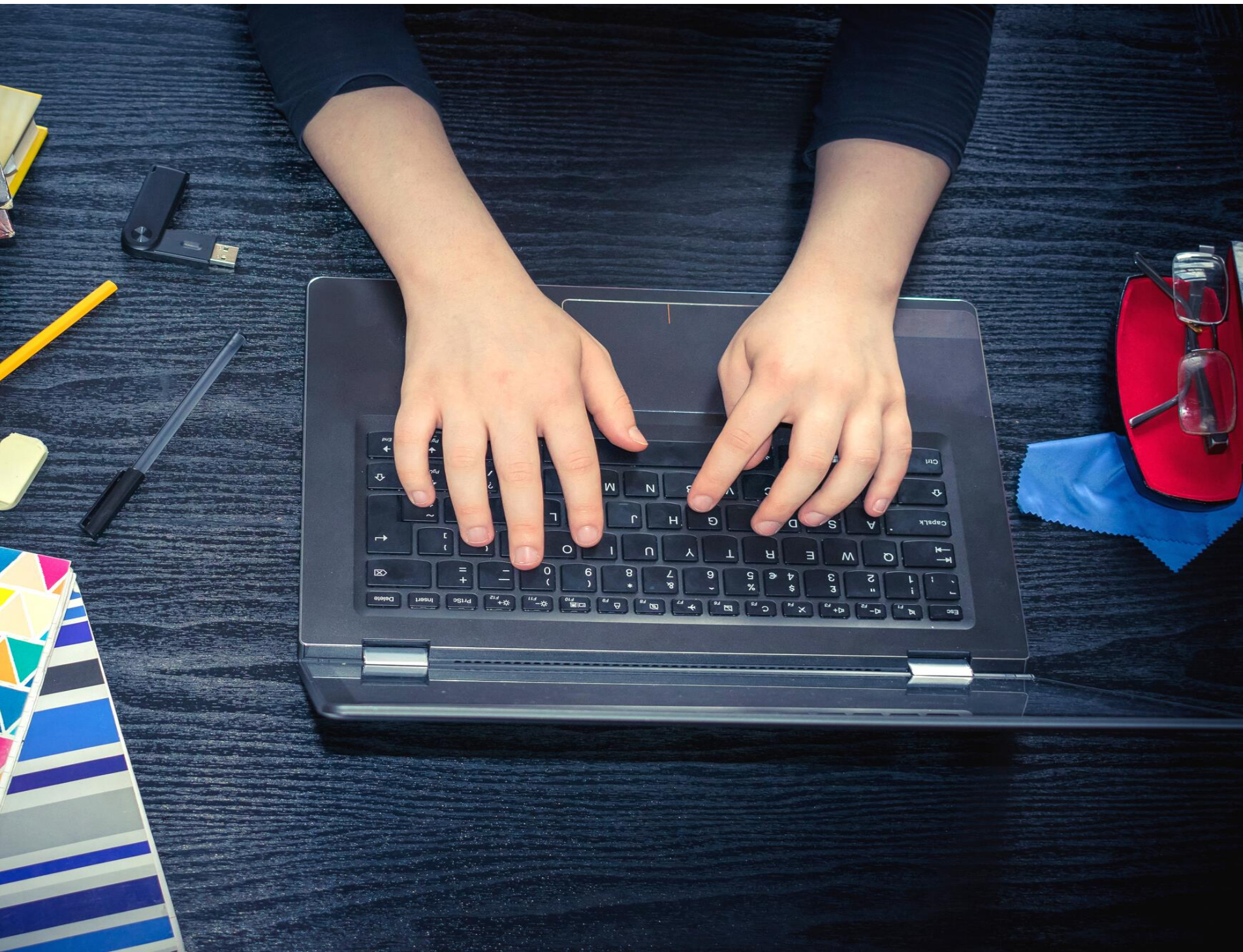




**Innovation in Teaching & Learning**

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# Online Exams

The Complete  
Guidebook

## In this Guidebook You Will Find:

- [Message from TAU Management](#)
- [How to take an online exam](#)
- [Preparations one week in advance](#)
- [Preparing your Zoom workstation](#)
- [Connecting to Zoom and ID verification](#)
- [What happens once the exam has begun?](#)
- [What should I do if I have a question?](#)
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- [What happens at the end of the exam?](#)
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Dear Student,

Exam time is always challenging and all the more so when exams are online.

To facilitate the online testing experience, we have included instructions and technical guidelines in a single Guidebook.

Familiarity with these rules will help you cope with online testing, while at the same time adhering to the honor code.

# Dear Students,

On behalf of TAU's management and faculty, we would like to thank you for your patience and resilience during this difficult time. Distance learning is a challenge for everyone involved, and we all look forward to return to normalcy.

TAU makes every effort to protect your rights as students. This includes ethical behavior during exams and the validity of your academic degrees. Respecting the honor code during exams is fundamental for the reliability of assessment in an online environment. We have no doubt that you understand the importance of a procedure that faithfully reflects your achievements and your hard work during the semester.

At the same time, we are aware that online exams may challenge personal integrity and lead to momentary lapses in ethical behavior. The purpose of these recommendations is to help you maintain the honor code and understand the consequences of any violation. TAU ascribes the utmost importance to personal integrity and will take severe measures in the case of any violations.

For your convenience here are instructions for conduct during an online exam that is proctored via Zoom. Please note that you cannot take an exam without first identifying yourself on Zoom. Academic units may adapt these instructions to their specific needs. Please address any questions to your academic unit's office. Detailed instructions regarding exams on campus will be sent by the relevant unit.

Students entitled to special accommodations or students with disabilities that prevent them from taking the exams as required should inform their academic unit.

**We wish you good luck and good health!**

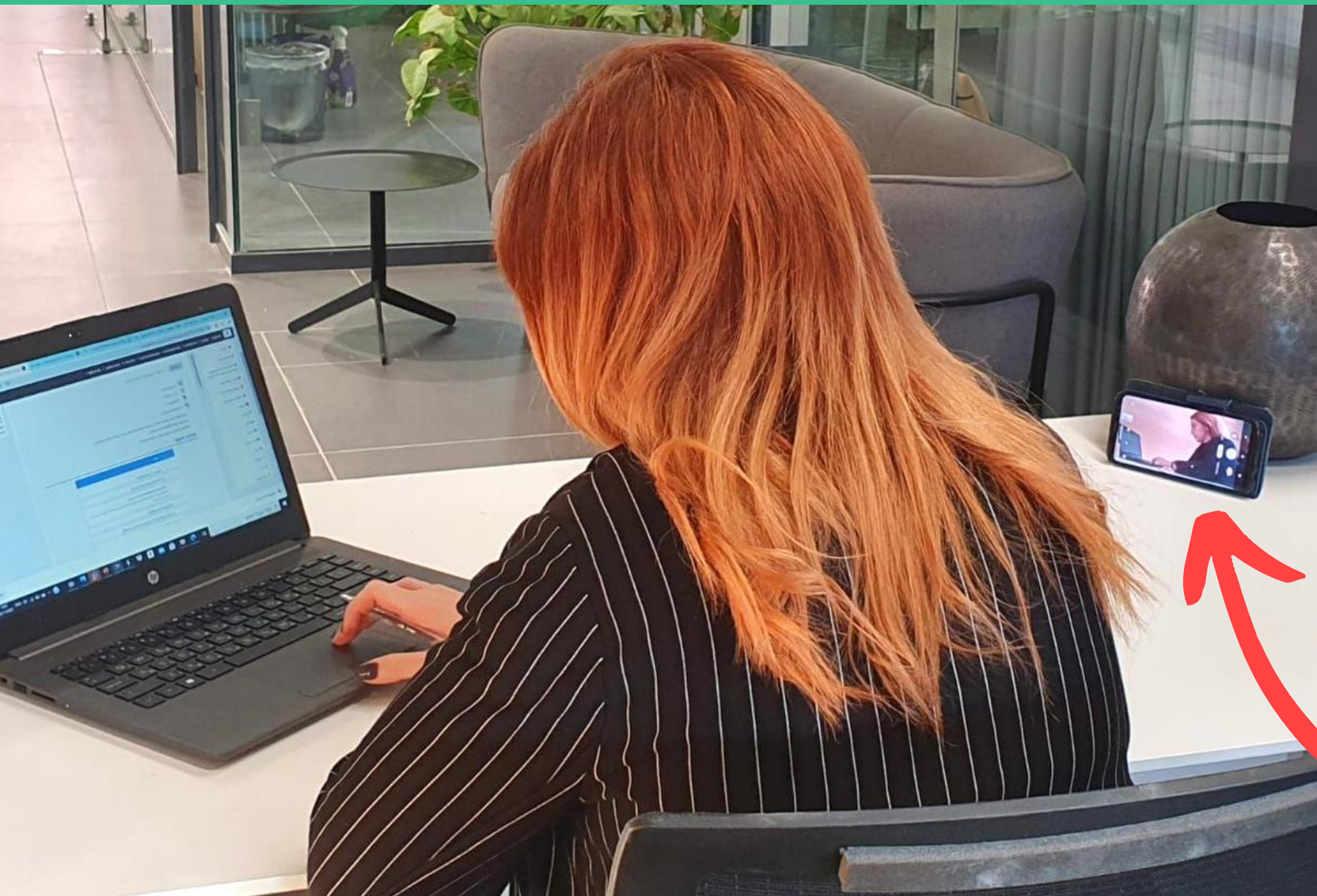
# How to take an online exam

Exams are held on the Moodle platform, on a **PC/laptop**.

At the same time **Zoom\*** must remain open on screen for supervision purposes.

\*Install the latest Zoom version on your device.

● ● ●  
**Don't forget to bring chargers and connect your devices to a power supply!**



**1**

Make sure you have access to your course's Moodle website.

If any problems arise, call your academic unit.

**2**

Prepare in advance:

- Two electronic devices,
- A stable internet connection (cable rather than WiFi),
- A quiet room where you can close the door.

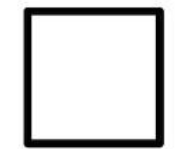
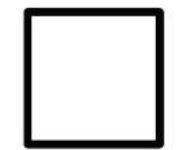
If you are unable to organize an exam environment, you must notify your academic unit by January 1, 2021. The office will help you find a place on campus where you can take your exams, in accordance with the Purple Badge regulations.

**3**

Make sure that the latest version of Zoom is installed on the device to be used for supervision. Exams can be accessed only from registered accounts.

You cannot take exams without connecting to Zoom!

# Up to two weeks before exam time



You will receive an invitation to the virtual classroom through Moodle, with an emergency number you can call if you have technical difficulties during the exam.



**One week  
before the  
exam**



**1**

Connect to Zoom via one of your two devices – not the one you will use to take the exam. Make sure that you have chargers for both devices.

**2**

Place the second device so that the image is horizontal. Make sure that your head and hands, your work surface (cleared of all objects) and the screen of the exam computer are visible on the supervision screen.

**3**

The second device must remain in a fixed position throughout the entire exam. It must not be touched, unless you need to contact the exam supervisor.

**4**

If you do not set the camera angle as required, your exam will be invalidated and will not be graded.

# Preparing your Zoom workstation



# Zoom workstation

Another device  
Connected to  
Zoom with a  
clear view of  
head, hands,  
work surface  
and screen



Table clear of  
all objects

Exam PC





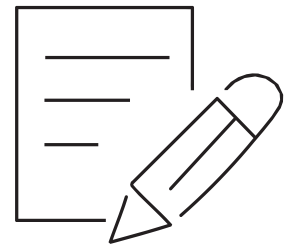
# Don't be late!!

You cannot enter the exam after  
the scheduled time

Connect to Zoom from a registered account 45 minutes  
before the beginning of the exam and wait patiently in  
the waiting room until the exam supervisor lets you in.



# Connecting to Zoom and ID verification



## ID verification

When entering Zoom write your name in English as it appears in the Moodle system.



## ID

You must present an ID with your full name and photo (ID card/driver's license/student card).



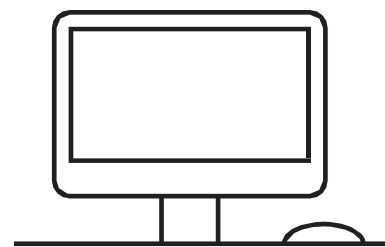
## Phone number

You will be asked to confirm your phone number, through which you can be contacted if needed during the exam.

## Face exposure

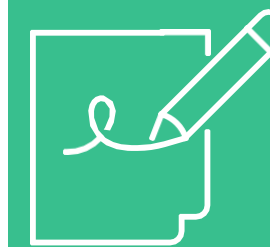


You will be asked to show your face, especially your ears, to verify that you are not using a headset.



## Exam environment

You will be asked to show your exam environment, work surface and PC workstation.



## Writing paper, drafts, reference materials

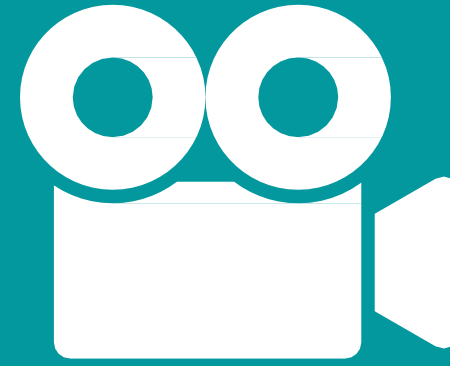
If reference materials may be used, you will be asked to present them. If writing/draft sheets are permitted, you will be asked to show that they are numbered and blank, and that your ID number is written on them.

## End of ID verification

Once the identification process has been completed, place your supervision device in the position you prepared and wait for the supervisor's approval. Now wait for the exam to begin.

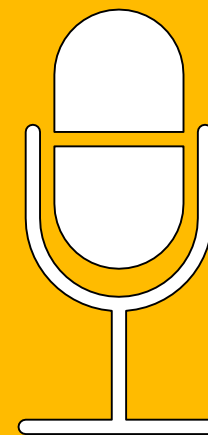


## Camera



Do not turn off the camera at any stage - from ID verification to the end of the exam.

## Audio



The audio and microphone must be turned on (not on mute). Sound volume may be reduced to prevent any disturbance.

- To access the exam, enter Moodle and confirm the [Honor Code of Exams and Privacy Protection Statement](#)
- The entire exam will be recorded.

\* TAU may use the exam recordings and videos of students taking the exam solely to ensure that the honor code has been followed.

# The exam begins



# Do



During the exam you must remain connected to the camera with the microphone switched on.



Throughout the exam you must be alone in a closed room.

# Don't



Do not use Chat or any other means to contact anyone apart from the exam proctor, technical support personnel or the lecturer/teaching assistant.

# Questions during the exam



**Request to use the restroom:**  
Write a Chat message to the proctor

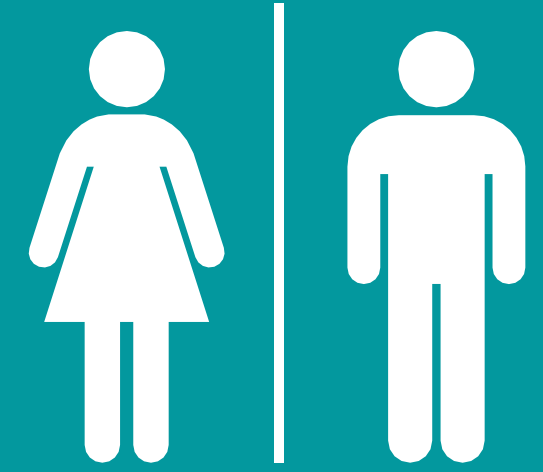
**Technical questions:**  
Write a Chat message to the proctor

**Questions about exam materials:**  
Write a message to the lecturer through the channel specified by the lecturer

**Problems with Moodle:**  
Write a message to the lecturer

**Emergencies (such as internet failure):**  
Immediately call the number that appears on the invitation to the virtual classroom. Any delay may result in the invalidation of your exam.

# Using the restroom



## **If the exam is under 90 minutes you cannot use the restroom**

\* With the exception of students receiving extra time, who may take longer to write the exam, and students with medical permission to use the restroom frequently

## **When the exam is longer than 90 minutes**

- Write the proctor a Chat message asking to use the restroom.
- You have 5 minutes to use the restroom.
- While you are away, leave the device connected to Zoom in the exam workstation.
- When you come back the supervisor may ask you to show your exam environment again before resuming the exam.

## Procedures for submitting the exam:

- Submit the exam on Moodle
- Inform the proctor on Chat that you have submitted the exam.
- The proctor will ask you to show the computer screen.
- Do not disconnect Zoom until the exam is over.
- The exam will shut down automatically when the designated time is over.

\* If you are allowed extra time the exam will shut down when the designated time is over.

# End of exam





- You must follow the exam honor code for ethical test behavior.
- Protect the privacy of other students.
- The proctor is required to ensure that the honor code is respected and may ask you to scan the room again or focus your camera on the screen. Please comply.
- If the honor code has been compromised, your academic unit will be informed and disciplinary procedures will be activated.

# The Exam Honor Code



## Scanning a handwritten exam

- You must prepare in advance an additional device to be used for scanning (such as an extra cellphone).
  - Notify the proctor via Chat that you have finished the exam before scanning it.
  - You have a maximum of 15 minutes to scan the exam and upload it to Moodle or send it as a PDF to the lecturer through the agreed-upon channel.
  - While scanning you may not disconnect Zoom or change the exam form.
  - Use a scan app on your smartphone ([Examples of scan apps](#)).
  - When you have finished scanning notify the proctor through Chat.
  - Show the supervisor the screen with confirmation that the exam was submitted including time of submission.
- \* The caption "[Submitted for grading](#)" will appear on Moodle.

## How to ensure a quality scan

- Write on blank or lightly lined paper.
- Use a black or blue pen.
- Scan to another file using a scan app, rather than taking shots with your smartphone's camera.
- Practice using the scan app before the exam.
- When you have finished scanning make sure that all pages are fully scanned and right-side-up.
- Before submitting the exam make sure that the pages are legible and appear in the correct order.

# Warmly recommended



## Hide yourself

If seeing yourself on Zoom distracts you, use the [Hide Myself](#) option

## Do not disturb

Hang a sign on your door before the exam



Study for the exam





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**Good luck on your exams!**



# **Honor Code for Exams and Privacy Protection Statement**

**This exam is a home exam. Full trust is placed in the student. I undertake to respect the honor code in accordance with ethical behavior and the university's specific guidelines. I am aware that cheating or helping someone else cheat on the exam violates the honor code and is an ethical offense. I declare that I will answer the exam questions independently and will not use any forbidden reference materials.**

**I give my consent to taking the exam in my home, using a personal computer, and agree to be filmed throughout the exam (starting 45 minutes before the beginning of the exam) on Zoom. I also agree to have the exam recorded. The recording will be accessible only to the Faculty office, the course lecturer and teaching assistants, the Dean and Vice Dean, and if needed, the university's disciplinary authorities. The recording is intended solely to ensure compliance with the directives of the Disciplinary Bylaws – Students (2005). The recording will be kept at the accepted level of security in the university's exam system. Ultimately, the recording will be deleted in accordance with the exam saving directive as it appears in university regulations. I promise to protect the privacy of any third party.**

**The statement above does not detract from any student obligations based on university bylaws, and specifically disciplinary bylaws.**

**I am aware that any student who does not agree to comply with this statement will take another exam on another date in accordance with the university's decision.**

**I confirm the statement above and agree to take the exam online according to the directives.**

# Scanning instructions

## Scanning documents with Google Drive (Android devices)

1. Open the Google Drive app.
2. On the bottom left, press Add.
3. Choose Scan on the option menu.
4. Scan the page.
  - a. Set the scanning area by pressing the Cut icon.
  - b. To repeat the scan press the Rescan icon.
  - c. To scan another page click the Add icon.
  - d. To save the final document press the End icon.

## Saving pics as PDF files (Android devices)

1. Take a photo of the exam with your Android device.
2. Open the photo in your Gallery and press Print on the file's menu.
3. Under Printing Options choose Save as PDF, then press Save.
4. Choose a location for the PDF file and enter a filename according to the lecturer's instructions. Press Save.

## Scanning documents with Notes (iPhone devices)

1. Open the Notes app.
2. In the main window press the Add icon at the bottom.
3. Press the Camera icon and choose Scan Documents.
4. Scan the page.
5. Set the borders of the scanned page to adjust the area and press Save Scan or Rescan as needed.
6. Press the icon in the upper right corner to send the document to your own email.

\* Scan apps such as Adobe Scan, Cam Scanner or Microsoft Lens may also be used.

## Instructions

To hide your video from your own display:

1. Start or join a Zoom meeting. The meeting automatically begins in Speaker View and you can see your own video.
2. Right-click your video to display the menu, then choose **Hide Myself**.



You no longer see the video of yourself, even though others in the meeting can see the video of you.

