



Exam Policy Handbook 2021-22

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The purpose of this policy document is to establish and publicize all the Bar-Ilan University rules and regulations regarding examinations held at Bar-Ilan and at colleges in which Bar-Ilan conducts academic activity. Bar-Ilan reserves the right to amend 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 document has been drawn up by the Vice-Rector in cooperation with the Chief Officer for Student Affairs and the Student Union.

1 Exam periods and make-up exams (*moeds*)

- 1.1 Every course that holds a final exam for determining the course grade will also hold a second such exam (*Moed Bet*); any student who did not take the first exam (*Moed Aleph*) or who scored 70 or below, is entitled to a Moed Bet exam.

A student who scored 71 or higher may register for grade improvement in Moed Bet until one week before the exam.

Students who wish to register for Moed Bet less than one week before the exam, may do so under the conditions indicated in the Exam Office guidelines on the Bar-Ilan website.

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.

2 Exam date announcements

- 2.1 The exam schedule is arranged by the departments and is based on their requests, in collaboration with the Exam Office.
- 2.2 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.
- 2.3 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.
- 2.4 The exam schedule is publicized in the In-Bar portal.
- 2.5 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. That schedule is then the final one.

After the schedule is finalized, in exceptional cases only, and based on departmental request, changes may be permitted only by agreement of 100% of course participants. Changes will be made up to three weeks before the end of the semester. Requests beyond that change period will be 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 such changes may be submitted only through the department, which is responsible for forwarding them to the Exam Office. Requests and initiatives received by the Exam Office directly from students will not be considered.

At the end of the change window, the finalized exam dates are posted by the Exam Office on its

website. Note that Bar-Ilan University reserves the right to change exam dates, 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 individually. It is the responsibility of each and every student to follow announcements and remain informed about changes in exam dates. The dates that are binding are those shown on the website only.

3 Course tasks

- 3.1 The course syllabus is published on the Bar-Ilan website by the instructor. The syllabus must contain a description of the course, its learning products 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.
- 3.2 Instructors are entitled to change the task components and their relative weighting during the semester, but only by agreement of all registered students.
- 3.3 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).
- 3.4 Consequently, task components and their relative weighting may not be changed after grades have already been fed into the system, of course.
- 3.5 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 was taken.

4 Exam questionnaires

- 4.1 Submission of exam questionnaires is the responsibility of the instructor.
- 4.2 Exam structure (question format, duration, auxiliary material) is to be identical for all Moeds; similarly, the discrepancy in exam difficulty between exams of the different Moeds should be minor.
- 4.3 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 exam.
- 4.4 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.
- 4.5 Exam framework (classroom-based or online; question 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.

5 Exam duration

- 5.1 Time allotted to exams shall be indicated on the exam questionnaire, and in general should not exceed three hours. An instructor may not grant an extension during the exam, and thus should establish an appropriate exam duration in advance.
- 5.2 Exams longer than three hours are to be held in the third time block only or on Friday in the first

time block (9:00 AM), subject to the decision of the Exam Office.

6 Exam questionnaire header

- 6.1 Every exam questionnaire must include an exam information header specifying the course number, course name, semester (fall or spring), Moed (Aleph, Bet or special), instructor name, 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.

7 Auxiliary material

- 7.1 The instructor must specify one of the following on the exam questionnaire:
- No auxiliary material of any kind is permitted.
 - Unrestricted use of auxiliary material is permitted.
 - Permitted material, printed and clearly defined, such as: a Bible without commentaries, a catalogue of judicial rulings, a source book, literary works, etc.
 - Auxiliary material provided in advance by the instructor to the Exam Office with the exam questionnaire (for example, a formula sheet).
- 7.2 Use of laptop computers during classroom-based exams is prohibited and is not open to instructor discretion.
- 7.3 Exams may not be taken on computers in campus computer rooms.

8 Instructor attendance at exams

- 8.1 Instructors or their representatives must visit each classroom in which their exam is held, in both Moeds, including in the “social involvement” rooms or 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.
- 8.2 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.
- 8.3 Telephone availability does not serve in any way as a substitute for being present at the exam.
- 8.4 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. The exam will be held in a special Moed in the same semester.

The grade obtained in the latest Moed is the one that counts toward the final grade.

- 8.5 Note that in Moed Gimmel and other special Moeds, instructor attendance at the exam is not mandatory. 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.
- 8.6 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, instructor

attendance at the exam is required even if students did not register at least seven days prior to the exam.

- 8.7 In **online exams** the instructor must be available via exam chat for at least 60 minutes to answer student questions during the exam. For large classes of over 100 examinees, a teaching assistant should be made available to answer questions as well.

9 Student exam rights

- 9.1 A student who is not registered for a course may not take its exam. An individual exam schedule appears in the In-Bar portal on the Bar-Ilan website.
- 9.2 Exam classroom assignments appear on the individual exam schedule in the In-Bar portal two days prior to the scheduled exam date. The information will be sent to students via email two days before the scheduled exam date.
- 9.3 Many 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 at least 80% of course lectures – shall be considered as having given notice of course withdrawal; the instructor is authorized not to grade their exam without advanced notice, even if the student came to the exam.
- 9.4 Students who have not paid their tuition will not be permitted to take exams, and must make arrangements for tuition payment prior to their exam. Student 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 (“*shema*”) (Area 502 – Building 19).
- 9.5 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 send email to t1m.office@biu.ac.il immediately.

10 Exam procedures

- 10.1 Bar-Ilan University’s disciplinary code, including disciplinary violation during exams, appears on the Academic Secretariat website. It is incumbent upon all students to read the **disciplinary code**.
- 10.2 Upon entry into the exam classroom, students should 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.
- 10.3 Students who are handed an exam questionnaire and then choose not to take the exam, must wait 30 minutes in the classroom, and will receive a failing grade. This policy applies to exams in every exam Moed.
- 10.4 Restroom breaks / lactating students
- 10.4.1 By policy, no restroom breaks are permitted for exams up to two hours long. Based on a request by the Student Union, however, a decision was made to retain the previous policy for a trial period, whereby 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. If cheating levels remain high as they were last year – this clause will be reinstated immediately.

10.4.2 Pregnant women may take restroom breaks at any time, and are eligible for an additional 15 minutes per each hour of exam duration. Such students must have a pertinent medical authorization, to be presented to the proctor before the exam.

10.4.3 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 additional 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.

10.5 Upon entry into 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 document.

10.6 **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 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. Violation of proctor instructions is a violation of the disciplinary code and may result in filing of a complaint with the Disciplinary Committee.

10.7 **Disciplinary offense and exam fraud** – Students suspected of having prohibited material in their possession, copying, disrupting, 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 another, and the student may continue to take the test in the new booklet. The student 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's 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.

10.8 Students are permitted to enter the exam room with noise-reducing 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. Ear devices that cover the entire ear or ones connected by a wire may **not** be brought into the exam room. If a student violates these instructions, the proctor may file a disciplinary complaint against them.

10.9 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 of a complaint filed due to a disciplinary violation.

10.10 **Online exams** that use the Tomax platform are to be filmed by the student, with the system producing a credibility report. These 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.

10.11 **Cameras** – The student is responsible for verifying that the front camera is directed in such a way that their face is visible during the online exam, and that the side camera, if such is required in the particular exam, is directed at the desk and computer screen.

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 Special requests for online exams

11.1 Submitting a request for Tomax-based exams on Bar-Ilan campus computers – For online exams held remotely, students may request within a time frame determined by Bar-Ilan to be tested on campus, in accordance with conditions to be determined.

11.2 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.

Requests are to be submitted up to one month before the start of the exam period.

Late requests will not be considered.

12 Grades

12.1 Instructors must submit exam grades to the Exam Office within 12 business days from the exam date.

12.2 Submission of grades for assignments

12.2.1 Assignments submitted as weekly homework must be returned (with a grade, where

relevant) up to two weeks from the date submitted.

- 12.2.2 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.
- 12.2.3 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).
- 12.3 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 stated explicitly in the course syllabus, announced explicitly to the class (preferably in writing), and reported to the Exam Office, also when submitting grades for a multiple choice exam. Note that all criteria for passing the course must be stated explicitly in the course syllabus.
- 12.4 Grade submission lateness – Instructors who do not submit their Moed Aleph grades up to one week 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.
- 12.5 Assignment instead of an exam
 - 12.5.1 Students receiving approval (by the Status Office or the School of Graduate Studies) to submit an assignment instead 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.
 - 12.5.2 In general, approval for an assignment instead 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.
- 12.6 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.
- 12.7 Assignment submission date, determining 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.

12.8 “Appeal policy” – see Section 15 below.

13 Posting of grades

13.1 Grades are posted to students on the Bar-Ilan website in the **personal area**. Final grades are also sent via personal email. Grades are not to be posted on bulletin boards or on websites such as the course website or distance learning website.

13.2 Final grades may be seen by students in their **personal area** on the website.

13.3 If the final grade is unavailable, the grade will be marked as an “interim grade” and will not be sent via email. Only final grades are sent via email.

14 Grade distribution reports

14.1 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.

14.2 When the grade is finalized, the course is sent for statistical distribution calculation as well as ranking (student grade position relative to others).

15 Appealing exam grades

15.1 Procedure for submitting an appeal for an exam grade

15.1.1 Students may appeal a grade they received for an exam or an assignment, within 14 days from the date of grade posting.

15.1.2 Students may appeal a grade for any exam so long as they reviewed the exam booklet or assignment prior to submission of the appeal.

15.1.3 Students who wish to appeal their grade are entitled to see their exam. 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 **personal area** on the Bar-Ilan website.

Viewing is free of charge for all students who have paid social services fees. Attached are the **guidelines** on exam booklet scanning.

15.1.4 If an exam grade has been appealed, the instructor may choose to regrade the entire exam booklet.

15.1.5 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.

15.1.6 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.

15.1.7 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.

- 15.1.8 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 had been reviewed and graded by the instructor.
 - 15.1.9 Results of an appeal are to be sent to the student within two weeks of the date of appeal submission (departmental / faculty responsibility).
 - 15.1.10 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.
 - 15.1.11 Students may also request review of the questionnaire and student answers in the case of a multiple choice exam. The instructor, however, is not required to disclose the exam questions to the student issuing the appeal. 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.
- 15.2 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.



16 Lost exam booklets

- 16.1 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:
- 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.
 - 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.
- 16.2 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:
- Leaving the grade as is (in such a case the student need not take any action).
 - 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.
 - 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.
- 16.3 The department must notify the student and forward the 'pass' grade to the department head and to the Exam Office to be entered into the system, within two weeks from the date of notification of the lost exam booklet.
- 16.4 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.

17 Quizzes

17.1 Moed Bet / grade improvement quiz

- 17.1.1 For courses that hold quizzes that contribute at least 20% to the final course grade, one of the following options must be made possible:
- Allow the students an option for Moed Bet.
 - 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.

17.2 Student exam rights

- 17.2.1 A student who is not registered for a course may not take its quiz.

17.3 Quiz dates

- 17.3.1 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.

17.3.2 Surprise quizzes or Moodle-based online quizzes may also be conducted.

17.4 Quiz content

17.4.1 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 exam dates, with the exception of surprise quizzes.

17.5 Quiz procedures

17.5.1 A quiz should not exceed two hours in duration.

17.5.2 A student who is late to 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.


17.6 Items 6, 7, 8 and 12.1 above apply to quizzes as well (where appropriate).

17.7 Appealing quiz grades

17.7.1 Students 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.

17.8 Exam accommodations

17.8.1 Students eligible for an exam time extension are also eligible for that extension for quizzes.

 **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.**

 **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.**

