

17.01.2021

To: Students in the Technion

From: Professor Hossam Haick – Dean of Undergraduate Studies

**Subject: Online exams during the 2021 Winter Semester**

This document summarizes the procedures and guidelines for conducting online exams during the 2021 winter semester. Some of the guidelines are “temporary instructions” for the corona period only. Once the restrictions of the pandemic are lifted, the situation will return to normal.

This document is written in masculine form for convenience only, but it is intended for both females and males.

**The 2021 winter semester exams, both Moed A and Moed B, will be held online, unless otherwise stated.**

Students who lack the infrastructure to participate in online exams, as well students who are parents of young children (up to 6<sup>th</sup> grade), will be able to use Technion’s infrastructure to complete their online exams. In order for eligible students to be able to use Technion’s infrastructure for this purpose, students will need to pre-register on the undergraduate studies website; this arrangement will be dependent on the available spots that we can set up for this purpose while still adhering to the limitations specified by the Purple Badge guidelines and the Ministry of Health’s directives that will be in place during the exam period (including a permit for conducting a certain percentage of exams on campus).

- Moed A exams will be held between these dates: 31.01.2021 – 22.02.2021
- Moed B exams will be held between these dates: 02.03.2021 – 18.03.2021

Based on the lessons learned from our experience conducting online exams during the 2020 spring semester, a new format was established which includes a number of changes and improvements that are designed to make the process more efficient.

Online exams are based on trust between the examiner and the examinees, and it requires a level of fairness, integrity, and adherence to the integrity of the exam (just as in regular exams). Attached are detailed procedures for conducting online exams, with a focus on the requirements of the teaching faculty, the students, and the faculties. **The purpose of an exam is to evaluate the learning that has taken place and its outcomes, as well as to evaluate the students’ achievements. Accomplishing this is based on trust between the examiner and the examinee.**

In the remainder of this document, detailed procedures for conducting online exams are outlined, with an emphasis on the requirements of the students.

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## פרופסור חוסאם חאיק

דיקן לימודי הסמכה  
לימודי הסמכה



### **Procedures for students:**

Appendix #A – Guidelines for students taking online exams

Appendix #B – Instructions for students to create and submit a file onto the MOODLE system

Appendix #C – Guidelines for students taking exams on MOODLE

Appendix #D – Forgoing the exam

I wish us all a successful semester and I thank you in advance for your cooperation.

Sincerely,

Professor Hossam Haick – Dean of Undergraduate Studies

## Appendix #A

### Guidelines for students taking online exams

Dear students,

This document summarizes the procedures and guidelines for conducting online exams during the 2021 winter semester.

This document is written in masculine form for convenience only, but it is intended for both females and males.

**The 2021 winter semester exams, both Moed A and Moed B, will be held online, unless otherwise stated.**

The purpose of an exam is to evaluate the learning that has taken place and the outcomes of that learning, as well as to evaluate the students' achievements. The exam is based on trust between the examiner and the examinee and, just as in regular exams, fairness, integrity, personal responsibility, and an absolute adherence to the integrity of the exam is required. In the remainder of this document, the rules and guidelines for participating in an online exam through Zoom are presented. The guidelines are written in masculine form, but are intended for both male and female students. We emphasize that **participation in the exam requires content to all of the following points. Please note that participating in an online exam demands that the student adheres to a number of responsibilities and tasks, both in preparing for the exam and for his conduct during the exam. Please read the procedures carefully and follow the guidelines within it. These guidelines will ensure that exam procedures go smoothly and efficiently, and they will allow you to devote your full attention to the exam questions and to demonstrate your abilities in the material of your field.**

**Online exams allow examinees to be tested in their home environment, using their personal equipment. In such a situation, the supervision of exams requires a certain combination between personal supervision and the supervision that takes place on the part of the Technion. The Technion does everything in its power to avoid infringing on the examinees' privacy and pays close attention to limiting interference in the private sphere to a proportionate and limited extent. As a result, the Technion does not use intrusive software on personal devices, does not block browsers, does not include built-in monitoring of actions on one's personal computer, or engage in any active breach into private digital space. Supervision of exams will be done by recording the examinees and their computer screens using two cameras (one on the computer and one on an external device) and recording the Zoom rooms in which the exam takes place, including the chat. However, there will be no type of active interference of the user's equipment. Exam recordings will be kept as long as necessary to assess exam integrity, and in accordance with the law, and will be deleted afterwards.**

**Please note that in the Zoom rooms, the other participants in the room will be able to see the picture being transmitted from the camera. Please be aware of both our responsibility and your need to maintain privacy, and make sure that the work environment that is captured on camera and is visible to supervisors, course staff, and peers in the exam room does not include any details that you do not want shared.**

Students who lack the infrastructure to take online exams, as well students who are parents of young children (up to 6<sup>th</sup> grade), will be able to use Technion's infrastructure to complete their online exams. In order for eligible students to be able to use Technion's infrastructure for this purpose, students will need to pre-register on the undergraduate studies website; this arrangement will be dependent on the available spots that we can set up for this purpose while still adhering to the limitations specified by the Purple Badge guidelines and the Ministry of Health's directives that will be in place during the exam period.

#### **Pre-exam preparations:**

1. The instructor will import the students' time extension data from the UPGRADE program and will use it to divide the students into the relevant exam groups in MOODLE, according to their designated exam times. It is important to note that all students are automatically enrolled in Moed A. In regard to Moed B, students must register on the Undergraduate Studies website up to 72 hours before the exam. Due to the online format, and the need to prepare the Zoom rooms and supervisors in advance, we will not be able to accommodate the late registration of students, with the exception of extenuating circumstances.
2. Upon entering the exam, after the identification process of all students in the same exam room, a password will be sent by the supervisor. You must use this password to access the MOODLE website in order for the option to appear to sign the exam integrity form and the waiver of confidentiality form. Only after signing these forms, will the exam form be made accessible.
3. Students who do not agree with what is stated here or what is written on the forms addressed in the preceding point and are not willing to take part in all that is required to participate in an online exam, will not be able to be graded in the course, unless there are extenuating circumstances. They will need to wait for the next date in which the course exam will be held in-person on campus. Please note that postponing the exam to that future date of "special exams" may impair one's progress in their studies due to the lack of fulfilling a prerequisite and possibly even completing one's studies on time.
4. Each student can view his upcoming exams by logging onto the STUDENTS system. The website will display exam details, including links to the online supervision rooms, details of the teaching staff, and the exam email address.
5. In order to take the exam, you must complete your registration through the registration assignment on MOODLE when entering the exam.

6. Equipment necessary for the exam: A desktop or laptop computer that is connected to a power source, an Internet connection, a proper webcam, an internal or external microphone which is connected only to the computer, a smartphone with a camera, and an available charger located next to the examinee. If additional aids are required/permitted for the exam (calculator, scratch paper, etc.), they must be gathered prior to the exam. To borrow technical equipment required for the exam, students may contact ASAT (Technion Student Association).
7. During the exam, the student must be in a setting that is separate from the rest of the household. There should be no other people in the area in which you are taking the exam. It is recommended that you are in a separate room without unnecessary distractions or background noise. As mentioned, you should make sure that your work environment is free of any personal information that you would not like to be shared through the camera with the supervisors, course staff, or your peers in the exam room.
8. During the exam, you will not be able to use headphones of any kind (except for students who have received special approval from the Dean of Undergraduate Studies) and you will not be able to have an additional computer or phone near you that is not needed for the exam, nor will you be able to have a communication device of any kind, a smart watch, or a recording or listening device. However, earplugs (without any electronic components) can be used, but it is your responsibility to stay attentive to the instructions of the supervisor and/or teaching staff. You are solely responsible in the case that you do not hear the supervisor's and/or teaching staff's instructions.
9. It is your responsibility to install the Zoom software on your computer and connect it through your Technion email account. In addition, make sure that both the Zoom software, as well as the scanning software, are installed on your smartphone. It is recommended (but certainly not required) to install TeamViewer software on the computer so that it will be possible to try and assist in the event of a technical malfunction during the exam. As this procedure deviates from the privacy policy stated above, we emphasize that this is optional and not mandatory.
10. Zoom exam rooms will be divided into rooms for those who are receiving additional time and those who will be in the regular classrooms. It is up to you to verify in advance through the STUDENTS system that you are assigned to the appropriate room. If you have permission for an accommodation of additional time, and you have not been placed in an additional time exam room, please contact the Administrative Office of Undergraduate Studies in the faculty.
11. After completing the declaration forms, 2 assignments will be accessible on the course website on MOODLE – one for **students without accommodation for time extension** and the other for **students with a time extension accommodation**. The exam forms will be uploaded onto both assignments, which will be available for a limited time, i.e., during the exam period only.
12. When entering the virtual exam room, please make sure that the username in Zoom is in the following format: first name and last name (in English only). Make sure that the account name on Zoom, both on the computer and on the phone, will be the same as the

name of the examinee. It is additionally advisable to add: "Computer" or "Phone" to each device, so that the supervisor can send a direct message to the correct device.

13. A Zoom connection will occur when the audio and video of your personal computer are running. The volume on your computer can be lowered to prevent distractions.

### **Logging in, identification, and online exam procedures**

14. You must connect, through your Technion User account, 40 minutes before the start of the exam to take part in the identification process. To avoid any doubt, we will not allow students to take the exam who connect with a non-Technion email address.
15. Identification process: upon connecting to the exam room, the supervision team will ask that you present an identification card with a clear picture for identification and verification. For this purpose, your ID card can be a Technion student ID, an ID card (Tehudat Zehut), a driver's license or a passport. Other documents may not be used for identification purposes. In cases in which it is difficult to identify the examinee or in cases in which the student requests to identify himself while maintaining his privacy, the supervisor-in-charge will move the examinee to a private Zoom room for identification. In the event that it will not be possible to identify the examinee, he will not be allowed to participate in the exam and will be considered to be someone who has voluntarily opted out of the exam.
16. Before the exam begins, each examinee will connect to the Zoom room via his computer and smartphone. First, you will connect with the computer camera and, only after all the examinees have entered the room, will you connect through the smartphone camera as well.
17. The identification process will include a number of steps. From the start of the process, or at any stage within it, students who request (preferably in advance) to identify themselves to a supervisor of the same gender, will be able to do so. The identification process will follow these steps:
  - a. Taking a picture/recording of the student's face (it is allowed, and even desirable, to smile 😊). While taking the photo, you should show the supervisor that you are not wearing headphones (an exception will be made for students who have permission from the Dean of Undergraduate Studies to use headphones).
  - b. Photograph/recording of the table and the computer station.
  - c. A photograph/recording of the exam setting (the room, the door to the room, under the table, space behind the computer, etc.). As stated earlier in the document, please pay attention, in advance, to the information that you do not want shared, so that it does not appear on camera.
  - d. If scratch paper or notebook paper are allowed, they should also be shown to the supervisor so that he can verify that they are blank and do not contain any content.
18. After the identification process is complete, your cell phone should be placed somewhere that the recording can capture both you (the examinee) and the computer screen. The



- computer camera must be turned on for the entirety of the exam, such that it is placed in such a way that the examinee's face and workspace are always captured in the picture.
19. During the exam, the supervisor will be entitled to ask again that the student scan the entire room or parts of it. Supervisors are instructed to try to avoid this request, and that such a request for an additional scan only occur in cases that are deemed necessary.
  20. The exam will be recorded in its entirety. The Technion will be permitted to use the recording of the exam, and photographs of the examinees, for the purpose of ensuring exam integrity, and for this purpose only. The photographs/recordings will remain for the period specified in the Technion's procedural guidelines for saving exam notebooks. Afterwards, the files will be deleted.
  21. An exam that includes handwritten responses should be written on blank sheets of paper (it will be necessary to show them to the supervisor before the exam begins). Each answer sheet must include the examinee's student number (at the top), as well as the page number. Do not write your name on the exam pages. Please prepare a sufficient number of numbered pages in advance, with your personal details written on it. Please write in clear, legible, and neat handwriting, and remember that in order to evaluate your responses, we must be able to read and understand your responses.
  22. Questions during the exam:
    - a. Technical questions (malfunctions) or leaving to go to the toilet – If the need arises, please raise your hand (👏) using the hand raise feature in Zoom. The supervisor will contact the examinee through the chat and grant the student permission to write him in the chat. The examinee will then ask the supervisor his question. Do not write anything that is not specifically for the exam supervisor. All chat correspondence will be fully document by the supervisor. If necessary, the supervisor will be assisted by the lecturer who is in charge, the course staff, or by the technical support team that has been designated for the exam.
    - b. Questions related to the exam material – At the start of the exam, the lecturer will clarify how to contact the teaching staff during the exam instructions, both in writing and orally.
  23. The chat will be used solely to contact a lecturer or supervisor. Of course, conversations between the examinees are forbidden.
  24. Getting up or leaving the area that is being recorded by the computer camera during the exam period will only be permitted with the approval of the supervisor or the course staff.
  25. You can go to the toilet during the exam, within reason. Going to the toilet requires permission from the supervisor. A request to go to the toilet should be sent in the chat and only after receiving approval. The supervision staff will do their best to respond to requests as quickly as possible, however, sometimes there may be slight delays due to other examinees departing to use the toilet. Please take this into account and show understanding. The team will try to minimize such delays. Of course, when leaving to go to the toilet, do not take your smartphone – the device must stay connected and must continue to record the exam environment. Upon return, the student must send the

instructor or supervisor a message in the chat that he has returned. If necessary, the supervisor may request that the student provide additional identification by presenting an ID card upon his return to the exam. **Please note that leaving the exam area is a test of trust and integrity. We expect that all students successfully pass this test.**

26. In case of prolonged absence (more than 5 minutes in total) due to a toilet break, or an interruption of the connection of more than 5 minutes or 10 minutes in total, or any other circumstance that the instructor-in-charge deems as unreasonable conduct during an online exam, the supervisor or teaching staff will try to contact the student individually, depending on the nature of the problem or malfunction. In the case of suspicion that there has been a violation of disciplinary regulations, the lecturer-in-charge will be authorized to file a complaint to the Disciplinary Committee. The supervisors will make note of any instances of disconnected connections or departures from the exam environment in their monitoring forms.
27. A student who enters the exam room and had received the password for the exam is considered to have participated in the exam. During the first half hour of when the exam form was provided, the student can choose to not take the exam, even if he has already viewed the exam form. In this case, the student must notify the supervisor that he wishes to forgo taking the exam and indicate this in the designated place in MOODLE during the first half hour. The examinee will **remain under supervision** until the end of the exam, but will not submit the exam, and will not be given a grade for the exam (if it's a Moed B exam, and the student has a grade on the exam in Moed A, the grade from Moed A will be the only exam grade used for calculating the final course grade). A student who does not remain in the supervised exam room until the end (even if he chooses not to be graded), will be considered as a student who has submitted the exam and will be given a grade accordingly.

### Completion and submission of the exam

28. For exams in which handwritten responses are necessary, at the end of the exam (or at the end of each section), the student must scan all of the response sheets and upload them to MOODLE and send them to the email address assigned to the exam (or in accordance with other instructions provided by the course instructor). All uploaded sheets must be clear and legible. It is your responsibility to make sure that all pages have been scanned and that all files have been uploaded. At this point, you can only engage in scanning the pages, and will not be permitted to edit them. Writing during this time may result in being disqualified from the exam.
29. A student who has an accommodation, such that he is approved to have a personal formula sheet in accordance with the guidelines, must attach the scanned formula sheet, which has been pre-signed by the lecturer, to the test documents.
30. The time designated for scanning and uploading files to MOODLE is not included in the time allotted for the exam. During the scanning process, students will continue to have their computer and smartphone cameras turned on so that the examiner will be able to observe this process. Fifteen (15) minutes after the end of the exam, will be allocated to



completing the scanning process. The submission part of the assignment in MOODLE will be locked after this time, and it will not be possible to upload files after this time. Appendix #B provides instructions for scanning and sending the files via MOODLE and via email. A student who does not comply with the supervisor's instructions or does not submit the exam on time risks being disqualified from the exam.

### **Suspicion of violations of exam integrity**

31. In cases in which there is a concern that the integrity of the exam has been violated, the course instructor has the authority to clarify the issue with the student and deal with the issue in accordance with the relevant student regulations. This action is also applicable even if the student was permitted to submit the exam. These provisions do not replace the disciplinary regulations, rather are additions to them.

## Appendix #B

### Instructions for students to create and submit a file in the Moodle system

#### Step 1: Create the submission in PDF format

##### **Option 1: Save images as PDF files (Android device)**

1. Take a photo of your exam using your Android device.
2. Open the image in the photo gallery and, in the file menu, click on "Print".
3. In the print options, select "Save as PDF" and click "Save".
4. Choose a location to save the PDF file and enter a name for the file, in accordance with the instructions that you received from the course instructor. Click "Save".

##### **Option 2: Scan documents using Google Drive (Android device)**

1. Open the Google Drive app.
2. On the bottom left, click the Add icon (+).
3. Select "Scan" from the options menu that opens.
4. Take a picture of the page that you want to scan.
  - **To adjust the scan area:** Click on the crop icon.
  - **To take a new picture of the image:** Click the re-scan icon on the current screen.
  - **To scan another page:** Click the Add icon.
5. To save the final document, click on the Finish icon.

##### **Option 3: Scan documents using Notes (iPhone device)**

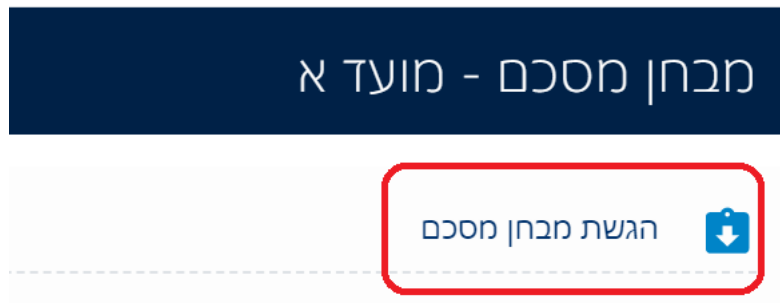
1. Log-in to the Notes app.
2. On the main screen, click on the Add icon located at the bottom of the screen in the middle.
3. On the next menu, select "Scan Documents".
4. Take a picture of the page.
5. Adjust the borders of the scanned page to adjust the area and click "Approve the scan" or "Take another photo" to scan again.
6. The scanned file will be saved in the photo gallery of the device.

##### **Sending the scanned file**

1. The scanned file must first be uploaded to the MOODLE system, which locks 15 minutes after the end of the exam. You can upload the document directly through a computer cable, via Bluetooth, via Air Drop, via Google Drive, or through your personal email.
2. Immediately afterwards, email the file directly to the email provided to you as part of the exam details.

## Step 2: Upload the exam file to the MOODLE system

1. On the main page of the course website, click on the assignment (submission of the final exam):



2. On the page that opens, you can view the details of the assignment and the status of your submission. Click "Add submission":

הגשת מבחן מסכם	
מצב הגשה	
מצב ההגשה	אין נסיונות
מצב מתן הציון	לא ניתן ציון
עד לתאריך	00:00, 3/07/2020
הזמן שנותר	6 ימים 10 שעות
עדכון אחרון	-

הערות סטודנט להגשה  
הערות (0)

הוספת הגשה

טרם הגשתם את המטלה

3. Upload the submission file (you can drag the file directly from a folder on your computer to the upload area with the blue arrow, or you can click on the blue arrow and use the file selection window on the computer/smartphone):

הגשת מבחן מסכם

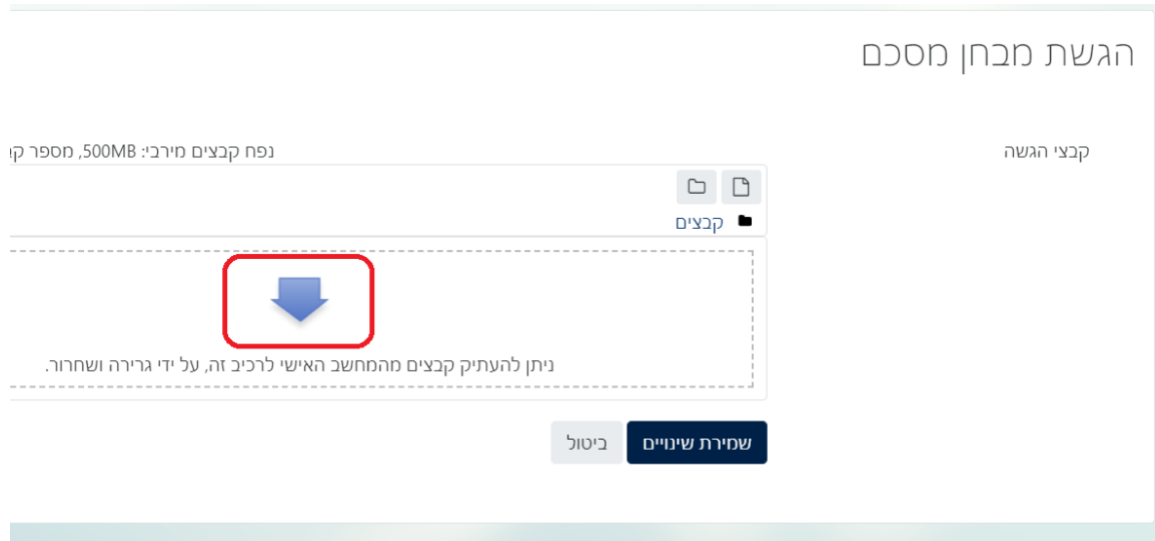
קבצי הגשה

נפח קבצים מירבי: 500MB, מספר קו

קבצים

ניתן להעתיק קבצים מהמחשב האישי לרכיב זה, על ידי גרירה ושחרור.

שמירת שינויים ביטול



- Next, make sure that the name of the file matches the name of the file that you intended to upload and save it by clicking on “Save Changes” at the bottom of the screen.

הגשת מבחן מסכם

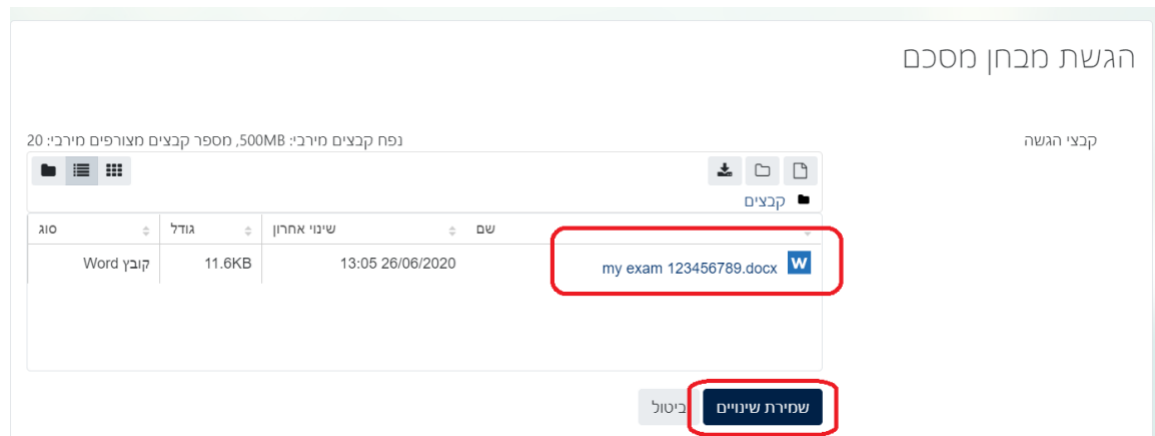
קבצי הגשה

נפח קבצים מירבי: 500MB, מספר קבצים מצורפים מירבי: 20

קבצים

סוג	גודל	שינוי אחרון	שם
קובץ Word	11.6KB	13:05 26/06/2020	my exam 123456789.docx


שמירת שינויים ביטול



- Check the submission status on the next window. You can replace the file at this point by clicking on “Edit Submission” or you can delete the file completely by clicking on “Delete Submission”.

Pay attention! If the “Submit Assignment” button appears, you must click on it.

מצב הגשה

הוגש למתן ציון	מצב ההגשה
לא ניתן ציון	מצב מתן הציון
00:00 ,3/07/2020	עד לתאריך
6 ימים 10 שעות	הזמן שנותר
13:05 ,26/06/2020	עדכון אחרון
13:05 ,26/06/2020	קבצי הגשה
+ my exam 123456789.docx  יצוא לתיק-עבודות	
הערות סטודנט להגשה	
(0) הערות	

מחיקת הגשה

עריכת ההגשה

ניתן לכצע עדכונים בהגשה שלך

## Appendix #C

### Exam guidelines for students in MOODLE

After logging on to Zoom and the supervisor has taken attendance, go the course website on Moodle and find the appropriate exam area.



In the first stage, you will be asked to sign a declaration of exam integrity and a confidentiality waiver. Click on the link and you will be taken to the following screen:

### חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע

שלב זה הינו חובה. ללא אישור ההצהרות לא ניתן לגשת לבחינה.

(המינוח "בחן" בעמוד זה מתייחס לשאלון החתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות עצמו, ולא לבחינה.)

הבחן יפתח ב-24/12/2020, 08:30

בחן זה יסגר ב-24/12/2020, 10:00

חובה עליך לדעת את הסיסמה כדי לנסות ולפתור את בחן זה.

שיטת מתן הציון: נסיון מענה אחרון

התחלת ניסיון מענה

This stage is mandatory. Without confirmation of the declaration, you will not be able to access the exam.

(The word "quiz" on the screen refers to the declaration of exam integrity and a confidentiality waiver, and not to the exam.)

Click on "Begin the quiz". In the next step, you will be asked to enter a secret password, which will be sent to you by the supervisor in the Zoom chat.



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## פרופסור חוסאם חאיק

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לימודי הסמכה



Enter the password and click "Begin the quiz".

The next step is to confirm both parts and press submit.

Next, return to the exam area on the main page of the course, where you will be able to access the exam itself (it may be in the format of an exam, an assignment, or a combination of the two).

## Appendix #D Forgoing the exam

### בחן אמצע

- חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע 
- ההצהרות אושרו בהצלחה, כעת ניתן לגשת לבחינה. בהצלחה!**
- וויתור על בחינה** 
- שאלות רב ברירה - בחן אמצע 
- שאלות פתוחות - הגשה - בחן אמצע 
- שאלות לסגל ההוראה במהלך המבחן - בחן אמצע 

Students can forgo the exam during the first half hour of the exam.

## וויתור על בחינה

סטודנטים יכולים לוותר על בחינה במהלך חצי השעה הראשונה של הבחינה.  
על מנת לחתום על וויתור יש לסמן "נכון" בשאלה.

נסיגות מותרים: 1

הבוחן יפתח ב-5/01/2021, 09:30

בוחן זה יסגר ב-5/01/2021, 10:00

התחלת ניסיון מענה

In order to sign that you forgo the exam, you must mark "Correct" in response to the question, "I voluntarily forgo this exam and am aware of the implications of this action, as is outlined in the online exam regulations, Section 27":

אני מוותר על בחינה זו מרצוני האישי ומודע להשלכות של מעשה זה כפי שכתוב בהנחיות לבחינות המקוונות סעיף 27.

יש לבחור תשובה אחת:

כן

לא-נכון

סיום הבוחן...

שאלה 1  
שאלה זו טרם נענתה  
ניקוד השאלה: 1  
סימון שאלה

The following screen is a confirmation of forgoing the exam.

**בחן אמצע**

חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע

**הצהרות אושרו בהצלחה, כעת ניתן לגשת לבחינה. בהצלחה!**

וויתור על בחינה

**בחרת לחתום וויתור על הבחינה.**