

# University Exam Regulations

## 1. Aim and Framework

The goal of these regulations is to clarify exam regulations that obligate BGU faculty members and students.

Heads of academic units may set additional regulations that do not contradict the academic regulations and the university ethics code, present regulations and regulations of their superiors.

Suggestions to change the exam regulations must be forwarded to the academic secretary, and then forwarded to the faculties by end of March. Faculties will then respond to the academic secretary by end of April and will then be presented for discussion and decision of the coordinating committee by May.

In outstanding circumstances (such as security emergency, pandemic, strike, etc.), exceptions may be made that would then be approved according to the academic regulations.

## 2. Requirements and Components of Course Grade

### 2.1 Grade requirements and components

All students in the course will be evaluated in the same way. Components of the final grade will not change during the semester, as noted in clause 2.3. It is the responsibility of the lecturer to explain the teaching goals and course requirements as presented in the syllabus, at the beginning of the course. These

include attendance, exams, trips, etc. and what percentage of the grade each component represents. The lecturers should also state the repercussions of partial fulfillment of the course requirements.

## 2.2 Posting requirements and grade components

These will appear clearly in the course syllabus. The academic unit should post a primary syllabus of each course offered at the unit, at least two weeks prior to the beginning of registration for the course before every semester. In addition, the updated syllabus for students will be posted by the lecturer of the course during the first week of the changes period.

## 2.3 Changes of requirements and grade components

The course lecturer is entitled to change the requirements and components of the final grade, their percentage in the final grade and the conditions for calculating the various components, and must then notify the students and head of the unit teaching committee about these changes in writing or on the course site, no later than four days prior to end of the changes period. Approval of significant changes in the syllabus will be given according to faculty regulations.

## 2.4 Advertising dates and duration of exams

The exams unit will advertise the first and second session exam list approximately one week prior to registration dates. Any change in date or duration of the exam will be posted by the exam unit no later than one month before end of the semester. Any diversion from this rule requires approval of head of the unit, head of the exams unit and the academic secretary and will be advertised no later than three weeks prior to the date of the exam.

## 2.5 Lecturer responsible for the course

In any course taught by more than one lecturer, a lecturer should be appointed from the course staff as responsible for exams and grades in this course, so that the requirements and evaluation criteria will be uniform for all groups of the course. The lecturer responsible will organize the syllabus and approve the final grade.

## 2.6 Course grade

This grade will be from 0-100. In outstanding cases, the teaching committee may approve the lecturer to give a literal grade (failed/passed/participated), on condition that this grade is given at least one month prior to the beginning of the semester. The final grade in the course will be posted no later than two weeks after the final exam grades have been posted for the course and at least 96 hours prior to the next exam session, except for courses/seminars in which the task was to be submitted during and following exam period.

## 3. Evaluation Tools

### 3.1 Evaluation tools goals

The goals of these tools during the study period in the semester are to provide students feedback on the quality of their studies and provide the lecturer feedback on how the class is progressing in attaining the course goals. Another goal of evaluation tools is to decide on student grades in the course in accordance with the components of the grade as presented in the syllabus.

### 3.2 Evaluation tools that adhere to regulations:

### 3.2.1 Final exam (to be called "the exam")

An exam is an evaluation tool given after the study period on the course has ended.

Hidden exam – an exam in which the questionnaire and the notebook of the exam will not be revealed to the students after the exam (except for submitting an appeal as noted in clause #14).

Class exam – an exam given in a classroom or another study site.

Home exam – an exam given outside the university and continuing for over 24 hours.

Skills exam – an exam to check practical skills of the examinees, either in writing or verbally.

Optional exam – an exam in which the main emphasis is on questions with several options (multiple choice exam).

Verbal exam – an exam in which examinees hold a discussion with the examiner.

Online exam – an exam given through the internet (on Moodle or similar), as per instructions of "online exam regulation" hereby enclosed.

#### Mid-term quiz

A quiz is an evaluation tool given during the semester which accounts for between 5-30% of the total calculation of the course grade.

Valid quiz – a quiz that produces a grade that will be calculated in the final grade of the course.

Protective quiz – a quiz which produces a grade to be counted in the final grade only if it improves the final grade.

Skills exam – a quiz that checks practical skills of the examinees in their work. This quiz is given either verbally or in writing.

Laboratory exam – an exam that checks the students' readiness in the lab and produces a grade that will be calculated in the laboratory grade.

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

##### 4.1 Guidelines for conducting exams:

In courses in which exams are given, the exam must comprise at least 25% of the total grade of the course. The exam should be given as a class exam unless the syllabus states otherwise. The class exam should be checked anonymously.

Conditions required to enable students to take an exam:

The student must be enrolled in the course in the student administration system, or: the unit's teaching committee must approve the student's participation in the exam and must update the exam unit accordingly.

The student must complete all tasks as requested by the lecturer and as stated in the course syllabus.

The student must cover all his/her debts to the university.

There may not be any disciplinary ruling that prevents the student from taking the exam.

If the student does not comply with all conditions required to take the exam, he/she will be prevented from taking the exam. In case of financial debts only, the student may take the exam, but the course grade will not be recognized or counted until the debt is covered. As noted in clause #1 and #2 the chair of the exam committee or head of the unit may bend these rules to the students' benefit. As a rule, participating in an exam without permission will be considered a disciplinary felony in all this entails.

##### 4.2 Instructions for Conducting a Quiz Except for Laboratory Quiz

In mandatory courses for undergraduate studies (not including laboratories) the quiz will not account for more than 40% of the course grade and no more than two exams will be held per course.

In addition, quizzes worth more than 20% of the grade will also include a second session. Surprise quizzes are not allowed. The quiz date will be set in accordance with the students' course schedule as much as possible, to minimize the students' need to be absent from a class in order to take a quiz. As much as possible, the lecturer should post the study material on which the quiz will be based and the approved support material at least one week prior to the date of the quiz.

It is the unit's responsibility to coordinate as much as possible between quiz dates, in order to balance the tasks of the various courses throughout the semester.

Regarding exam notebook exposure/appeals and date of handing in grades, the lecturer must adhere to the same rules that apply to exams.

If a student is absent from an exam due to a valid reason or if the student has two quizzes on the same day, the student will be allowed to complete the grade as decided upon by the lecturer and as stated in the syllabus. Regarding setting of a date for the quiz, this will be solely the decision of the lecturer in accordance with the course requirements and will be decided upon at least two weeks ahead of time.

In the case of a student being absent from the date of a quiz due to reserve duty, see paragraph #7.

#### 4.3 Guidelines for Taking a Home Exam

This exam given to undergraduate students may be from one day (24 hrs.) to four consecutive days (96 hrs.). For graduate students, the exam may be from one day (24 hrs.) to a full week. The number of questions and exam size will be a reasonable amount, to enable the student a fair chance to solve the exam within the time given. If within this time frame, the student has to take an additional exam, the student will be allotted an additional 24 hours for every additional

exam he/she is required to take during this time period, providing that they produce confirmation of taking an additional exam. The home exam will be checked anonymously as much as possible. Therefore, the checking will be done based on the student's ID. number.

#### 4.4 Regulations for taking a skills exam

In this exam, the grade will be given by based on criteria in the evaluation form to be completed by the examiner. The students tested may ask to review their evaluation form and may file an appeal as noted in clause #14. This exam may be given by one or more examiner as per the decision of the unit. At the Faculty of Health Sciences, students may retake the skills exam at second session only if they have received a failing grade in the first session exam.

#### 4.5 Instructions for verbal exam

This exam will be given in the presence of two examiners simultaneously, who will decide upon the grade. As much as possible, these examiners will be teachers of the course.

However, if the verbal exam is given online, the exam may be given in the presence of the lecturer only, but it will be taped. Students may watch the recording in the presence of the course lecturer or the person nominated by the lecturer for appeal issues.

If the exam was not recorded and there were not two examiners at the exam, the student has the right to cancel participation in the exam, before the exam has actually started. In this case, the student is entitled to another exam date.

### 5. Exam and Quiz Questionnaires

#### 5.1 Preparing the questionnaire

The course lecturer prepares the questionnaire based on content and regulations of the course as stated in the course syllabus and other material taught in the course (including reading assignments and self-learning). Every question in the

exam must be clear and solvable and the time required for solving all questions on the exam by the students, as estimated by the course lecturer, must be compatible with the time allotted for the exam. As much as possible, the questionnaire should be checked by having a faculty member take the exam – someone who is familiar with the material and did not participate in preparation of the questionnaire.

## 5.2 Support materials

If support materials may be used in the exam, the course lecturer must inform the students of this ahead of time. If the support material is not announced at least seven days prior to the exam, students taking the exam are entitled not to take the exam at the date set, and to take the exam at a special date. The right for a special date is only if the student left the exam room where the exam was given, before the exam started.

## 5.3 Delivering the exam to the exam unit

The course lecturer must personally deliver the exam questionnaire to the exam unit safe deposit box at least six days before the exam date. The questionnaire must state the number of points to be granted for each question, and how many points should be granted for each clause of each question. If no points are to be given for clauses of each question, each question should grant equal points, and equal points should be given to each clause of each question.

Questionnaires not delivered to the exam unit on time will require the course lecturer to arrive on the day of the exam with the forms, and the number of copies required, 15 minutes (or 30 min. in classes of more than 80 students) prior to the exam.

## 5.4 Uniformity of structure and level of questionnaires in various sessions

The level of difficulty of the exam, allowed support materials, the content of questions, points given for each question, and length of the exam should be similar in all sessions in which the exam is given. In mandatory or introductory courses this should be carefully adhered to. In these courses, the questionnaire of the first two sessions should be prepared in advance, and delivered together to the exam unit and it should then be decided randomly which version to use for each session. In special cases, the Dean or the Rector may require the course lecturer to submit both questionnaires at the same time.

## 6. Exam dates

### 6.1 For undergraduate and graduate courses

Students are entitled to take first and second session exams in any course. If they are absent for at least one of the two exam sessions to which they are entitled for one of the reasons stated in clause #7, they are entitled to take the exam at a special session on condition that the student has announced this within the time period stated in faculty regulations.

Exams given in the first special session of the course will take place within ten weeks since the second session exam was given for this course. Holding an exam at a later date would require a written confirmation of the Dean of the Faculty.

The academic unit may decide that the second special session of this exam will be given at the end of the second cycle of the course.

Students are eligible for special sessions in home exams for reasons stated in clause #7.2.B – 7.2.H only.

### 6.2 Arranging and calculating exam dates

At the end of every semester, exams will be given in two sessions (first and second sessions). The orders of the exams in the various courses in both sessions will be as similar as possible. For students who have taken an exam in both sessions in a specific area – the last grade will be the deciding grade in the final grade calculation and the previous grade will be cancelled (except for in special cases in which the regulation states otherwise).

### 6.3 Enrollment requirement for second session

Students may enroll for second session exam one day after the first session exam in the same course. Students must enroll for the second session exam in the internet site of the exam unit, and only students who have enrolled are entitled to take the exam. Students must enroll or cancel enrollment by 08:00 a.m., three days prior to the second session exam.

Students who have enrolled for the exam but did not take the exam and did not notify authorities about cancellation of their exam by 08:00 a.m. three days prior to the second session exam will be required to pay a special fine, to be announced in the student account site.

## 7. Special exam dates

### 7.1 Absence from exams

Students who are absent from exams in either one or both sessions due to reasons stated herewith, are entitled to a special session upon submitting proper confirmation for the reason for their absence. To attain this permission the student must contact the unit's teaching committee as per faculty regulations.

Students who have been approved to take their exam at a special session must enroll for the exam in advance, according to regulations posted by the unit/faculty. An announcement regarding the date of the exam will be posted at least three weeks prior to the exam date.

Students who enrolled for the exam but did not take the exam and did not notify that they cancelled their participation at least 120 hours prior to the exam (five days) will be required to pay a special fine as noted in the student accounting site.

## 7.2 Reasons that entitle the student to take an exam at a special session

These reasons are listed below.

7.2.A. Another exam was given at the same time

7.2.B. Reserve duty

7.2.C. Hospitalization

7.2.D. Absence due to event that entitles the student to be absent for at least 21 days during the semester, for one of the following reasons: at-risk pregnancy, travelling overseas to adopt, give birth, adopt or receive a child for custody or fostering

7.2.E. Mourning (seven days for immediate family), funeral of grandparent

7.2.F. Representative sports competition

7.2.G. Wedding of student

In any other case, students may apply to unit teaching committee and request to take a special session exam. The committee will consider these requests and decide within three weeks from the date the request was submitted.

Clarifications re reasons stated above:

### 1. Overlapping Exams:

Exams are considered to be overlapping if both exams take place on the same date or on a date consecutive to the date of an exam a student has to take in first or second session. The student must submit confirmation that he is participating

in an overlapping exam. If two exams overlap, the student should take the exam that is given as part of a mandatory course.

## 2. Reserve Duty:

Adjustments regulation for students doing reserve duty:

Students doing reserve duty of at least 10 days accumulated during exam period, or during the semester prior to the exam period (either 10 consecutive days or accumulated 21 days) are entitled to take any exam they were required to take during exam period as a special session at the end of the semester or close to that time.

Students who had reserve duty for 2-9 days during exam period are entitled to not take their exam at the regular date and to take it at a special session instead in the following cases:

Reserve duty of 2-3 days entitles the student not to take exams 24 hours after returning from reserve duty.

Reserve duty of 4-6 days entitles the student not take exams 48 hours after returning from reserve duty.

Reserve duty of 7-9 days entitles the student not to take exams for 72 hours after returning from reserve duty.

The exam to be taken by the student after returning from reserve duty will take place at a date that will enable the student time to prepare for it.

Students are entitled to take exams in two sessions only.

Students who were called in for one day of reserve duty, and not in order to update their details or for a routine interview, but rather for operational duties that could not be delayed, are entitled to take an exam at a special session

instead of an exam they missed due to reserve duty, providing that they submit the following confirmation:

The exact hours they were asked to appear for duty

Confirmation of an authority figure, that they were not able to defer this service to another date

Confirmation from the city commander re the reserve duty

### 3. Absence due to an event regarding parenting:

Parenting regulation

Absence due to this event entitles the student to take a special session exam according to regulations.

### 4. Representative sport:

Participating in a representative sport event on behalf of the university on the day of the exam or the day before the exam or on the date following the exam date as approved by Dean of Students.

### 5. Hospitalization or mourning:

In these cases, students may be absent from any exam that takes place during their hospitalization or mourning, as well as several days after these events, according to the following rules: number of hospitalization days or days missed due to mourning times 0.8 to be rounded off to the next full digit. In no circumstances should a special session be set for a date prior to four days (96 hrs.) since end of hospitalization or mourning period.

### 8. Exam functioning:

## 8.1 Using support material in exams

The approved support material to be used in exams should be stated on the questionnaire. It is forbidden to bring any other material into the exam room.

## 8.2 Exam language:

The language of the exam is the language in which the course is taught, unless otherwise specified in the course syllabus. The lecturer is allowed to translate the exam into English or Hebrew if s/he so desires.

Students are permitted to write the exam in English or any other language that has been approved by the lecturer in charge of the course. The student should submit a detailed request to the unit secretariat at least two weeks prior to the exam.

## 8.3 Instructions for Examinees

Once the student arrives to the exam, he/she should place their official identification card (student card, ID, certificate or driver's license) on the table. Students eligible for added time must present their confirmation.

It is forbidden to bring any material into the exam that is not clearly permitted by the lecturer and is stated on the exam form

Students who leave the exam room after exam forms have been distributed will be considered as having taken the exam.

It is forbidden to speak with others during the exam or leave the room without permission.

The student may choose to use either a pen or a pencil (not erasable pencil). However, if the exam was written in pencil and is not scanned the student will not

be entitled to appeal. If the exam was scanned the student is entitled to appeal but only if the scan quality is readable.

The student must write in clear and eligible handwriting on one side of each page only. The student may not write on the edges of the page and may not use white-out. The right side of the notebook may be used for drafts and must then be crossed out by drawing a line through the text. Pages may not be taken out of the exam notebook or the exam form.

Examinees who did not abide by regulations will not be allowed to complete the exam and the issue will then be forwarded to the discipline committee in accordance with "student discipline regulations."

The exam time is as stated on the exam form. Once the proctor has announced that time is up, students must stop writing and place the exam form by the notebook.

Once the exam is handed to the proctor the student will receive a confirmation slip for handing in the exam.

Students must keep this exam stub until receiving their exam grade and/or the exams are exposed and/or upon receiving approval of their request to be tested at a special session – whatever comes later.

Notebooks (full or empty) or any other material handed to students during the exam must not be taken out of the exam room and must be returned to the proctor before leaving the room unless noted otherwise on the exam form or approved explicitly by the lecturer. If the exam notebook was not returned this will be considered an aberration of the "student discipline regulations."

Copying or photographing materials from the exam form is forbidden unless an explicit permission was given to do so.

Nothing may be written on the edges of the exam notebook.

Students are not allowed to enter the exam room during the first half hour of the exam.

Students are not allowed to leave the exam room during the first half hour of the exam.

Only in exams of more than two hours long, students are permitted to take a bathroom break. They will not be permitted to take a bathroom break during the first and last hour of the exam. Bathroom breaks are permitted for one student at a time only, upon receiving permission of the proctor, and each student must be accompanied by the proctor, after the details of the student are noted on the exam report as well as the time spent outside the exam room.

## 9. Presence of Lecturer in Exam/Quiz

### 9.1 Required presence of lecturer

The lecturer or substitute lecturer must be present in the area of the exam room/quiz room for at least half of the first hour and last hour of the exam/quiz. In addition, the lecturer or substitute lecturer may not be consecutively absent from the exam/quiz room for one half an hour. The lecturer's/substitute lecturer's absence will be reported in the proctoring report.

During the time extension period, the lecturer or substitute lecturer will be available on their cellphone.

At the Faculty of Health Sciences (except for the School of Pharmacy) in a multiple choice exam the lecturer must be present in the exam no later than halfway into the exam and remain there until the exam is over.

## 9.2 Substitute lecturer confirmation

In outstanding cases in which the course lecturer or faculty member cannot be present at the exam, the course lecturer must obtain permission from the unit head to be absent and must obtain permission for a confirmed substitute to be present instead.

## 9.3 Absence of lecturer

If the course lecturer or substitute did not arrive to the exam room area at least one half hour prior to the start of the exam and distribution of exam questionnaires, the students are entitled to cancel their participation in the exam, 35 minutes into the exam, and their exams will not be checked. Students who are still interested in taking the exam under these conditions will be allowed to continue taking the exam but will not be entitled to ask for the exam to be cancelled in retrospect. The exam unit will report this event to the Chair of Department and the Dean.

Students who decided not to take the exam because of absence of the lecturer or the substitute will be entitled to take the exam at another session. The student must note this on his/her exam questionnaire and hand it to the proctor before leaving the exam room. The proctor must then fill out a "lecturer absence" form and note the details of the students who decided not to take the exam.

## 9.4 Cancelling or discontinuing the exam or losing exam notebook

In the case that students arrived to the exam who were supposed to take the exam and were then informed that the exam will not take place (and they had not been informed of this at least 48 hours before the exam) will leave their details with the exam unit. If the reason for not holding the exam or discontinuing the exam was not a force major (as decided upon by the Academic Secretary) and did not depend on the students, these students will be entitled to take an exam at an alternate date within three weeks.

The students will be entitled to a grade based on the course assignments, on condition that these are worth at least 50% of the course grade.

Examinees whose exam notebook was lost before being checked and before their grade was recorded, without this being their fault, will choose how their grade should be determined (one of the options stated above).

## 10. Time Extensions for Exam/Quiz

The lecturer or substitute may grant a time extension beyond the time noted on the exam form, upon receiving approval of the exam unit.

The examinees would then be notified of the time extension no later than one half hour before the planned end of exam.

## 11. Adjustments for Special Populations

The BGU regulations for accessibility to higher education services

### 11.1 Eligibility for time extension

Time extensions to special populations will be given based on permission of the Dean of Students.

Students who have received a time extension permission from the Dean of Students should present this permission to the proctor at the start of the exam.

If the exam time was extended for all students, the time extension will relate to the exam time including the extension time given to all students.

#### Exam room

Students entitled to a time extension should be placed, as much as possible, in an exam room designated for students with time extensions. Students eligible for this extension who were placed in a regular exam room and were then asked to transfer to another exam room after the exam was officially over will receive a 15 minute additional time extension as compensation.

#### Time extension in exams held on fast days:

Students taking exams on fast days as listed in the yearbook will be entitled to a 30 minute time extension, but will not be able to then add other approved time extensions, and will be required to fill out a declaration that they are fasting for religious reasons.

Students absent from an exam that began after 1330 on fast days listed in the yearbook will be entitled to take the exam at a special session.

#### Eligibility for special adjustments:

Students who received permission for special adjustments either physically or by enlarging the exam form or exam notebook, should order these adjustment requests through the adjustment system no later than 96 hours prior to the exam.

Students eligible for special adjustments such as permission to use stickers to cover illegible handwriting or to cover spelling mistakes in their exam notebook, should present their permission to the proctor at the exam.

Students who received permission for other adjustments such as using a calculator or a list of equations in the exam – printed either in regular size or enlarged, etc., must present these adjustments to the course lecturers and the course lecturer's assistants. They should do so ahead of time, and not during the exam, and should order the approved adjustment through the adjustment system no later than 96 hrs. prior to the exam.

Students entitled to adjustments in verbal exams or exams read out to them. should clarify this with the course lecturer and exam unit and should inform the exam proctor within the first half hour of the exam.

Students who are entitled to special adjustments in Hebrew will solve the exam in Hebrew and present their permission to the proctor during the exam in order to obtain the approved adjustments.

Students entitled to adjustments in exams and did not receive them on time due to a delay in receiving the adjustments will be entitled to a time extension.

Students entitled to special adjustments who enrolled to the exam and then decided not to take the exam must inform authorities of this cancellation ahead of time, and if not will have to pay a fine.

### 11.3 Language adjustments:

Students with difficulty in Hebrew for any of the reasons stated in the Dean of Students regulations are entitled to a time extension of 25% in any exam or quiz.

## 12. Checking Exams and Quizzes Worth Over 20% of the Total Grade

### 12.1 Checking process:

In general, the lecturer or substitute will receive the exam notebooks except for exams that will be checked by computer.

The exam checkers check all exam notebooks (except for those to be checked by computer), mark mistakes and note the number of points to be allotted each answer. The checkers must point out basic mistakes or the right way the exam questionnaire should be solved, either by writing comments in the exam notebook, posting a possible solution to the exam, posting a report of basic mistakes that appeared in the exam or in other way.

After the exam was checked, the lecturer must enter the grades in a exam file without stating names of examinees and forward to the unit secretarial office. If the final grade has several components the lecturer must give a grade for each component and state how many points each component was worth, in addition to reporting on the final grade of the course.

### 12.2 High rate of failing grades

The Deans of Faculties must set regulations for teaching and drawing conclusions from a high rate of failing grades in the final exam. In service courses, the exam will be checking following consultation with the departments receiving the service.

### 12.3 Posting exam grades

The unit secretarial office will post the grades once they are received upon receiving approval of the head of the teaching committee/department

chair/academic authority of the unit or the faculty. Student grades may not be changed except in the case of appeal or miscalculation of score.

In the case of an optional exam, the teacher may change the grades (?)

In any case, the grades may not be lower than the original grades posted, except for in cases of human error.

#### 12.4 Date of posting exam grades:

The exam grades must be posted anonymously (without stating names of examinees).

The exam grades must be posted at least four days (96 hours) before the next session of this exam.

If not, the students will be entitled to take the exam on the next date on which the exam is given and the higher grade will count.

In general, the exam grades must be posted no later than 14 days after the exam.

The date of posting the grades should be clearly noted on the grade list.

#### 12.5 Tracking and control mechanisms:

Each faculty will use tracking and control mechanisms to post grades and respond to appeals on time. Grade lists will be saved in the unit for four years.

If an exam grade is delayed for any reason it will not be posted or reported on. Grades relating to other components of the course will be dealt with according to procedure.

Heads of units will report to faculty deans on any deviation from these procedures.

#### 12.6 "Conditional" enrollment to advanced course

If course grades are not posted by the time the students must enroll in the advanced course or in the case that the students enrolled in the advanced course but did not yet take the exam for the previous course in the special session, they may conditionally enroll to the advanced course. Upon receiving their grade for the course their status will be decided on – if they fulfilled the primary conditions for the course they will be entitled to participate in the advanced course, and if they failed, their participation will be cancelled retroactively.

#### 13. Saving Stubs and Exam Notebooks

These will be saved for three weeks from the time of posting the exam grades. The notebooks will then be shredded after they have been scanned.

#### 14. Appeals

##### 14.1 Rules for appealing

Students are entitled to appeal their exam grade. To this end, they are allowed to check their exam notebook in accordance with appeal rules and exam exposure as stated in the departmental site. The students may see all materials they were allowed to use during the exam that relate to the answer which they answered incorrectly.

#### 14.2 Appeal of hidden confidential exam

In optional exams, the students may explain the answers they gave. The appeal will be based on a repeated checking of the answers as appear in the exam notebook. If the exam notebook has not been scanned, two separate exposure dates will be set on different dates, the first to take place two days after the grades are posted and the second to take place two days after the first date. The dates of revealing notebooks and locations of these events will be posted alongside the grade posts. If the students are unable to attend the notebook exposure meeting due to one of the reasons detailed in clause #7, 2. they will be allowed to attend another exam exposure meeting.

The exam exposure will take place after the student has left his bag and any documentation devices with the person conducting the exposure. In cases of exposure of exams that are confidential the student must behave in accordance with behavior listed in clause #8.

#### 14.3 Submitting an appeal:

In the case on a exam that was scanned, students must submit their appeal with proper explanation within three days (72 hrs.) from the date of the exam exposure according to appeal regulations of the faculty.

If the exam was not scanned, students must file their explained appeal within 24 hrs. from the date in which the exam was exposed based on appeal regulations of the faculty.

#### 14.4 Checking the appeal

An exam for which an appeal was filed will be fully checked again, relating to the clauses stated in the appeal. Results will be as follows: no change in grade, higher grade or lower grade.

Students who were not able to file an appeal due to a severe situation during the time in which they were allowed to file, will be entitled to file an appeal at a later date, after presenting approval that they were unable to do so at the given time, as approved by the unit officials.

#### 14.5 Answers of appeals:

The lecturer must respond to the appeal within four work days following the last date for filing appeals and no later than two days (48 hrs.) before the next exam date. In accordance with the lecturer's decision to change or not change the grade, the lecturer must state the final grade and explain the reason for changing or not changing the grade. The change will be valid once the head of the unit/teaching committee or entitled authority gives their approval. If the appeal remains unanswered by two days (48 hrs.) before the next date exam of the course, the student will be entitled to take the exam and then may choose the higher grade he receives on both exam dates.

At the Faculty of Health Sciences, in courses with three or more lecturers, responses to appeals may be given no later than 48 hrs. before the next exam date of the exam.

If a student was not given the right to appeal, he/she will be entitled to take the exam again and then choose to have the higher grade as the grade counted.

## 15. Documenting the Exam

All exams will be documented in a proctor report prepared by proctors of the exam unit. The following clauses will be stated: time of beginning and end of exam, time of arrival of faculty representative of course to the exam room, listing times that student left and returned to exam room for bathroom breaks and other exceptional events that happened during the exam.