

Ben-Gurion University of the Negev

Academic Secretariat

Procedure for Online Examinations – Appendix for Examination Procedure

(December 2020)

General: This procedure regulates the online exams process, in addition to the existing University procedure.

Any incident of exam interference or suspicion of exam corruption will be raised with the disciplinary committee for investigation.

Online exam – An exam hosted or conducted via the internet (such as Moodle), whereby the candidate is not necessarily at a University campus exam location.

Online exam with supervision – An online exam that is digitally recorded and digitally supervised by appointees from the exam unit or by the course staff.

1. Required conditions for examination:

1. The student must ensure he/she is in a quiet room with suitable exam conditions (computer and mobile phone). The student must commit to being in the room/apartment/house by himself with no other examinee present. The student must not have any material with him/her that would not be permissible in an exam. It is forbidden to copy, film or replicate the online exam digitally or in any other way.
2. If there are a number of students in the apartment together during the exam, it will be assumed that these students have cheated on the exam, and they will be required to prove this assumption wrong (such as by proving that two students live in the same apartment on a regular basis).
3. The student must have a smart phone with "Zoom" installed.
4. The student must have a personal computer connected to the course site on a secured web browser.
5. No equipment or any other technological device except for telephone and computer as described in paragraphs 1.3 and 1.4 is allowed in the room, including: an additional phone of any kind, an additional computer, a smartphone, earphones, or bluetooth devices of any kind. If any of these devices are found in the room, this will be considered a violation of the regulation that forbids keeping support material in the room, as noted in the student disciplinary regulations.
6. Secured web browser: It is the responsibility of each student to install a secured browser on the computer they will use for the exam. Installation of the secured browser is mandatory and without it the student cannot take the exam. A link for installing and checking the secured browser appears in Moodle in the "Instructions Before

Examination” course that is open to all students. This process can be repeated.

7. Students who do not have the resources or capability to meet these requirements should contact the Dean of Students Office to arrange to take an exam on campus. In any exam, the student will have to be able to use his/her phone camera.
8. Students taking exams must be dressed appropriately.

2. Identification before start of exam:

- 2.1. Students taking exams will be divided into groups for Zoom, and each group will have a supervisor. Every student will be allocated a supervised group.
- 2.2. The student will log into Zoom with his/her mobile phone at least 30 minutes before the start of the exam in order to allow verification of identification to the group. Connection to Zoom will be done through the mobile phone camera and not via computer. Background images or filters are not allowed.
- 2.3. The student must present the room in which he is taking the exam, as part of the identification process.
- 2.4 The examinee must face the camera in a manner which shows his/her face, hands, and upper torso, computer and workspace (see image below). The film should be taken horizontally.
- 2.5 It is forbidden to disable the camera during the exam.
- 2.6 The mobile phone should be turned on, with speakers on, charged and set to a low volume.
- 2.7 Changes to the camera visual area as specified above must not be altered unless the student is specifically requested to do so, by the supervisor or course staff. Unacceptable photographing of the exam area will cause the exam to be disqualified.
- 2.8 Identification verification will be done before the exam begins, by requesting each examinee to sign up with his/her full name on Zoom. Identification will be done by presenting a student card, national ID card, driving license or other photo ID document. The student will show his/her face to the supervisor and present his/her ID document from the front facing the camera on their phone (see image below).
- 2.9 Once identified, the student will receive a code in order to access the exam.
- 2.10 The student will confirm declaration of attendance digitally and agree to comply with the rules of conduct for exams before the start of the online exam, and declare that he/she is aware of punishments expected in the case that cheating is committed, prior to the start of the online exam.

3. Behavior during the exam:

1. At the time the exam is set to start, the student should access the course on Moodle. The student can access the exam using the code provided via Zoom by the supervisor. The student may not access the exam until identification process for all students is completed. Students not taking the exam who access the course on Moodle while an exam is in process will be charged with assisting an examinee to cheat and will be required to provide evidence to prove this was not the case. The lecturer may hide the course material during the exam.
2. Online exams with supervision will be recorded and taken under supervision of the proctors from the exam unit and the course staff. The University reserves the right to record and keep photos of the exam and the examinees for the purpose of ensuring that exam rules have been adhered to. The recordings and photos will be destroyed at the end of the semester. The supervising team may request that the examinee photograph his surroundings during the exam in the case that he raises suspicion.
3. Students will not be able to leave Moodle or Zoom until they have completed the exam and/or completed the task. Students will not be allowed to leave the exam during the first half /hour of the exam. If a student leaves after the commencement of the exam, he/she will be regarded as having completed the exam and it will then be assessed.
4. Attention of the supervisors can be accessed by selecting the "Raise Hand" option on Zoom (see image below). The supervising team will then contact the student via the breakout room or chat option on Zoom.
5. The student may approach the course supervising team via chat on Moodle. At the Faculty of Health Sciences, the specified conditions outlined in the general university exam procedures will apply.
6. Restroom breaks will be allowed only thirty minutes after from start of the exam, and up to one half hour before the end of the exam. Students may request to take a restroom break by selecting the "Raise Hand" option on Zoom. Supervisors will then approve their request via chat. Students may not be allowed restrooms breaks that do not exceed a time limit of over ten minutes total.
7. In any instance of communication or video stopping for longer than ten minutes consecutively or more than ten minutes cumulatively, or in any unusual circumstance in which the lecturer in charge decides that the conditions do not allow for an ethical or fair exam, the exam will end for the student and he/she will be offered another alternative date to take the exam. The exam during which a communication problem occurred will not be checked. In any case, students will not be allowed to submit claims against the exam in which there were communication problems once grades for this exam have been posted.

8. In any outstanding case in which the lecturer in charge decides that conditions do not allow for a fair exam to be held, or in any case in which behavior rules were broken, the lecturer may discontinue or cancel the exam as he/she sees fit.
9. It is forbidden to use any materials which were not specifically permitted before the start of the exam. The use of additional electronic devices, such as an additional computer, tablet, additional mobile phone, smart watch, headphones, etc. is also forbidden.
10. The course lecturer may either randomly or based on suspicion, test a nominee's responses to specific questions he/she was asked, or to other questions. This will be performed following the exam or close to the end of the exam.
11. The lecturer may include a control question to ensure that the exam was completed without cheating (a question not based on course/exam material). If the question is answered incorrectly, this would result in cancellation of the exam.

4. Taking online examinations via Moodle:

1. Multiple choice questions or questions that require a final answer will be typed directly into the exam on the computer.
2. Regarding open questions which require writing on paper - the student will complete the exam and exit the online exam and will then be allocated an additional fifteen minutes to scan and upload their documents to the course via the Moodle "test assignment" option, which will be specially available for this purpose. Exams may not be submitted after this fifteen minute period. Once the scanned exam has been uploaded, the examinee will show the supervising team his/her computer screen, displaying the submission confirmation.

5. Adjustments:

1. Students eligible for extra time who have been approved by the Dean of Students will automatically receive a time extension as granted to regular examinees.
2. Students eligible for special adjustments must submit their requests in the system up to 96 hours before the scheduled date of the examination. If they did not submit their requests on time, they will not receive the required adjustments.
3. Entrance to the computer rooms (pending special approval of the Dean of Students) will require the student to sign up in the adjustments system up to 96 hours prior to the exam, and entrance will be approved by the student presenting his/her personal exam list, ID and formal approval for taking exams on campus.

6. Registration to Session B Exams In Cases Where Session B Exams Are Offered:

1. Registration to session B exams (online or class based) will be allowed only the day after session A exams take place.
2. It is the responsibility of the student to register for session B exams up until 08:00 a.m., three days before the scheduled date of the exam.
3. Students who did not register for session B exams will not be allowed to take the exams.
4. Students who registered for session B exams but did not attend the exams or did not cancel registration by 08:00 a.m., three days prior to the session B exams, will be required to pay a fine.

7. Taking the exam:

1. Different sessions of the same exam may take place in different conditions, either online or on campus (physically at the university). However, the exams given at the various sessions will all be in a unified format and on a unified level.
2. Students who experience communication problems and are entitled to an additional exam session (according to section 3.7) will complete the next exam session on campus as per the format determined for all sessions (on campus or online exam).