. In addition, the course instructor should have the most up-to-date syllabus posted for the students during the first week of the period of changes.

##### **2.3 Changes in requirements and grade composition**

The course instructor may change the requirements and final grade components, their weight and conditions for their weighting. Every such change should be notified in writing, or on the course website, to the students and chairman of the Unit Teaching Committee, no later than 4 days before the end of the period of changes. Material changes in the syllabus are to be approved in accordance with the faculty's procedures.

##### **2.4 Posting of exam dates and durations**

The Exams Unit will post the schedule of exams for both first and second exam periods in a semester (Mo'ed Aleph and Mo'ed Beit) about a week before the registration dates. Any change in exam date and/or duration will be posted by the Exams Unit at least a month before the end of the semester. Any deviation from this requires the approval of the Head of Unit, Exams Unit and the Academic Secretary.

## 2.5 Instructor in charge of a course

In a course taught by more than one instructor, one instructor is appointed as instructor-in-charge. This instructor is responsible for the exams and grades in the course, so that student requirements and criteria for student evaluation will be uniform and consistent for all course groups. In every course, the instructor-in-charge determines the syllabus and approves the final grade.

## 2.6 Course grade

The course grade is a percentile grade (any whole number between zero and one hundred). In special cases, the Teaching Committee may allow the instructor to decide on a verbal grade (fail/ pass/ participated), provided that approval for this is given at least a month before the start of the semester.

## 3. Evaluation Tools

### 3.1 Purposes of evaluation tools

The aim of the evaluation tools during the semester study period is to provide feedback to the student regarding the quality of his studies, and to the instructor regarding the class's progress versus the course's goals. The summarizing evaluation after or towards the end of the semester study period aims to provide a quantitative index of the student's achievements in relation to the course's targets. A further objective of all the evaluation tools is to determine the student's grade in a course according to the grade composition defined in the syllabus.

### 3.2 Types of evaluation tools (definitions)

#### 3.2.1 **Summarizing exam** (hereinafter: "**exam**")

**Exam**—An evaluation tool implemented after the study period in the course.

**Class exam**—An exam conducted in the classroom or at another study site.

**Home exam**— An exam given to be prepared at home.

**Proficiency exam and oral exam**—An exam designed to check and assess the practical qualifications of the examinee in practice, in writing or orally.

**Confidential exam**—A class exam where the exam form and exam booklet are confidential, in other words, these will not be open to inspection by the student after the exam (except for appeal purposes as stated in Section 17).

#### 3.2.2 **Interim quiz** (hereinafter: "**quiz**")

**Quiz** – An evaluation tool implemented during the semester study period, accounting for up to 30% (inclusive) of the final course grade.

**Valid quiz**—A quiz whose grade will be weighted in the final course grade.

**Shield quiz**—A quiz whose grade will be weighted in the final grade only if it can improve it.

**Proficiency quiz**—A quiz intended to check and assess the practical qualifications of the examinee in practice, in writing or orally.

#### 4. General Guidelines for Conducting Exams and Quizzes

##### 4.1 Guidelines for conducting an exam

A course exam must account for at least 25% of the course's final grade. The exam will be conducted as a class exam unless determined otherwise in the syllabus. Class exams are graded anonymously.

To be eligible to take an exam, a student must meet the following conditions:

- 1) The student must be registered with the Student Administration System or the Unit Teaching Committee must approve his participation in the exam and inform the Exams Unit.
- 2) The student has fulfilled all the requisite assignments in accordance with the teacher's instructions, subject to the guidelines in the course syllabus.
- 3) The student has discharged his financial obligations to BGU.
- 4) Absence of a disciplinary ruling precluding the student's participation in the exam.

A student failing to meet all the exam participation requirements may not take the exam. In the case of financial obligations only, the student may take the exam, but the course grade will not be calculated or recognized so long as the obligations have not been discharged. As regards conditions 1) and 2), the Teaching Committee Chairman or Head of Unit is empowered to depart from these rules in the student's favor. As a rule, a student who takes an exam without permission will be called before a disciplinary committee.

For an elaboration of exam conduct rules, see Section 8.

##### 4.2 Guidelines for conducting a quiz

In undergraduate compulsory courses (not including labs), valid quizzes will constitute no more than 40% of the course grade. In addition, a valid quiz that is worth over 20% of the grade will include a second testing period. There will be no surprise quizzes. The quiz date will be scheduled subject to the students' study schedule, so that students will not have to miss classes in order to take it, insofar as possible. The instructor will announce the learning material to be covered by the quiz and the reference material permitted, at least a week before the quiz date.

The unit is responsible for coordinating, to the extent possible, among the quiz dates, in order to balance the assignment loads among the different courses and over the semester.

In all pertaining to exam booklet review, grade appeal and date of grade posting, the rules applying to an exam will also apply to a quiz.

In the event a student misses a valid quiz date, owing to a serious preclusion as set out in Section 7, subsections B-H, an opportunity will be given to make up the grade in a way to be decided by the instructor and as posted in the syllabus. As to the scheduling of the quiz date, the matter will be left to the exclusive decision of the instructor, subject to the course requirements, and will be set by him with advance notice of at least two weeks.

##### 4.3 Guidelines for conducting a home exam

Duration of the exam in an undergraduate degree is up to four days (96 hours), and in postgraduate degrees up to a week. The number of questions in and scope of the home exam will be reasonably determined, to give the student a fair chance to answer the exam within the available period of time. If during said period of time, the student has to take another exam, he will be given an additional 24 hours to submit the home exam, subject to furnishing a certification of participation in the other exam. Grading of the home exam will be anonymous, insofar as possible, and will be based on the ID number.

#### 4.4 Guidelines for conducting a proficiency exam and oral exam

In such an exam, the grade will be determined according to the criteria stated on the evaluation form to be filled out by the examiner. The examinee may inspect the evaluation form and appeal the exam result, as prescribed in Section 17. An oral exam will be given in the presence of two examiners at the same time, and the two will determine the examinee's grade. The examiners will be from among the course's instructors, to the extent possible. In proficiency exams, it is possible to have the exam conducted by one examiner alone. In a proficiency exam, only those with a fail grade may retake the test on the second testing date.

### 5. Exam and Quiz Form

#### 5.1 Preparation of exam form

The course instructor is responsible for preparing the exam form. The exam content will be based on the course's subject matter and guidelines as published in the course's syllabus and additional material taught in the course (including reading assignments). It must be ascertained that all questions in a quiz or exam are clear and solvable, and that the time needed for their solution by the students as estimated by the course instructor fits the time allocated for the exam. This will be checked by having the exam fully solved, to the extent possible, by a person other than the writer of the exam.

#### 5.2 Reference material for an exam

In any case where reference material is allowed to be used in an exam, the course instructor is responsible for informing the students of this in advance. If no notification is given at least 5 calendar days before the exam date, regarding the reference material allowed for use, and on the exam date it turns out that reference material may be used – the student is entitled, before reading the exam, to decide not to be tested under the newly created conditions and to be tested on the same subject on a special date.

#### 5.3 Submission of an exam form to the Exams Unit

The course instructor must submit in person to the Exams Unit a clearly printed exam form for photocopying **at least six days** before the exam date. The exam form should indicate the relative weight of each question and of a question's sections, if any. In the absence of such indication, equal weight will be assigned to each question, as well as to each section in a question.

An instructor that fails to timely submit the exam form will be responsible for arriving with the required number of exam copies on the exam date, about a quarter of an hour (half an hour in classes of over 80 students) before start time.

#### 5.4 Similarity of exam structure and level of difficulty on an exam's different testing dates

In an exam with more than one testing date, the level of difficulty on the different dates must be similar. The course instructor must see to it that the exam forms are identical in terms of exam duration and permissible/forbidden reference material, and similar in terms of question composition and weight (but not necessarily covering the same topics). This applies especially to compulsory and introductory courses, and therefore it is recommended in their regard that the exam forms for the first two testing dates be prepared in advance and submitted together to the Exams Unit, where it will be randomly decided which form is to be used on which date. In special cases, the Dean and Rector are empowered to direct the course instructor to submit them together.

#### 5.5 Multiple-choice exam

In an exam comprising mainly multiple-choice questions, for each exam date the course instructor must submit at least two versions of the exam form in terms of the order of questions and answers (effective from 5777-2016).

## 6. Exam Dates

### 6.1 First-degree Course

A student has two exam dates on which he may take the exam under the rules applicable to the course he is studying. A student who is absent from at least one of the two exam dates to which he is entitled (Mo'ed Aleph and Mo'ed Beit - first exam date and second exam date) for one of the reasons set out in section 7 may request a special exam date for the respective exam. An exam on the first special date for the course will be held within ten weeks of Mo'ed Beit (second exam date) for that course. Taking an exam at a later date is subject to the written approval of the Dean of the Faculty. Eligibility for a special exam date does not apply to home exams.

### 6.2 Arrangement and weighting of exam dates

Exams will be held on two exam dates at the end of each semester (Mo'ed Aleph and Mo'ed Beit - first exam date and second exam date). The order of the exams in the various courses during the two exam periods will be as similar as possible. For students taking an exam on the two exam dates for a certain subject student - the last exam grade will be the determining grade in the weighting of the final grade, and will cancel any previous grade (except for special cases in which the procedure determines otherwise).

### 6.3 Requirement to register for the second exam date

A student wishing to be tested on the second exam date (Mo'ed Beit) must sign up for the exam on the Exams Unit website. The student must register/cancel his registration within 72 hours before the exam date. Failure to register in advance and on time for the second exam date (Mo'ed Beit) may lead to a delay in the exam start time, at the expense of the student's exam time, because of the need to find seating, photocopy the exam form, etc. In addition, the exam booklet might not be scanned, which would lead to a delay in exam grade appeal proceedings.

## 7. Special Exam Dates

### 7.1 Missed examinations

A student who has missed an exam on one or both of its dates for the reasons set out below, may request to take the exam on a special date after presenting the appropriate certifications confirming the reason for his absence. The request must be submitted to the Unit Teaching Committee, as per the accepted procedure at the faculty, no later than two weeks after the end of the exams period for the semester.

After posting the exam dates, the units should publish the procedure for applying for a special exam date. A student who has been approved for a special testing date, must register in advance for the exam, according to the procedures posted by the unit/faculty. A notice regarding the exam date will be delivered to the student at least three weeks before the exam date.

A student who registered for an exam, but did not show up or cancel his registration at least 120 hours in advance (five days), will pay a special handling fee of NIS 200 (this sum will be updated from time to time).

### 7.2 Reasons qualifying for a special testing date

Listed below are the reasons which render the student eligible for a special testing date. Note clarifications (1) to (5) appearing in the subsections below.

- A. An overlapping exam<sup>(1)</sup>.
- B. Reserve duty<sup>(2)</sup>.
- C. Hospitalization<sup>(5)</sup>.
- D. Absence due to an event qualifying for a period of at least 21 days during the semester, for one of the following reasons: pregnancy bed rest, travel abroad for adoption purposes, childbirth, receiving a child for adoption, receiving custody of a child or receiving a child for foster care<sup>(3)</sup>.
- E. Mourning (seven days for immediate family relationship)<sup>(5)</sup>.
- F. Religious holidays and festivals detailed in the general chapter of the catalog.
- G. Representative sport competition<sup>(4)</sup>.
- H. Student's wedding day.

In any other case, the student may apply to the Unit Teaching Committee for approval of a special testing date. The Teaching Committee will consider the application and make a decision within three weeks of the application filing date.

Clarifications in respect of qualifying reasons A-H above:

(1) Overlapping exams

An exam is considered overlapping if it takes place on the same calendar day or on a calendar day consecutive to another exam which the student must take during the period of first dates and second dates. Approval is subject to presenting a confirmation of participation in an overlapping exam. In the event of two overlapping exams, the student is required to take the exam in the compulsory subject and to be tested on the other subject on its second or special testing date. If the student is completing a compulsory subject from a previous year, he is required to be tested on this subject first.

(2) Reserve duty

(2.1) A student who missed an exam due to reserve duty, is entitled to be tested on an additional date for every missed test date.

(2.2) A student who did reserve duty for an aggregate of at least 10 days during the exams period, or who did reserve duty during the semester close to the exams period for at least 10 consecutive days, or for 21 days in the aggregate, is entitled to be tested on any course he was supposed to be tested on during the exams period, on an additional testing date at the end of the semester, or close to it.

(2.3) A student who did reserve duty of 2-9 days during the exams period, is entitled not to be tested on the scheduled exam date:

Reserve duty of 2-3 days entitles the student not to be tested for 24 hours after his return from reserve duty.

Reserve duty of 4-6 days entitles the student not to be tested for 48 hours after his return from reserve duty.

Reserve duty of 7-9 days entitles the student not to be tested for 72 hours after his return from reserve duty.

(2.4) The additional testing date will be scheduled after the reserve duty such as to allow the student time to prepare for the exam.

(2.5) It is clarified that the student has a right to attend only two dates per exam.

(2.6) A student called up for a single day of reserve duty, not for the purpose of updating personal details or for a routine interview, but for operational purposes that cannot be put off, must present a certification indicating:

- 1) Precise hours of the reporting for duty
- 2) Confirmation from the competent officer that the reporting for duty cannot be postponed to another day.
- 3) Confirmation from the Town Major's office (Katzin Ha'ir) regarding the reserve duty.

(3) Absence due to a qualifying event

(3.1) A student who missed an exam owing to a qualifying event, is entitled to be tested on a special testing date.

(3.2) A female student after childbirth, adoption or receiving custody of a child, who missed an exam during a period of up to 14 weeks after the childbirth, the adoption or receiving custody of a child, is entitled to be tested on a special date. This right also applies to a single parent student who has adopted or received custody of a child.

(3.3) A male student, spouse of a new mother, who missed an exam during the period of three weeks after the date of childbirth, is entitled to a special testing date.

(4) Representative sport

Participation in a representative sport competition held on the exam date or exam eve, with the approval of the Dean of Students.

(5) Hospitalization or mourning

In the case of hospitalization or mourning, the student is allowed not to attend any exam held within an interval of several days after the end of the hospitalization or the mourning, according to the following formula: number of absence days X 0.8, where the result obtained from the formula is rounded up to a whole number. In no case will a special testing date be scheduled within an interval shorter than 4 days (96 hours) from the end of hospitalization or mourning.

## 8. Rules for Conduct of Examinations

### 8.1 Use of reference material in an examination

Definition of the reference material allowed for use during the examination must be indicated on the exam question form. Bringing any other material into the exam room is absolutely prohibited.

### 8.2 Exam language

8.2.1 In the absence of any other instruction, the exam language will be Hebrew.

8.2.2 A student in his first academic year at BGU, may write the exam in the English language, or in any other language, with the permission of the instructor responsible for the exam. The student must submit a request to the unit secretariat two weeks ahead of the exam date.

### 8.3 Instructions for the examinee

8.3.1 When the student reaches his seat, he must place an official identifying certificate (student card, identity card or driver's license) on the table. A student eligible for exam time extension must present this certification as well.

8.3.2 It is prohibited to bring in any material for the exam, except for that expressly permitted by the instructor and indicated on the exam form (as regards students with special accommodations – see separate discussion).

8.3.3 A student who has left the exam room after distribution of the exam forms will be deemed an "examinee" sitting for the exam.

8.3.4 The examinee may not talk during the exam, or leave his seat without getting permission.

8.3.5 A student may choose between using a pen or pencil. In the event he wrote the exam with a pencil and the exam was not scanned, he will not be entitled to appeal the exam grade. If the exam was scanned, he will be entitled to appeal the exam, provided the scan quality is okay. Handwriting should be clear, clean and legible, on one side of each page. There should be no writing in the margins and

no use of correction fluid. A draft should be written on the right side of the booklet and should be struck out by passing a line through it. **Pages may not be torn out of the booklet.**

- 8.3.6 If the examinee violated the exam regulations, he will be allowed to complete the examination and his matter will be passed on to be dealt with by the Disciplinary Committee, pursuant to BGU's "Student Disciplinary Regulations."
- 8.3.7 The exam duration is indicated at the top of the exam form. When the proctor announces that exam time is over, the examinee must stop writing and place the exam form next to the exam booklet.
- 8.3.8 On returning the exam booklet to the proctor, the student will be given a confirmation of its return. A further confirmation will be given for a fee at the website for ordering certifications for payment at: <http://in.bgu.ac.il/acadsec/exams/Pages/news/test11.aspx>
- 8.3.9 It is prohibited to take out an exam booklet (filled or empty) or any other material distributed to the students in the framework of the exam, from the exam room, and these must be returned to the proctor before leaving the place, unless indicated otherwise on the exam form or expressly permitted by the instructor. Failure to return the booklet will be deemed a violation of the "Student Disciplinary Regulations."
- 8.3.10 No material whatsoever may be copied/photocopied from the exam form, unless express permission is given.
- 8.3.11 It is forbidden to write anything within the margins marked in the exam booklet.
- 8.3.12 No student will be allowed to enter the exam room after half an hour into the exam.
- 8.3.13 No examinee will be allowed to leave the exam room during the first half hour of the exam.
- 8.3.14 When a test is longer than two hours, no examinee will be allowed to go to the restroom during the first and last half hour of the exam. Only one student at a time will be allowed to go to the restroom and only with the permission and escort of the proctor, who will record the details of said student on the exam report plus the time spent outside the exam room.

## 9. **Presence of the Instructor During an Exam/Quiz**

### 9.1 Presence of the instructor

The instructor or his substitute must be present in the vicinity of the exam/quiz rooms, for at least the first and last half hour of the exam/quiz. Also, the instructor or his substitute may not be absent from the exam/quiz location for any longer than half an hour at a time. Absence of the instructor or his substitute for longer than specified in this section should be reported, insofar as possible, in the proctoring report.

\* In the Health Sciences Faculty (except the School of Pharmacy), during multiple-choice tests, the instructor must arrive at the very latest after half the exam duration has passed, and stay until the end.

### 9.2 Confirmation of a substitute

Basically, the course instructor must be present during an exam. If he or any other course staff member are unable to be present at the exam, the instructor must notify the head of unit of the substitute in advance.

### 9.3 Absence of lecturer

If the instructor or his substitute has not shown up in the vicinity of the exam room within half an hour after the start of the exam and distribution of the exam forms, the student may cancel his participation in the exam. A student who may nevertheless wish to sit for the test under the existing conditions, will be allowed to continue the exam under his own responsibility, but will not be able to request cancellation of the exam



retroactively. The Exams Unit will report the incident to the Head of Department and the Dean. As regards the Health Sciences Faculty, see Section 9.1.

#### 9.4 Student's entitlement to an additional exam date

A student, who has elected not to take the exam due to the absence of the instructor or substitute as defined in Section 9.2 above, will be entitled to an additional exam date. The student must indicate this on the exam form and hand it to the proctor before leaving the class. The proctor must fill out an "Absent Lecturer" form and indicate the student's details.

#### 9.5 Test cancellation

In the event that students have arrived to sit for a test, which they are entitled to take, and they have been informed by the Exams Unit that the exam will not take place (and received no notice of this at least 12 hours in advance), the Exams Unit will see to recording their details. If the reason for the exam not taking place is not force majeure (as will be ruled by the academic secretary) and not dependent on the students, each of them is entitled to select one of the following alternatives:

- 1) To be retested on two more dates instead of the cancelled date, and to receive the highest grade from among all the dates on which the examinee was duly tested in this course.
- 2) In a non-compulsory course, the exam grade will be determined by the average of the examinee's grades in the other courses (not including the final project) in the same semester, provided they are worth at least 12 credit points.
- 3) In a non-compulsory course, to receive a "pass" grade in the course, provided that if received a grade of 100 on the exam, he would pass the course successfully. The student should check the implications of selecting this alternative, and should know that once he has made the choice, this alternative will be irreversible.
- 4) The component grades of the assignments completed in the course, provided their weight is at least 50% of the course grade.

#### 10. Extension of Exam/Quiz Duration

A request by an instructor or his substitute to extend the exam duration beyond the time indicated on the exam form, requires coordination with and permission from the Exams Unit.

A notification to the examinees will be given half an hour before the end of the scheduled exam duration.

#### 11. Extension of Exam Duration for Special Populations

**General:** If the exam duration has been extended for all the students (Section 10 above), the addition of time will relate to the exam duration plus initial extension time.

##### 11.1 Entitled to extended test time

Students having difficulty with Hebrew, pregnant female students, students with learning disabilities or suffering from a medical problem and any other case –only with the approval of the Dean of Students.

##### 11.2 Separate Examination Room

The Exams Unit will make efforts to have students entitled to extended test time sit in a separate room to allow them to make maximum use of the extended time.

Every semester, the Exams Unit will notify the Head of the Student Advancement Department of the deadline for scheduling exams. A student granted eligibility for extended test time by this deadline will be assigned to a separate exam room. A student granted eligibility for extended test time after the deadline will be allowed into the separate exam room provided there is space during the examination time. If he takes the exam in the

regular rooms and is subsequently transferred to another room at the end of the scheduled time, he will be compensated with a time extension of at least 15 minutes, for time wasted on room transfer in excess of the time extension approved for the student.

### 11.3 Exam time extension granted to individual students

If the extended test time exceeds half an hour, the instructor or his substitute must be present in the exam room, at least once.

A student who has received permission for extended test time from the Dean of Students, must show the proctor at the start of the exam the confirmation slip given to him for extended test time.

The extended test time given will be uniform and fixed for all those granted permission, as follows:

#### 1) Student who has difficulty with Hebrew

A student is entitled in every exam and quiz to a time extension of 25% of the overall exam time if he has difficulty with the Hebrew language for one of the following reasons:

- A. A new immigrant student or foreign student who has studied (in his most recent study years) less than three years in the Hebrew language and has taken the psychometric exam in a language other than Hebrew. This eligibility is valid for all years of study towards the degree, provided that 7 years have not passed since the student's arrival in Israel.
- B. A student who studied in Israel and his high school studies were not in the Hebrew language and who has taken the psychometric test in a language other than Hebrew. Eligibility is valid for the first two years of the degree.
- C. A student from the Bedouin society whose high school studies were in Arabic and who has taken the psychometric test in Arabic. Eligibility is valid for all years of study towards the degree.
- D. A student who is a graduate of the Haredi education or a member of the Ethiopian community, who has difficulty with the Hebrew language due to the nature of his preceding studies or due to his being a first-generation student (born to Ethiopian immigrants). Eligibility is valid for the first year of study towards the degree, even if he does not take a course in Hebrew.

**Clarification:** The extended test time in all the above cases is conditional on the student having taken a course in Hebrew during the semester in which he is requesting the accommodation or in the preceding semester (or in the summer), and this until receiving an exemption from learning Hebrew (except in Section D above).

#### 2) Learning disabilities and medical problems:

Students with learning disabilities or medical problems who have been approved by the Dean of Students for exam time extension are entitled in any exam/quiz to a time extension of 25% of the overall exam/quiz duration.

#### 3) Blind and visually-impaired:

A blind or visually-impaired student with a certificate of blindness or vision impairment is entitled in every exam/quiz to a time extension of 100% of the overall exam duration.

#### 4) Pregnant female student or female student within a 14-week period after childbirth

Entitled in every exam/quiz to a time extension of 25% of the overall exam duration.

**Clarification:** A time extension greater than 25% will not be granted (blind and visually impaired – 100%) for a combination of several accommodation reasons.

#### 11.4 Time extension for exams held on fast days

A student taking an exam on a fast day (according to that set out in the general chapter of the catalog), will be entitled to a 30-minute time extension (without the possibility of accumulating time extensions for other reasons) on condition that he sign a form stating that he is fasting for religious reasons.

### 12. **Students with Special Accommodations**

#### 12.1 Special accommodations with auxiliary aids

A student who is approved for special physical accommodations, such as a separate table and chair, etc., should contact the Head of the Student Advancement Department in due time to have the matter arranged with the Housekeeping Department and the Exams Unit.

A student who is entitled to special accommodations such as stickers for placement over illegible handwriting or spelling mistakes, must show the permission slip to the proctor during the exam.

A student who has been approved for testing using a laptop may take into the exam room only the computer of the Dean of Students and must show the proctor the special confirmation in this regard. At the end of the exam, the proctor must confirm the closing down of the computer by signing the student's confirmation form.

A student who has been approved for other accommodations such as: a calculator, a regular or enlarged formulas sheet, must coordinate the accommodations with the lecturers and tutors of the course in which he is being tested in due time and not during the exam.

A student who has been approved for such accommodations as enlargement of the exam form or the answer sheet must apply to the Exams Unit two weeks before the exam date to verify with the Exams Unit that the accommodation has been arranged.

A student who has been approved for the accommodation of an oral exam or preparation of a paper instead of an exam, must coordinate the matter with the course instructor and the Unit.

#### 12.2 Special accommodations for the Hebrew language

A student eligible for language-related accommodations, will write the exam in Hebrew, but will receive an exam time extension of 25% of the exam duration (see Section 11.3.1, Subsections A-D). Likewise, he will be able to receive assistance from the lecturers in understanding the exam forms, at the lecturers' discretion, and his grades will not be affected by spelling errors. **This benefit will be granted only if the student has taken a course in Hebrew during the semester in which he is applying for an accommodation or in the preceding semester (or in the summer), and until receiving the exemption** (except for students under Section 11.3.1, Subsection D).

A student eligible for accommodations under Section 11.3.1, Subsections A-C, will also be allowed to use a dictionary or computerized dictionary (that does not allow Internet access) during the eligibility period.

Note: A student who has difficulty with the Hebrew language also after the accommodation eligibility period defined in Subsections A-D is over, may apply to the Student Advancement Department to have it determined whether it is necessary to extend his accommodation eligibility period.

### 13. **Grading Exams**

#### 13.1 Exam-grading process

As a rule, (except for exams which are graded electronically), the instructor or his substitute must personally collect the exam booklets.

The instructor will grade all the exam booklets (except for exams which are graded electronically): he will mark the examinee's mistakes, and mark down the number of points accorded by each answer. The instructor must show the students the basic errors or the correct way to solve the exam's questions, whether by remarks in the exam booklet, or by publication of a possible solution for the exam, or by a report on the basic errors appearing in the exam, or by any other way.

Once grading is completed, the instructor will submit a grade sheet without the examinees' names and signed by him, to the Unit's secretariat. If the final grade comprises several components, the instructor will report to the unit/faculty secretariat the grade for each component, and the manner of weighting the final grade, besides reporting the final course grade.

### 13.2 High rate of fail grades

The faculty dean will establish and publish guidelines for studying, handling and drawing lessons from cases of a high rate of fail grades in the final exam of a course. The grading service will be performed in consultation with the departments receiving the service.

### 13.3 Posting of exam grades

The unit secretariat will post the grades upon receiving them, after obtaining permission from the Teaching Committee chairman/head of department or the authorized person in the faculty. It will not be possible to change a student's exam grade, except in a case of personal appeal of grade.

In a multiple-choice exam, if another distracter (incorrect option) has been accepted, the instructor may change the grades of all the examinees accordingly. In any case, a student's grade will not be lower than that posted.

### 13.4 Date of posting exam grades

Exam grades must be posted anonymously (i.e. without indicating the examinee's name), **within 10 days of the exam date** (in respect of all the exam's dates). In any case, the grades must be posted **at least 4 days (96 hours) before the exam's next date** (if any). Failure to post the exam grades for the students within 15 days or, at the most, 96 hours before the exam's next date, will allow the student entitled to the exam's following date to be tested on it and to choose the higher grade between the two dates he was entitled to. The date of posting the grades should be clearly indicated on the grade sheet.

### 13.5 Tracking and control mechanisms

Each faculty will apply a tracking and control mechanism to the timely posting of grades and response to appeals.

Grade sheets should be kept for 4 years in the unit.

The grade for an exam withheld for whatever reason, will not be reported or posted. The grades for other components of the course will be processed as is customary.

The Head of Unit is responsible for reporting to the faculty's dean any deviation from these rules.

### 13.6 Provisional enrollment in a sequel course

If the exam grades are not posted by the enrollment date for courses in the following semester or the student has enrolled and been approved for a special exam date that has not come around yet, the student will be allowed to enroll provisionally in sequel courses to this course. After receiving the final grade for the course, the student's status in the sequel courses will be determined: If the student has met the course prerequisites, he will be allowed to continue participating in the sequel courses; if he has failed, his enrollment in the sequel course will be cancelled retroactively.

## 14. **Keeping Exam Vouchers and Grade Sheets at the Exam Unit**

The vouchers and grade sheets must be kept for two years from the exam date in the Exams Unit.

## 15. **Keeping Exam Booklets**

Exam booklets should be kept for at least one semester, after the end of the exams period.

## 16. **Loss of Exam Booklet**

If an examinee's exam booklet is lost before grading and grade documentation, through no fault of the examinee, the exam grade will be determined in one of the following ways, as decided by the student:

- 5) To be retested on up to two dates instead of the cancelled date, and to receive the highest grade from all the dates on which the examinee was duly tested in this course.
- 6) In a non-compulsory course, the exam grade will be determined by the average of the examinee's grades in the other courses (not including the final project) in the same semester, provided they are worth at least 12 credit points.
- 7) In a non-compulsory course, to receive a "pass" grade in the course, provided that if received a grade of 100 on the exam, he would pass the course successfully. The student should check the implications of selecting this alternative, and should know that once he has made the choice, this alternative will be irreversible.
- 8) The component grades of the assignments completed in the course, provided their weight is at least 50% of the course grade.

## 17. **Appeals**

### 17.1 Principles of eligibility to appeal

A student may appeal the exam grade. To this end, he will be allowed to inspect the exam booklet in accordance with the rules of appeal and exam review defined on the faculty website. The student will be able to see all the materials available to him during the exam, pertaining to each question in which mistakes were found.

### 17.2 Appealing a confidential exam result

In a multiple-choice test, the student may give arguments in his appeal for the answer he selected. The appeal will be based on a review of the contents in the exam booklet (and not on any other content). If the exam booklet was not scanned, two review dates will be scheduled, with the first to be scheduled within two days of the grade posting date, and the second within two days of the first review date. The review dates and location will be announced with the posting of the grades. In the Health Sciences Faculty a personal review date will be scheduled for whoever was prevented from arriving on the review date set.

The review will be conducted after the student has deposited his bag and all means of documentation with the person conducting the review. The conduct of the students in a class holding a review of a confidential exam will be as defined in Section 8.3 – Instructions for the Examinee.

### 17.3 Submitting an appeal

As regards an exam that was scanned, a student must submit his reasoned appeal within three days (72 hours) of the date on which an exam review was held, in accordance with the faculty's procedure for submitting an appeal.

If the exam was not scanned, the student must submit his reasoned appeal within 24 hours of the last date on which an exam review was done, in accordance with the faculty's procedure for submitting an appeal.

### 17.4 Principles of appeal review

A student appealing a grade, should be aware that the entire exam might be reviewed and not only the sections referred to in his appeal. Thus, grade appeals may result in an unchanged grade, higher grade or lower grade.

A student who was deprived of the possibility to submit an appeal owing to serious preclusion thereof for the entire period of time allowed for an appeal, will be entitled to submit an appeal at a later date, conditional on furnishing a written confirmation supporting his request.

### 17.5 Date of reply to an appeal

The instructor must respond to the appeal within four days (workdays) of the last date for submitting the appeals and no later than two days (48 hours) before the second-date exam. If the instructor has decided to change/not to change the student's grade, he must specify the final grade and give the reason for the change/non-change. The change will be valid after approval by the Head of Unit/Teaching Committee or the authorized person. If an answer to the appeal is not returned within two days (48 hours) of the second-date exam for the same course, the student will be entitled to take the second-date exam and choose the higher grade from the two dates.

In the Health Sciences Faculty, in multi-lecturer courses (three and more), response to the appeal must be no later than 48 hours before the second-date exam.

If a student was denied the right of appeal under this procedure, he may be tested on another date and choose the higher grade between the two dates.

## 18. Exam Documentation

Every exam must be documented by a protocol to be written by the proctors on behalf of the Exams Unit. The protocol should record the following: exam start time and end time, arrival time of the course's staff representative to the exam class, time of examinees' exit to/return from the restroom, and any irregular events that occurred during the exam.