

Dear Students,

we would like to clarify the main rules of conduct during exams:

1. Assignment to the exam room will be sent to you by sms messages approximately one hour before the exam and there will be signs on the bulletin board on the entrance floor in the Radzyner Administration Building.
2. Arrive at the exam room at least 10 minutes before the start of the exam and have in your possession an identification card: student card; id; driver's license or passport (**identification by means of a photo of an id on a cellphone is not possible**).
3. Entrance of a student into the exam room later than 20 minutes after the start of the exam is **absolutely prohibited**.
4. Register with the proctor and read and sign the "disciplinary guidelines during an exam" form before each exam.
5. An examinee who has entered the exam room and received the exam is considered to have taken the exam on that date. Should the examinee decide that he is not writing the exam his grade will be 0. The examinee will be entitled to leave the exam room only after 30 minutes from the time the exam started and after returning the exam notebook and questions to the proctor.
6. It is absolutely prohibited for a student to **have in his possession** a cellular phone or any other electronic device, including **smart watches** (on or off) in the exam space. This prohibition is comprehensive and includes having a telephone/device, inter alia, on the person's body, on the table, or in the satchel placed next to the examinee. The exam of any student caught during an exam with a telephone/device in his possession contrary to these guidelines will be disqualified even if it was not used by the student.
7. It is forbidden to use any material other than that permitted in accordance with the guidelines of the IDC and of the lecturer inside or outside the room. The use or having forbidden material constitutes cheating on an exam and might result in suspension from studies.
8. Student's satchels will be piled on the side of the exam room, and they will not be accessible throughout the exam.
9. Every student, if instructed is obligated to fulfill the instructions of the proctors including instructions to identify oneself to them or instructions to change places in the exam room. Students are prohibited from passing material from one student to another or to speak to each other during the exam without prior permission from the proctors.

10. During the first 30 minutes and the last 30 minutes of the exam permission to leave the exam room will not be given. Afterwards permission will be given once an hour. The proctors are entitled to supervise and direct the student to any restroom they deem suitable. The student must sign the "exit to restroom" form upon exiting the room and upon reentering it. Punishment for the offense of cheating outside the exam room, including in the restroom, will be suspension from studies for eternity, with the remark "serious cheating" on the grade sheet.
11. The exams are anonymous and do not place any identifying detail on the exam, excluding your I.D. and notebook no. The answers should be written in black or blue ink. Answers shall not be written with a marker or on the other side of the page because the exams are scanned in black and white on one side of the page only.
12. A dictionary (English/mother tongue) can be brought to exams that are administered in English only or exams in Hebrew that include an article/question in English. The dictionary must be clear of any writing. In addition, a standard electronic dictionary that can be silently operated (the dictionary only includes words, without internet connection and not ipads) can be brought to the exam).
13. Computers cannot be used as sources of information on exams in which books or other "open" materials are permitted.
14. A closed plastic bottled drink and a small snack bar/chocolate/chewing gum/candy only can be brought to the exam.
15. **Online exam** – Student must stay connected to the exam zoom link **with two cameras on** and directed towards him/her throughout the entire exam. The exam will end in the time allotted with an extra **10 minutes only** designated for scanning and uploading the exam file to the course site.
16. **No changes will apply** to courses in which a summary paper or a home exam was determined as the final assignment.

The IDC Administration reserves the right to use additional means of supervision and disclosure to those currently customary in order to prevent the phenomenon of copying and cheating on exams.

We wish everyone great success on the end of semester exams
The Examination Department