

# Exam policy



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## **1. General**

The purpose of this policy handbook is to establish and publicize all the Bar-Ilan University rules and regulations regarding examinations held at Bar-Ilan. Bar-Ilan reserves the right to emend its policy from time to time. The Vice-Rector is authorized to grant exceptions to policy in special cases and for reasons indicated. The version in effect is the one that appears on the Bar-Ilan University website (independent of the date an individual student began their studies). The exam policy handbook has been drawn up by the Vice-Rector in collaboration with the Director of Student Administration, the Exam Office and the Student Union. Policy documents of a particular faculty or department shall not contradict policy guidelines indicated here, unless explicitly indicated in this policy handbook.

## **2. Exam periods (“Moeds”)**

Every course that holds a final exam for determining the course grade will also hold a second such exam (Moed Bet). For policy pertaining to signing up for Moed Bet, see Section 10.7 below. The final grade for students who have taken their exam at least twice (including a special Moed) will be based on the score of the latest exam taken.

## **3. Exam date announcements**

- 3.1 The exam schedule is arranged by the departments and is based on their requests, in collaboration with the Exam Office.
- 3.2 Exam dates for fall semester courses and for year-long courses are announced one week before online course registration begins, in the summer. That schedule is preliminary and is subject to changes during the change window as indicated below.
- 3.3 Exam dates for spring semester courses are announced one week before the schedule change and course addition window of the spring semester. That schedule is preliminary and is subject to changes during the change window as indicated below.
- 3.4 Exam List is posted in the In-Bar portal under Term List - Student.
- 3.5 Changes may be made to exam dates by agreement of 80% of course participants, for a period of three weeks from the end of the schedule change window only. After this period, in special cases, per request by the departments, changes will be permitted only by agreement of 100% of course participants until three weeks before the end of the semester. Requests made less than three weeks before the end of the semester will not be considered.

Note that in many cases, changes to Moed Aleph exam dates require changes to Moed Bet exam dates too; students who agree to a date change are giving their agreement to changes in both dates. Requests for changes shall be forwarded to the Exam Office through the departments only.

Note that Bar-Ilan University reserves the right to change exam dates and exam format (classroom-based/online), without student agreement, up to three weeks before the end of the semester which is the beginning of the exam period. The Exam Office does not notify students of changes in exam dates or exam format individually. It is the responsibility of each and every student to follow announcements and to remain informed about changes in exam dates and format. The dates that are binding are those shown in In-Bar only.

#### **4. Course tasks**

- 4.1 The course syllabus is posted on the In-Bar portal by the instructor. The syllabus must contain a description of the course, its learning products, the exam format (classroom-based/online) and course tasks with their relative weighting. The instructor must make sure that tasks are reported and updated in the exam system. If course tasks and weightings are not specified in the syllabus by the end of the change window, the final grade will be based in its entirety on the final exam.
- 4.2 Instructors are entitled to change the task components and their relative weighting until the first time the course convenes; after that time, such changes can be made but only by agreement of all registered students.
- 4.3 Changes in task components will be accepted by the Exam Office until one month prior to the end of the course (the end of the semester in which the course is held).
- 4.4 Consequently, task components and their relative weighting may not be changed after grades have already been fed into the system, of course.
- 4.5 For students who have been authorized to take an exam in a special Moed, course requirements (tasks and their weighting) that apply to them are those that had been in effect in the year in which the course was taken and not in the year in which the final exam is taken.

#### **5. Exam questionnaires**

- 5.1 Submission of exam questionnaires is the responsibility of the instructor.
- 5.2 Exam structure – questionnaire format (essay questions/multiple-choice), exam duration and auxiliary material are to be identical for all Moeds;

similarly, the discrepancy in exam difficulty between exams in different Moeds should be minor.

- 5.3 The instructor shall inform students of the exam structure up to 14 days prior to the exam date.
- 5.4 The language of exams for courses conducted in Hebrew should be Hebrew only. A translation into an additional language may be added to the Hebrew questionnaire. The language of exams for English courses (both English as a Foreign Language courses and courses with English content) shall be in English.
- 5.5 Exam questionnaires must be submitted until two weeks prior to the exam date. This instruction also applies to instructors who plan to be out of the country for the exam period.
- 5.6 Exam framework (classroom-based or online; questionnaire format; duration; etc.) may be modified from one Moed to the next only by approval of the Vice-Rector and for good reason, clearly indicated.

## **6. Exam duration**

- 6.1 Time allotted to **classroom-based** exams should not, in general, exceed three hours, and should be indicated on the exam questionnaire. Time allotted to **online** exams that do not have human proctoring, should not exceed two hours.
- 6.2 An instructor may not grant an extension during the exam and thus should establish an appropriate exam duration in advance. In exceptional cases, in exams of up to one and a half hours duration, the instructor may grant extra time in coordination with the Exam office.
- 6.3 Exams longer than three hours are, in general, to be held in the third time-block (4 PM) or on Friday in the first time-block (9:00 AM), subject to the decision of the Exam Office.

## **7. Exam questionnaire specifications**

Every exam questionnaire must include an exam information header specifying the course number, course name, semester, Moed (Aleph, Bet or special), instructor name, exam duration, auxiliary material and special instructions. The point value of each question must be indicated. If no point value is specified, all questions shall be worth the same number of points.

## **8. Auxiliary material**

- 8.1 The instructor must specify one of the following on the exam questionnaire:
  - a. No auxiliary material of any kind is permitted.

- b. Unrestricted use of auxiliary material is permitted.
  - c. Permitted material, printed and clearly defined, such as a Bible without commentaries, a catalogue of judicial rulings, a source book, literary works, etc.
  - d. Auxiliary material uploaded as an exam appendix or provided in advance by the instructor to the Exam Office with the exam questionnaire.
- 8.2 Use of laptop computers during classroom-based exams that are not taken online is prohibited and is not open to instructor discretion.
- 8.3 Exams determined to be given using an online exam platform such as Tomax, may also be taken on Bar-Ilan computers on campus under human proctoring conditions; all this must be agreed to in coordination with decisions of the Exam Office and its instructions.

## **9. Instructor attendance at exams**

- 9.1 In exams held on campus, instructors or their representatives must visit each room in which their exam is held in both Moeds, including in the Office of Student Support and Accessibility and at overlapping exams. Instructors who are in the classroom when the exam begins may not leave until 20 minutes have elapsed from exam start, unless they return once again to allow students to identify questions that require clarification after having reviewed the exam questionnaire. Instructors need not be present when the exam begins.
- 9.2 In online exams the instructor must be available via exam chat for at least 60 minutes to answer student questions during the exam.
- 9.3 An instructor who plans to be away during the exam period must appoint a substitute with a signed certificate of authorization specifying the substitute's name and ID number, the course (name and number), year, semester and Moed. Without such authorization and valid ID, the substitute will not be permitted to substitute for the instructor and enter the classroom to answer student questions.
- 9.4 Telephone availability does not serve as a substitute for being present at the exam except in cases stated in Section 9.6 below.
- 9.5 If the instructor or representative did not appear in the exam classroom at all during the exam, in either Moed Aleph or Moed Bet, students are then entitled to request an additional special exam period (special Moed). Such a request must be submitted to the department within two weeks after the exam. The exam will then be held in a special Moed in the same semester.

- 9.6 Please note: In Moed Gimmel and other special Moeds, the physical presence of the instructor at the exam is not mandatory; telephone accessibility will suffice to answer questions. In online exams in such a Moed, the instruction will be available via chat or some other agreed-upon communication between the instructor and examinees, for the first half hour of the exam. However, a special Moed that was set due to absence of the instructor from the classroom in one of the regular Moeds does require presence of the instructor or their authorized representative.
- 9.7 If seven days prior to the Moed Bet exam no student has registered for it, the exam will be held without instructor attendance. If students have not yet obtained their Moed Aleph grades at least seven days prior to the Moed Bet exam, instructor attendance at the exam is required even if students did not register at least seven days prior to the exam.

## **10. Student exam rights**

- 10.1 A student who is not registered for a course may not take its exam. An individual exam schedule appears in the In-Bar personal information portal.
- 10.2 Exam classroom assignments are posted two days before the exam on the individual exam schedule in In-Bar. The information will be sent to students via email two days before the scheduled exam date.
- 10.3 Courses have mandatory lecture attendance. Students who do not meet attendance requirements may be banned by the instructor from course participation and restricted from taking the exam. The instructor/department must notify the student on the matter in advance, no later than the date the course ends. Students who have missed 80% or more of course lectures – shall be considered as having given notice of course withdrawal; the instructor is authorized to not grade their exam, even without giving advanced notice, even if the student came to the exam.
- 10.4 Students who have not paid their tuition will not be permitted to take exams and must visit the Tuition Office prior to their exam to arrange tuition payment. Students who have forgotten to bring valid ID to their exam must go to the Exam Office (Area 502 – Building 1, Room 10) or to the Services and Recruitment Center (Area 502 – Building 19).
- 10.5 Before exams, students should verify in their exam schedules in the In-Bar portal that they are formally registered for all their courses. If they are not properly registered, students are to contact the Curriculum Planning (Talam) Office in Building 404 Room 001, or via email to [tlm.office@biu.ac.il](mailto:tlm.office@biu.ac.il) immediately.

**10.6 Overlapping exams** – Students with two classroom-based exams (that are not conducted online) on the same date at the same time who would like to take both exams must register via the In-Bar portal beginning 17 days before the exam date until 7 days before the exam, not including the exam date. Overlapping exams are held in a dedicated room. Between exams a break of several minutes is given, in the room. Students who change their mind and wish to take one exam only, may only leave the room starting from one half hour after the official start time of the exam they took.

For online exams, students may not take overlapping exams scheduled for the same date and time. One of those exams may be taken in Moed Aleph and the other in Moed Bet; if necessary, a request may be made for a special Moed from the Status Office/Committee for Graduate Degrees. In such a case, students shall be eligible for a special exam period in the same academic year that the course was held.

**10.7 Grade improvement in Moed Bet in the academic year in which the course was held** – the right for grade improvement is given to all students who wish to do so in accordance with the following general rules:

10.7.1 Students who failed or received a grade of 70 or lower, or did not take a Moed Aleph exam, appear automatically on the list of examinees and do not need to sign up. In the case of automatic registration, students are not obligated to take the exam and if they did not, their Moed Aleph grade remains.

10.7.2 If the grade was 71 or higher, students must register for the exam beginning 17 days before the exam until 7 days prior to the exam, not including the exam date.

10.7.3 Registration for grade improvement is via the In-Bar portal via the Exam List button on the main screen, under the column **Register for Moed**. The button appears only under the conditions indicated above.

10.7.4 After In-Bar registration closes, you may register via the contact form available from the proctor in the classroom. Handling fee for late registration – 80 NIS, to be debited from your student tuition account.

## 11. Exam procedures

### A. Exam procedures – For classroom-based exams held on campus (with pen and paper)

- 11.1 Bar-Ilan University's disciplinary code, including disciplinary violation during exams, appears [here](#) and on the Academic Secretariat website. It is incumbent upon all students to read the disciplinary code.
- 11.2 Upon entering the exam classroom, students are to verify that their name appears on the examinee list. Proctor instructions should be heeded, and appropriate rules of conduct should be observed in the course of the exam.
- 11.3 Students will not be permitted to leave the classroom for the first half hour after the start time of the exam. Students who are handed an exam questionnaire and then choose not to take the exam must wait 30 minutes in the classroom before exiting and will receive a failing grade. This policy applies to exams in every exam Moed.
- 11.4 Restroom breaks require EXIT approval.
  - 11.4.1 **A single** restroom break is permitted, no earlier than 45 minutes after the exam begins, and no later than 30 minutes prior to its **official** end time. No restroom breaks will be permitted at any other time for any examinees, including those eligible for extensions. Restroom breaks are permitted only when accompanied by a proctor.
  - 11.4.2 Pregnant students and students with specific medical problems that require frequent restroom visits may go to the restroom at any time. The aforementioned is conditional upon an applicable medical note submitted to the Office of Student Support and Accessibility, and obtaining a corresponding note from the Office; that note must be presented to the proctor at the beginning of the exam.

Pregnant students are also eligible for an extension of 15 minutes per each hour of exam duration.
  - 11.4.3 Extension for lactating students – Lactating students with infants up to the age of six months are eligible for a 20-minute extension for exams that are three hours or longer, to nurse or express during the course of the exam, provided that a request was issued for this at least five working days before the exam date. This extension is in addition to any other extensions for which the student is

eligible. Contact the Exam Office via the contact form, attaching a birth certificate. The Exam Office will coordinate the student's exam location per available classrooms in that time block to make nursing or expressing possible. For online exams, lactating students must take their exam on the Tomax platform using campus-based computers.

- 11.5 Upon entering the exam classroom, students must turn off all of their electronic devices and place them in the front of the classroom. Holding onto any electronic devices (such as mobile phones, beepers, smart watches, headphones or any smart devices) whether on or off, is strictly prohibited and will lead to immediate invalidation of the course. Bags and pencil cases must be left in the front of the classroom. Use of auxiliary material is permitted only in accordance with what is indicated on the exam questionnaire header subject to this policy handbook.
- 11.6 Proctor roles and responsibilities – Exam proctors hold exclusive responsibility on behalf of Bar-Ilan University for proper administration of exams. Proctors are authorized to seat students wherever they deem appropriate before or during the exam, without need to justify it. Students and instructors are required to cooperate with them. Proctors are authorized to ask students to empty their pockets and to present their personal articles for inspection. Failure to follow proctor instructions is a violation of the disciplinary code and may result in the filing of a complaint with the Disciplinary Committee.
- 11.7 Disciplinary offense and exam fraud – A student suspected of having prohibited material in their possession, copying, disrupting in the course of the exam, inappropriate conduct toward the proctors or similar actions, will be permitted to continue to take their exam. The prohibited material will be confiscated by the proctor and their personal details will be recorded. Their exam booklet will be replaced by a new one and they will proceed with their exam in the new booklet. They will be warned that if found guilty by the Disciplinary Committee, the exam will be disqualified, and they will be penalized accordingly. The Exam Office will hand over the student exam booklet together with the confiscated material to the Academic Secretariat in order to file a complaint with the Disciplinary Committee. If the Disciplinary Committee finds that the suspicion was in fact a false one, the student's exam booklet will be given to the instructor for grading.

- 11.8 Students are permitted to enter the exam room with noise-reduction earplugs. The earplugs permitted are ones without wires connecting them, intended for reducing noise only. Students must notify the proctors that they intend to use such earplugs and show them to the proctors before the exam begins. Proctors are authorized to prohibit their use if they suspect that they are not only a noise-reducer but also an earphone. Earphones may not be brought into the exam room. Violation of these instructions by a student may result in a disciplinary complaint filed against them by the proctor.
- 11.9 Bar-Ilan is entitled to photograph or record the classroom during exams. Proctors are authorized to photograph or record students during the exam to provide evidence for a complaint to be filed with the Disciplinary Committee. In such a case, the proctor must submit the recorded material to the Exam Office immediately and delete it from their own device.
- 11.10 If a siren sounds during an exam, students are to go to a secure space and act in accordance with Home Front Command guidelines. After the duration specified by the Home Front Command for remaining in the safe space has elapsed, students are to return to the classroom immediately. Proctors will give an extension of time equivalent to the time spent in the safe space plus an additional 10 minutes, to compensate for the time of readjustment .  
If necessary, the subsequent exam will be delayed.

**B. Exam procedures – For online exams held on the Tomax platform**

- 11.11 Exams are remotely supervised by means of a camera and microphone connected to the computer, as well as a cellphone that serves as a second camera for filming the examinee's work environment.
- 11.12 **Exam format** – The Vix application must be installed on the exam computer in accordance with installation instructions provided by Tomax. Students must follow the **technical guidelines for software download** and execute the trial exam (simulation) on the platform.
- 11.13 The Tomax software platform is updated periodically with a new version. Students are notified of a version upgrade by email. It is the student's responsibility to upgrade the Tomax software on their personal computer before the exam.
- 11.14 **Work environment** – Students are to be seated in front of their computer screens, which should be placed on a desk in a quiet room in

which no one else is present. The room must be lit at the brightness level of daylight. Students should not talk to themselves even if it is exam related.

- 11.15 **Exam login** – Students must log in to the software 45 minutes before exam start time and make sure that their video and audio devices are operating properly. Latecomers will not be granted extra time. Exams cannot be submitted during the first half hour of the exam. If you leave the exam after the scheduled exam time, it will be considered as if you have taken the exam; the exam will be checked and graded.
- 11.16 **Extension of time** – Students eligible for extra time will receive their extension automatically.
- 11.17 **Supporting material** – Permitted supporting material must be placed visibly on your desk (calculator, formula sheet, etc.). Students who received permission from the instructor to use a dictionary should register for an online exam on campus (see Section 12.3 below on time windows for exam registration).
- 11.18 **Electronic devices** – Use of earphones, smart watches or any other electronic devices even when turned off, is prohibited during the exam (other than electronic dictionaries without internet access, if approved in advance by the instructor). Proctors are authorized to require examinees to show that they do not have earphones in their ears and to show their full work environment using the camera. Examinees are not to use their cellphones for any purpose other than setting it up and directing it such that it can film the examinee's work environment throughout the exam.
- 11.19 **Credibility reports** – In online exams that use the Tomax platform, the student will be filmed by video, with the system producing a credibility report. These video recordings serve as evidence for the Disciplinary Committee. If no disciplinary event is identified, the recordings will be deleted from the system in accordance with the **privacy protection** laws established in the code by authorization of Bar-Ilan's privacy protection supervisor.
- 11.20 **Setting up the camera** – It is the responsibility of the students to verify that the front camera films them such that their face is visible during the exam on the computer and that the side camera captures their desk, their computer screen and the student's face. If the cameras are not directed in accordance with instructions and/or the student sits for an extended period of time in such a way that their face or desk is

not visible – this shall be considered a disciplinary violation and the chair of the Disciplinary Committee is authorized to disqualify the exam on this basis. Furthermore, the incident shall be recorded and the student's conduct in other exams will be tracked. If that pattern is found to be repeating itself, the case will be brought before the Disciplinary Committee where more severe sanctions may be imposed.

**11.21 Restroom breaks** – Students taking their exams at home may not leave for the restroom for exams that are up to two hours long. Pregnant students and students with specific medical problems who cannot meet this requirement, and students eligible for extra time for exams that exceed two hours and wish to take advantage of that eligibility and also to leave for the restroom during the exam, must take their exams on the Tomax platform on campus-based Bar-Ilan computers. They will then be able to leave for the restrooms during the exam.

**11.22 Air-raid sirens** - If a siren sounds during an exam, students are to go to a secure space and act in accordance with Home Front Command guidelines.

After the duration specified by the Home Front Command for remaining in the safe space has elapsed, a message should be sent to the proctors on the Tomax platform chat. Proctors will give an extension of time equivalent to the time spent in the safe space plus an additional 10 minutes, to compensate for the time of readjustment.

**11.23 Handwritten exams** – Student authorized by the Office of Student Support and Accessibility to write their exams by hand and students authorized to have their exam questionnaire translated into English must take their exams on the Tomax platform on campus-based Bar-Ilan computers (see registration time windows below in Section 12.3).

## **12. Submitting a request for Tomax-based exams on Bar-Ilan campus computers**

**12.1 Submitting a request for Tomax-based exams on Bar-Ilan campus computers** – For online exams held remotely, students may request to be tested on campus by issuing a request using the In-Bar personal student portal (under Exam List) in accordance with registration time windows as specified in Section 12.3.

**12.2 Requests for medical/learning disability accommodations** – Requests are to be submitted to the Office of Student Support and

Accessibility. Requests for other reasons – are to be submitted as an administrative request through the In-Bar portal.

**12.3 Time window for registering for exams to be taken on Bar-Ilan campus computers:**

For Moed Aleph – Beginning 30 days prior to the exam date until 14 days prior to the exam.

For Moed Bet – Beginning 14 days prior to the exam until 7 days prior to the exam.

Late requests will not be considered.

**13. Grades**

13.1 The grade of the latest Moed is the determining one.

13.2 Instructors must submit exam grades to the Exam Office within 14 working days from the exam date.

13.3 Submission of grades for assignments

13.3.1 Assignments submitted as weekly homework must be returned (with a grade, where relevant) up to two weeks from the date submitted.

13.3.2 Grades for assignments whose weighting is up to one third of the final course grade must be submitted no more than three weeks from the date the assignment was submitted.

13.3.3 Grades for more substantial assignments (such as ones whose weighting is 50% or more of the final grade, a final project or thesis, a seminar paper) must be submitted to the Exam Office within two months of the assignment submission deadline or two months from the last course meeting (the later of the two).

13.4 Determining course grade – In a course that has a final exam alongside other tasks, the instructor is entitled to establish that a minimum score of 60 on the exam is required order to pass the course. In such a case, an exam grade below 60 will not be averaged with the other tasks and the student will receive a failing grade. If the instructor has made such a determination, it must be stated explicitly in the course syllabus, announced explicitly to the class (preferably in writing), and reported to the Exam Office, for multiple-choice exams as well. Note that all criteria for passing the course must be stated explicitly in the course syllabus.

13.5 Grade submission lateness – Instructors who do not submit their Moed Aleph grades up to seven days before Moed Bet, will be required to

write up an additional exam questionnaire for a new Moed (to be defined in the system as “additional Moed”), whose date shall be determined by the Exam Office after the Moed Bet exam. The Moed Bet exam will be held at its usual time for students who did not take Moed Aleph. The “additional Moed” exam is intended for Moed Aleph examinees who did not receive their grades on time but had actuality failed, or would like to take an additional test for grade improvement.

#### 13.6 Assignment in place of an exam

13.6.1 Students receiving approval (by the Status Office or the School of Graduate Studies) to submit an assignment in place of an exam will be tested orally on their submitted assignment, and will receive a ‘pass/fail’ grade for it and not a numerical grade. The instructor is required to hold such an exam.

13.6.2 In general, approval for an assignment in place of an exam will not be granted to a student who has already failed the exam. In very exceptional cases in which approval is granted, the student must submit the assignment, be tested on it orally, and will be given a final course grade of 60, even if the work is of high caliber.

13.7 Oral exams – In exceptional cases an oral exam will be permitted for a single student, with approval of the dean of the faculty and the Vice-Rector or by approval of the Student Support and Accessibility unit for cases handled by that unit. The grade on an oral exam may not be appealed.

13.8 Assignment submission date – In reporting assignment grades, the determining date is the date the assignment was submitted. Erroneous date recording may incur unnecessary tuition fees for the student and delay in grade posting in the system.

### 14. Grade posting and exam solutions

14.1 Students are notified of their grades in the In-Bar **personal information** portal. Final grades are also sent via personal email.

14.2 If the final grade is unavailable, the grade will appear in In-Bar under “list of grades” and will not be sent via email. Only final grades are sent via email.

- 14.3 Exams are a part of the learning process, and not just a means of giving students grades. As such, and also to guarantee transparency and ability to appeal, instructors must make it clear to students where they erred on their exams and why points were deducted. The instructor may do so by publishing a sample solution sheet, or via comments on the exam booklet indicating the error and its ramifications and how many points were deducted, or any other reasonable method.
- 14.4 In multiple-choice exams, students are to mark their answers on an answer sheet. Answers marked on the questionnaire shall not be graded.
- 14.5 Exams in which the instructor incorrectly calculated the grade shall be corrected and the grades shall be recalculated.

## **15. Grade distribution**

- 15.1 Statistical grade distribution will be shown for courses with more than 20 students, where at least 25% of the grades are already available. In such a case, the course average and standard deviation are calculated.
- 15.2 When the grade is finalized, the course is sent for statistical distribution calculation as well as ranking (student grade position relative to others).

## **16. Access to exam booklets**

- 16.1 Per the Students' Rights Law 2007, all students are entitled to view each exam booklet for exams they took and to view any summative paper submitted for the course after these were graded and grades were posted, and they are also entitled to obtain a copy of these. This right pertains to the answers the students provided and not to the questions.
- 16.2 In the case of multiple-choice exams, the instructor may, as an alternative to providing access to the exam booklet, execute an "open booklet" procedure with each student who has requested this separately, in which the instructor shall explain to the students which questions were answered incorrectly and what the error was.
- 16.3 Student requests for "open booklet" must be submitted to the instructor no later than seven days from grade posting. In such a case, the instructor must read to the student any question answered incorrectly which the student wishes to appeal, and to explain what the correct answer is and why the student's answer was incorrect.
- 16.4 "Open booklet" is not dependent on the student appealing the grade.

## 17. Appeals

### 17.1 Procedure for submitting an appeal for an exam grade

- 17.1.1 Students may appeal a grade they received for an exam or an assignment, within seven days from the date of grade posting, provided that the exam booklet or paper were posted within 24 hours of grade posting. If exam booklet or paper posting were delayed beyond that period, the seven-day appeal period begins from the date of posting of the exam booklet or paper. The appeal must relate to the particular questions and points for which the examinee believes that the grader erred and must explain why they believe there is an error. An instructor may reject an appeal on grounds that it is too general or unfocused (in the style of “I feel I deserve a higher grade in this exam”). If the appeal is focused, the instructor must explain the decisions pertaining to all questions and points for which the student claims the grader erred. The instructor’s explanation must relate both to a case of a decision to reject the appeal and to a case of a decision to accept it in full or partially. The instructor must regrade only those questions indicated in the appeal, and not regrade the entire exam.
- 17.1.2 Students may appeal a grade for any exam so long as they reviewed the exam booklet or assignment prior to submission of the appeal.
- 17.1.3 Exam booklets are scanned (essay exams only, not multiple-choice). Scratch paper booklets are neither scanned nor retained. Exam booklets are scanned after grading and after grades have been posted. In general, exam booklets may be viewed in the In-Bar personal information portal. Attached are the guidelines for [exam booklet scanning](#).
- 17.1.4 If after reviewing the exam booklet a student chooses to appeal their grade, the appeal is to be submitted to the course instructor via the In-Bar portal. To appeal the grade of an assignment, contact the instructor directly.
- 17.1.5 If the instructor chooses to change the student’s grade following the appeal, that modified grade will be the student’s final grade for the exam, even if it is lower than the original grade. If the grade has been lowered, the instructor must provide justification.
- 17.1.6 An exam grade change of up to ten points, inclusive, may be issued by the instructor with no further approval required. An

exam grade change exceeding ten points requires approval by the course instructor and the department head.

- 17.1.7 Appeal of a grade for an assignment/exercise – A grade change of up to ten points, inclusive, for an assignment / exercise may be issued by the instructor with no further approval required. An assignment grade change exceeding ten points requires approval by the instructor and the department head. An assignment may not be emended or improved for the purpose of obtaining a better grade after the assignment has been reviewed and graded by the instructor.
- 17.1.8 Results of an appeal are to be sent to the student within two weeks of the date of appeal submission (department/faculty responsibility).
- 17.1.9 In exceptional cases, when the course instructor is not willing to regrade the exam, the department head may transfer the student's appeal to another instructor, in coordination with the course instructor.
- 17.1.10 When an appeal of an exam or assignment grade is submitted, the instructor must submit a corrected grade or a well-justified explanation for rejecting the appeal, within five business days of the day following the last day for appeal submission. Appeals are handled through the course instructor / department.
- 17.1.11 A student submitting an appeal on time for Moed Aleph exams, where the appeal was accepted but the decision was given only after the student took the Moed Bet exam – is eligible for the higher of the grades of the two Moeds. Students should contact the instructor to update the grade to the higher one.

## **18. Lost exam booklets**

- 18.1 If an exam booklet was lost before it had been graded at no fault of the student, for any reason, the following options are possible:
  - a. The student is entitled to a 'pass' grade. A 'pass' grade is not included in the grade point average. The request shall be submitted through the department. The department is to enter the grade into the system within two weeks of notification by the student.
  - b. If a 'pass' grade is not acceptable to the student, the student is entitled to request a special make-up exam, without having to wait for the examinees of the following year, but only after the Moed Bet exams are held.

- 18.2 When an exam booklet was lost after it had been graded, the grade cannot be appealed. In such a case, the student may choose from among the following options:
- a. Leaving the grade as is (in such a case the student need not take any action).
  - b. Request for a 'pass' grade – the request is to be submitted to the department, and the decision is in the hands of the department, which is authorized to accept or reject the request.
  - c. A request for a make-up exam. In this case the final grade on the exam will be the higher of the two. The request is to be submitted to the department. A make-up exam must be held within two months from the date of the student's request to the department.
- 18.3 Lost exam booklet policy takes effect on condition that the student notifies the Exam Office in writing within 60 days of the exam date.
- 18.4 In all the aforementioned cases, except for the one in which a grade already exists – the student must work through the department to request grade arrangement as per student choice.

## **19. Quizzes**

### **19.1 Moed Bet / Grade improvement quiz**

19.1.1 For courses that hold quizzes that contribute at least 20% to the final course grade, or that passing them is a condition for passing the course, one of the following options must be made possible:

- a. Allow the students an option for Moed Bet.
- b. Define the quiz as a grade-improvement quiz; that is, it will not be included in the weighted average of the final course grade if it lowers the grade, or, in the case of several quizzes throughout the course, only the best quiz grades will be included in the weighted average of the final course grade, per the number of quizzes determined and announced by the instructor in advance.

19.2 Student eligibility for exams – Students who are not registered for a course may not take its quiz.

### **19.3 Quiz dates**

19.3.1 Quiz dates shall be specified in the syllabus or on the course website on the Moodle platform at the beginning of the semester, subject to student schedules. If quiz dates are not announced in

advance, they must be announced at least two weeks prior to the quiz date.

19.3.2 Surprise quizzes or Moodle-based or Tomax-based online quizzes may also be held. No more than two surprise quizzes may be held in one course.

19.4 Quiz content – The instructor is to announce the course material on which the students will be quizzed as well as permitted auxiliary material, at least one week before the quiz date, with the exception of surprise quizzes.

19.5 Quiz procedures

19.5.1 A quiz should not exceed two hours in duration.

19.5.2 A student who is late for a quiz by more than half the duration of the allotted time or by more than 30 minutes (the lower of the two), will not be admitted to the quiz.

19.6 Clauses 7, 8, 9, 13.2, 14.3 and 16 also apply to quizzes (where relevant).

19.7 Appeals – Student have the right to appeal a quiz grade, through the In-Bar portal (if the quiz is listed in the system) or by approaching the instructor during office hours by advanced appointment or via email.

19.8 Exam accommodations – Students eligible for an exam time extension are also eligible for that extension for quizzes.

20. Per academic guidelines, the Exam Office must report to the academic authorities in writing on delayed submission of exam booklets or grades and of the absence of the instructor at an exam.

21. Students are entitled to turn to the department office or department head for inquiry and handling of any matters in which instructors violate these academic policies.