



Iby and Aladar Fleischman הפקולטה להנדסה
Faculty of Engineering ע"ש איבי ואלדר פליישרמן
Tel Aviv University אוניברסיטת תל אביב

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Home exam outline:

Given the current health circumstances in Israel, we are prepared to conduct zoom exams for fall semester. Herein the faculty guidelines for maintaining exam integrity and etiquette and to showcase your dedication and achievements this semester. Conducting online exams demands efficient cooperation between students, proctors and course staff.

Please follow the instructions accordingly.

Overall, online exams conducted on Moodle will be monitored and recorded on Zoom. According to the faculty, staff course partners with exam and proctor secretariat to manage the exam (including Moodle, academic and administrative facets of the exam).

For every course that conducts an online exam (whether for all students or only some student-while others take a physical exam), an exam guideline will be delivered by course staff. The preferred outline is the Moodle platform (including exam posting, messages, and solution posting), but the teachers may use any other outline they see fit. However, the following guidelines will remain for online exams: The teacher (or TA) will be available for clarification questions while the exam takes place; exam review will include (like any other exam) detailed feedback such as comments next to errors and point deduction explanation. The grading shall be posted within a usual timeframe similar to regular exams. Proctors will also be present during the exam, on zoom and with recording.

Personal integrity in exams is regarded with utmost importance, and therefore TAU will punish to the full extent of the law whomever breaks the current trust. Given previous concerns raised by students, it's imperative to note the following: Even in the case of suspected cheating, there won't be an immediate dismissal during the exam and every examinee will be permitted to finish their exam and to upload/send the exam booklet. If required, there'll be a quick inquiry with the student during or after the exam. Once all exam booklets are checked as well as proctors' notes, recordings, students' sign-ins and outs, chat records, etc. then a final decision shall be made to whether to proceed with disciplinary actions.

We're aware of the complexity of the current circumstances, and will dedicate all of our efforts to ensure you'll be able to take the exams as fairly and organized as possible.

Please maintain exam integrity, be fair to your friends and to yourselves.

We wish you the best of luck,

EE faculty



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Exam Instructions for Students

Exam registration and zoom recording consent: The teacher will add a new topic via Moodle for those who intend to take the exam. Under this topic, 3 items are listed:

1a. Assignment will contain exam questionnaire. The assignment will be available on the day will be password protected. The proctors of exam and the questionnaire (in PDF format) will post the password at the start of the exam.

In order to view the questionnaire, students must approve their exam registration by filling out a code of honor statement and their consent to be monitored and recorded on zoom (the full statement is detailed at the end of the document). Each student that approves their registration and downloads the form is marked as "attended" in the exam, and is obligated to submit the exam booklet and to be monitored on zoom throughout the exam.

1b. Personal forum between each examinee and teacher shall be used for clarification questions that might arise during exam. Note that course staff may decide on a different communication tool.

1c. General forum for all students – will be used by the teacher to post general announcements (for example, amend errors in the exam form or add extra time) during the exam.

Virtual exam room allocation on Zoom: On Moodle, students will have access to a document with their name, their virtual class allocation and zoom rooms' links. The teacher will post the document at least the night before the exam (see below an example).

Serial Number	Last Name	First Name	Allocation	Link
1	Doe	John	008_1	Click here

The class number each student is assigned to will be the first 3 digits (like in the above example "008") and the number of the virtual exam room will be eight after ((like in the above example "1"). In case of emergency, students may contact the phone number assigned for each exam room.

Each virtual exam room will have up to 30 students.

If you know ahead of time you're unable to partake the exam from your current location (because of internet difficulties for example), please notify the secretariat faculty at least a week before the exam, so they'll be able to check whether it'll be possible to take the exam on campus according to Purple Badge Restrictions). **Last minute requests will not be regarded.**

Zoom attendance (day of exam): Each examinee must join the Zoom meeting at **least 45 minutes and no later than 30 minutes prior** to the start of the exam for identification



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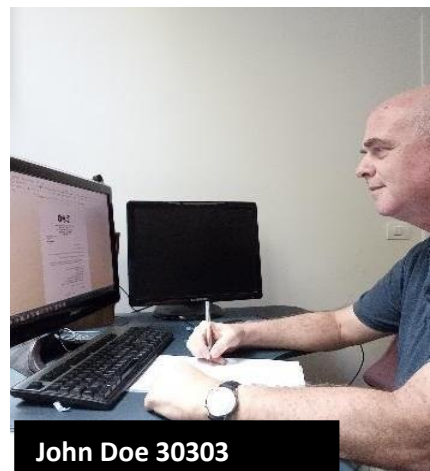
purposes, registration and verification of monitor angle by the proctor. **Late registration to the exam will not be permitted.** Students not identified by the proctor until the start of the exam will be marked as not attended. Please adhere to the following instructions:

3a. When establishing zoom connection one must verify that their username includes **full name (first + last name) in English and their last 5 Student ID digits** (for example, "John Doe 30303") , no nicknames or other username allowed.

Whenever a proctor calls a student, one must showcase an ID (Teudat Zehut/Student ID/passport/driver license) for identification. Please note that Teudat Zehut/Student credit card/passport contain sensitive information, so you may omit confidential details, but you must make sure to have your photo, full name and ID be clearly displayed on camera.

Zoom Tutorial to change one's username is available [here](#).

3b. One must have their webcam ON and connected throughout the exam. The teacher should be able to see the upper body, desk and the computer monitor **from a side view**. See example from the photo attached. The camera **must show the examinee, the exam form and reference material (if allowed), emergency cellphone (will be used for scanning later on) and the computer monitor used for the exam**. Therefore, one must place an external camera (and not the built-in webcam of the computer) in a side view, as presented in the photo. Please note the following instructions:



The proctor may ask to reposition the camera and to showcase a video tour of the room before or during the exam to ensure exam integrity.

Students are not allowed to connect to zoom simultaneously with different usernames. Each student must connect as a singular user with their camera.



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Please note that students must be monitored throughout the exam and while they upload the solution. Therefore it's recommended to use an external camera. The built-in webcam in laptops is permitted only if you can connect an external monitor and thus display on camera the screen you're working on (see illustration).

A phone camera is permitted to use as an alternative, but you cannot use the same device to scan the exam booklet. You need to make sure, that you have access to a scanner or have an alternative phone to scan the exam booklet. In any case, **DO NOT DISCONNECT FROM ZOOM** (disconnection is permitted with according to section 9f). proctor's approval

3c. All equipment must be wired (not battery powered). Claims of disconnection because of a battery malfunction won't be accepted.



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3d. Make sure you appear on full screen in the zoom meeting, no black margins (see photo for reference).



If needed, change the screen layout to landscape mode.
You can go to Video settings and press on HD, instead of "Original Ratio" (see photo for reference).

3e. Participants' microphones will be muted by the proctor. Do not unmute your microphone, unless you're prompted to do so by the proctor.

3f. During the exam, the proctor or a member of the course staff may speak to you on zoom. Therefore please adjust your speakers' volume so you'll be able to hear any updates.

Do's and Don'ts during the exam:



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4a. Students are allowed to print the exam, if a printer is close by in the monitored area. You cannot move out of the webcam's reach to get the printed exam. If you've printed the exam, show the printed form to the proctor.

4b. Students are not allowed to **use headphones** of any kind. Ear plugs are permitted.

4c. Students are not allowed to **use cell phones** unless they use their phone for the following: Connect via zoom during the exam, if they don't have an external camera but do have a scanner; communicate with the proctor; In case of emergency such as lost internet connection; scan the exam booklet, upload or send it to the teacher. See also section 3b for further instructions.

4d. The exam should be handwritten with a dark ink colored pen on a regular piece of paper (claims of bad quality scan because of pencil use won't be accepted). **Use of keyboard** is prohibited (unless specifically permitted by the teacher) as well as any other digital device such as tablets, digital notepad or virtual keyboards, other than communicate with the course staff.

4e. Students are permitted to use a mouse to navigate exam pages, and to go over different files that are allowed to be displayed on the monitor.

4f. You cannot move out of the webcam's reach during the exam without permission. Students must get approval to **leave for the restroom** as instructed by the proctor according to the following limitations:

Students that need to go to the restroom must contact the proctor in a private chat through zoom, to be allowed to go or asked to wait until another student comes back.

On the first 30 minutes and last 30 minutes of the exam- no bathroom breaks are allowed (that includes a general extension, if given), unless one can display a medical permission that was approved by the faculty ahead of time.

If you don't get a response for several minutes, send another message to the proctor via chat. If 15 minutes have passed and you still don't get a response, you may call the exam room directly (see section 6).

Exam Length (for the sections below, we'll use an exam that its nominal length is 3 hours long, say from 9:00 to 12:00):



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5a. Exam nominal length is 3 hours long with additional 20 minutes to scan and upload the booklets. This takes into account possible technical difficulties.

5b. At the end of the exam, including time extension if given (meaning after 12:00 in the above mentioned example, time extension excluded), students are not allowed to continue solving the exam. Students are only allowed to scan solution to the exam during the extra 20 minutes. From past experience, 20 minutes are enough time to complete these actions. Therefore any claims of problems during submission because of lack of time won't be accepted.

5c. If students finish an exam ahead of the specified end time, **they're not allowed to disconnect from the zoom session** until the end of the exam and after showcasing the Moodle approval that they've submitted the booklet (in the above mentioned example, submission time is between 12:00-12:20). Also, students cannot begin to scan and upload their booklet onto Moodle earlier than the nominal end time (12:00 in the example above).

5d. Time Extension: Students with time extension approval (from the Academic Office). Time These students will extension will be calculated in accordance to the exam's nominal length. be allowed to finish their exam submission later, in accordance to what was determined for each. This takes into account the additional 20 minutes to upload their booklet in reference to section 5b.

Communications with course staff during the exam: Generally speaking, the communication with course staff for exam clarification questions will be determined by them. The recommendation is to use a personal forum (discussion group) or send a message via Moodle to course staff. Course staff won't be present in the Zoom rooms, unless form amendment or general time extension notification are needed. Phone usage is reserved for emergencies only, to communicate with course staff.

Zoom chat will be used to communicate with the proctor only for the following: monitoring queries, bathroom breaks or in events of suspected cheating. The general Zoom chat, as well as the private Zoom chat between students won't be accessible during the exam. In case of emergency (relating to technical difficulties), you may contact the exam classrooms in accordance to your allocation:

Classroom 008 – +972(0)733804922

Classroom 009 – +972(0)733804833



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Classroom 010 – +972(0)733804933

Classroom 001 – +972(0)733804832

In case of disconnection during the exam – please carry on and solve your exam and submit it on time, while you try to reconnect to the zoom meeting. In such cases a preliminary inquiry will be done with the student during the exam or afterwards, and in accordance to any conclusion a decision shall be made if to hold a disciplinary hearing. It's imperative to note that even in the case of suspected cheating, there won't be an immediate dismissal during the exam.

Exam submission: **Please make sure that you know how to scan and upload documents prior to the exam.** The default is to submit the scanned booklet as a single file in PDF format underneath the pre-opened assignment on Moodle (section 1a), unless otherwise specified by the teacher.

9a. Exam submission time will be the automated Moodle timestamp on the submitted files (or when an email with the files has been received, on the occasion when submission exam booklets is done via email). You may scan and upload the booklet during the extra 20 minutes following the end of the exam (you cannot start to scan it prior the end of the exam).

9b. From past experience, make sure page numbering is correct and write the total number of pages (on the first page). Also, **you must write your student ID on each page header.**

9c. You must scan the exam booklet using a scanner or an app (such as: ScanPro), and not take a regular photo. Make sure that all scanned pages are displayed in a proper orientation (not upside down or turned around) – The teacher may deduct points in cases where the scan is unclear/turned around/upside down etc. If submitted via Moodle, remember to press on "Submit Assignment" and then "Continue". Note that the booklet submitted must be in PDF format.

9d. If you feel that you cannot fill out the exam questionnaire, you'll need to submit an empty page with your Student ID, and your grade will be marked as 0. **In any case, you must submit an exam booklet to the Moodle assignment (see section 1a) and you cannot disconnect from zoom ahead of time.**

9e. In case of emergency where Moodle crashes, students will send their exam booklet to a specified email/dropbox. More relevant info will be posted later on.



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9f. Before you disconnect from zoom (within the permitted time period), you'll need to showcase the following to the proctor:

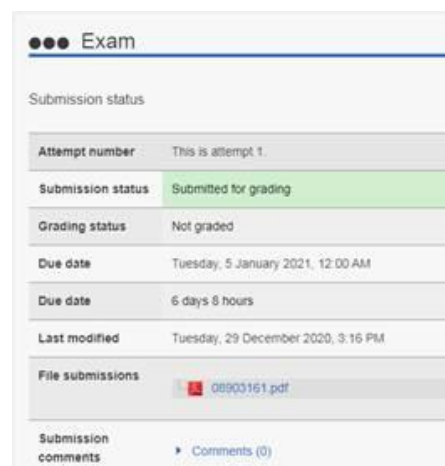
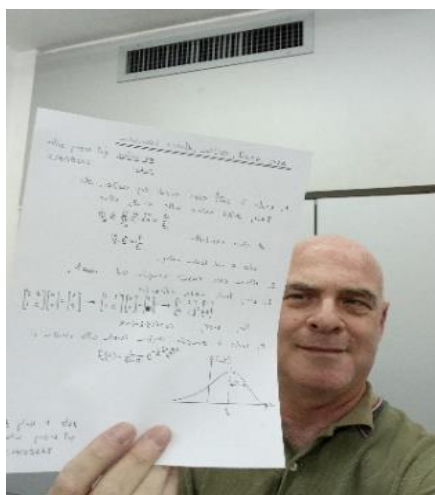
The first page of the solution (that appears in the submitted exam booklet) next to your face. The camera must get a clear view of the first page of the solution and the examinee face – see example.

Present the screen to the proctor that showcase a confirmation that the assignment was submitted on Moodle (after pressing on confirmation to submit, see example).

Once you get the approval from the proctor for both sections, you may disconnect from the zoom meeting.

First page of solution next to examinee face

Confirmation for assignment submission



Exam Integrity: Naturally, home exams are based on the trust the faculty and the teaching staff place in the students' integrity, especially in the face of the challenges brought on by Covid-19 crisis that requires the full cooperation of everyone involved. Needless to say, giving or receiving help, for an exchange or without, is a serious breach of the Code of Honor between faculty and students, as well as in exam integrity. In addition, it generates a serious discrimination between honorable students and other students, and is a cynical usage of the complex situation we all face, merely to get an unfair and unjust advantage. Let it be known, that a serious complaint will be filed against **ANY** student caught **seeking** help, **offering** help, **receiving** help or **giving** help of any kind during an online home exam. The Disciplinary Committee will not take such complaints lightly and it may result in university dismissal without receiving the B.Sc. Degree.

As part of the actions we take to make sure that every student is aware of the above mentioned, a Code of Honor statement has been revised (see in the addendum below, the same statement will be posted on Moodle).



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Exam Honor Code Declaration

This is a take home exam that places full trust in the student. I promise to uphold the Exam Honor Code according to moral values and University instructions. I am aware that any form of cheating or assistance in cheating is a grievous attempt against the Exam Honor Code and constitutes a breach of ethics. I declare that I will answer all exam questions on my own and without using any forbidden tools and materials.

I hereby agree to take the exam at home, using my personal computer, and I agree to a video recording of myself (beginning 15 minutes before the start of the exam) streamed via Zoom throughout the course of the exam. I also agree that the exam itself will be recorded. The recording will be accessible only to the Faculty Secretariat, the course lecturer and TAs, the Dean and Vice Dean, and if necessary, to the Disciplinary Authorities of the University. The purpose of the recording is to ensure compliance with the Student Disciplinary Regulations (2004-2005) and for this purpose only. The recording will be stored securely, at the security level which is standard for the University exam system. The recording will be erased at the latest according to the guidelines for storing exam papers which appear in the University Regulations.

I promise to abide by third-party privacy.

The above does not detract from students' obligations as stated in University Regulations, including Disciplinary Regulations.

I understand that students who do not sign this declaration will take a different exam on a different date, as decided by the University.

I hereby confirm the above and agree to being tested online in compliance with the guidelines.