

## Ben-Gurion University of the Negev

Academic Secretariat

### Procedure for Online Examinations – Appendix for Examination Procedure

General: this procedure aims to regulate the process of online exams 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 ensure and is mandated to be in the room by themselves. The student must not have any material with him 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. The student must have a smart phone with “Zoom” installed.
3. The student must have a personal computer connected to the course site on a secured web browser. If relevant, the computer should be on “silent” settings.
4. 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.
5. Students who do not have the resources or capability to meet these requirements should contact the Dean of Students Office to arrange an exam on campus.

#### **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 their 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 face the camera in a manner which shows his/her face, hands, computer and workspace (see image below). It is forbidden to disable the camera during the exam. The mobile phone should be on with speakers on, charged and connected to a charger. Changes to the camera visual area as specified above must not be altered unless specifically requested by the supervisor or course staff. Unacceptable photographing of the exam area will cause the exam to be disqualified.

2.4. Identification verification of each student will be conducted before the start of the exam. Each student is required to sign up and note their full name as a Zoom user as presented in their ID document. Registration to the exam will be done with presentation of an ID document such as 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 their ID document from the front facing the camera on their phone (see image below).

2.5. Once identified, the student will receive a code in order to access the exam.

1. 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.

### **3. Behavior during the exam:**

1. At the time set to start the exam, 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.
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 kept. The recordings and photos will be destroyed at the end of the semester.

3. Students will not be able to leave Moodle or Zoom until they have completed the exam.
4. 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, they will be regarded as having completed the exam and it will be assessed.
5. 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. If the breakout room is used, it is the responsibility of the lecturer/teaching assistant to ensure that the student returns to the exam room after the chat. The Faculty of Health Sciences will follow the terms detailed in the general exam procedures.
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 go on a restroom break by selecting the "Raise Hand" option on Zoom. Supervisors will then approve their request via chat.
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/s and they will be offered another alternative date to take the exam.
8. It is forbidden to use any material which was not specifically permitted before the beginning 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.

#### **4. Undertaking online examinations via Moodle:**

1. Multiple choice questions or questions which 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.

#### **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 in regular exams.
2. Students eligible for special adjustments must submit their requests through the system up to 96 hours before the scheduled date of the examination.
3. Students who received special permission from the Dean of Students to be examined on campus in the computer rooms, must register via the system up to 96 hours before the scheduled date of the examination. Entrance to the computer rooms 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 for Exams In Which Session B is Offered:**

1. Registration to session B exams (online or class based) will be allowed the day after session A exams take place.
2. It is the responsibility of the students 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 will not be allowed to take the exam.
4. Students who registered for session B but did not attend the exam or did not cancel registration by 08:00 a.m., three days prior to the session B examination, 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 session (according to section 3.7) will complete the next session on campus as per the format determined for all sessions (on campus or online exam).