

January 20, 2022

Dear Students,

**Subject: 2021-2022 Winter Semester Final Exams**

Below are several details regarding the upcoming exam period.

In accordance with an assessment of the situation regarding the number of confirmed cases and individuals in quarantine, the 2021-2022 Winter Semester final exams will occur in accordance with Option A, as specified in the letter from the Senior Executive Vice President dated January 20, 2022, which includes the following main points:

- Undergraduate studies will set exams for all undergraduate-level courses, for three exam dates (date 1, date 2, **reserves-corona exam date**).
- The exam conducted on the reserves-corona date will be identical in structure to the exam conducted on the first (Moed A) and second (Moed B) exam dates. In exceptional circumstances, and at the discretion of the lecturer, a deviation from this instruction will be permitted with the approval of the Dean of the Faculty and provided that the number of examinees taking the exam on the reserves-corona exam date does not exceed 5.
- The reserves-corona exam date will occur during the first three weeks of the spring semester, in the afternoon, in parallel with the teaching period. The exam schedule for the reserves-corona exams will be published in mid-February.
- Students shall pre-register to take the exam on the second exam date and the reserves-corona exam date. Registration will be open to 5 working days before the exam date<sup>1</sup>.
- Undergraduate studies will schedule exams in such a way that there will be at least 10 calendar days in between exams for the same subject.
- **Note** – A student who takes all three exams in the same subject will receive a score of 0 on the third exam (and the last score earned will be the final score).
- Special exams, in accordance with reserve duty procedures, will be incorporated into the framework of the reserves-corona exam date. Special circumstances (e.g., a student who missed one exam due to quarantine and another exam due to reserve duty) will be handled on a case-by-case basis and students who served in the reserves will be provided with an appropriate and prompt solution.
- Exam Dates:
  - First Exam Date (Moed A): Jan. 31 to Feb. 22
  - Second Exam Date (Moed B): Feb. 27 to Mar. 15
  - Reserves-Corona Exam Date: Mar. 20 to Apr. 8
  - Start of the 2021-2022 Spring Semester: Mar. 20
- Exams will take place in-person and seating will be spaced out.
- It is mandatory to wear a mask for the entire duration of the exam.

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<sup>1</sup> The students are expected to act responsibly in the event of exposure to a confirmed patient, and to reduce the amount of time (as much as is possible) between exposure and taking a COVID-19 test which enables one to complete their quarantine, such that self-quarantine will not result in the postponement of an exam.

- Registration for the reserves-corona exam date will close 5 working days prior to the exam date, so that lecturers will know in advance whether students have registered for the additional exam and can prepare accordingly.

### **Exam Scheduling**

**Sundays-Thursdays:** Exams will be scheduled in three cycles per day: 9:00 to 12:00 in the morning for the first exam cycle; 13:00-16:00 for the second exam cycle; and 17:00-20:00 for the third exam cycle. **Fridays:** There will be one exam cycle that occurs from 9:00 to 12:00. Details regarding the first exam dates (Moed A) will be published approximately ten days prior to the start of the exam period on the [STUDENTS](#) system. You will be able to view your “examinee card” – which includes the date, time, and room of the exam – on the STUDENTS system.

### **Assignments During the Exam Period**

The semester ends on January 27, 2022. Submission deadlines for assignments will not be permitted to be set during the period that extends from the day after the end of the semester (January 28, 2022) to the last day of the first exam dates (Moed A) (February 22, 2022).

I wish you all good health. Please be sure to wear masks and to adhere to social distancing for the sake of your health and that of your friends.

Good luck on your exams,



Prof. Hossam Haick, Dean of Undergraduate Studies

### **Appendices:**

Appendix No. 1: Guidelines for Examinees – Winter Semester 2021

Appendix No. 2: Extended time and taking exams on the computer

## **Appendix No. 1: Guidelines for Examinees – Winter Semester 2021-2022**

1. The examinee must arrive to the examination room with an ID card that includes a photograph.
2. The examinee who has time extension must arrive to the examination room with printed time extension document and present it to the supervisor if necessary.
3. Be sure to sit in the exam room to which you have been assigned. Your placement will be noted on the [STUDENTS](#) website.
4. The instructions provided by the exam supervisors must be followed. Keep quiet and make sure that things remain orderly so as not to disturb the other examinees. The supervisors may, at their discretion, move examinees from their seat to another seat at any time.
5. **Entering the exam room and receiving the exam is considered as taking the exam.**
6. You can start the exam only within 30 minutes of its start time. After 30 minutes from the start of the exam, it will no longer be possible to enter the exam room and take the exam.
7. The exam must be taken independently.
8. Exiting the exam room is permitted for using the bathroom only, and in accordance with the rules shown in the table below:

<b>Exam duration</b>	<b>Instructions for going to the bathroom</b>
1.5 hours	Going to the bathroom is not permitted
Two hours	It is permitted to leave to use the bathroom after 45 minutes, and only for the next 30 minutes. Do not go to the bathroom during the last 45 minutes of the exam.
Three hours	It is permitted to leave to use the bathroom during the second hour of the exam. Do not go to the bathroom during the last hour of the exam.

Exiting the exam room for any other reason is prohibited. In exceptional circumstances, the supervisor will allow the examinee to leave, but not before 60 minutes have passed after the start of the exam.

9. There is no smoking in the building at all, and especially not in the exam room.
10. **Violating the exam regulations will result in a disciplinary hearing.**
11. **Due to Covid-19 – you must wear a mask during the test.**
12. **It is important to note that:**
  - Bringing or using any outside material in the classroom is prohibited (unless explicitly permitted) and will constitute a disciplinary offense.
  - Having any electronic devices, especially cell phones, smartphones, and headphones next to the student is prohibited, unless special permission has been obtained for the use of headphones. All devices must be turned off and placed in a bag.

## **Appendix No. 2: Extended time and taking exams on the computer**

Time extensions are provided for students with learning disabilities or medical limitations / reservists / students who need parental accommodations / students with a partial knowledge of Hebrew (including exchange students, new immigrants and those who have not yet passed the Hebrew classification exam).

The Technion believes that people with disabilities have the right to participate fully, and the Technion is committed to ensuring personal accommodations for student exams. A student who wishes to check his/her eligibility for accommodations is required to approach the Student Counseling and Support Center at the Dean of Students Office. To submit a request for accommodations based on a learning disability or ADHD, an up-to-date and recognized diagnosis is required.

### **The Technion recognizes:**

1. A MATAL diagnosis from the National Institute for Testing and Evaluation.
2. A neuropsychological diagnosis from the Cognitive Neurology department at Rambam Medical Center.

The application for diagnosis and accommodations must be completed as per the dates on the [Student Counseling Center website](#).

**A recommendation for an extension is given only after receiving a diagnosis from one of the above institutions, and only when the type of disability indeed justifies an extended time accommodation.** In addition, time extensions are also permitted for reservists, those who are entitled to parental accommodations, and those with a partial knowledge of Hebrew. A condensed list of students who are eligible for time extensions (besides reservists in the period prior to the exam) is distributed to all teachers toward the end of the semester. Reservists will present their permission at the exam. All students who are entitled to receive extended time are seated in one room (or two, if necessary), and they must present their permission to the exam supervisors. Please ensure that those who are entitled to time extensions receive the extra time to which they are entitled.

### **Accommodations that require the student to apply directly to the Examinations Unit in the Office of Undergraduate Studies:**

It is the student's obligation to notify the Examinations Unit via email ([hashgacha@technion.ac.il](mailto:hashgacha@technion.ac.il)) regarding the type of accommodation that he/she is requesting and his/her intentions about taking the exams (for example, not taking the exam on the first or second exam dates (Moed A or B)):

- 100% additional time on the exam
- Taking the exam in a separate room
- Enlarged font / notebook without lines

### **Information about taking an exam on the computer:**

Taking an exam on the computer is an accommodation that is intended for students who have writing difficulties. These difficulties can be manifested in difficulty reading handwriting, one's writing pace, or the effort required for writing. This population includes students who are coping with learning disabilities, ADHD, and a variety of medical issues. This accommodation is given only for exams in which only writing is required. In these cases, students will come to the exam with their laptop, put the computer on flight mode and type their responses on a software that has been previously agreed upon with the lecturer. You must coordinate with the teacher how the exam will be delivered: if the teacher prefers paper copy - the supervisor will keep the exam on a disk-on-key and print it at the end of the exam. If the teacher prefers by email - the student will send the form to the lecturer by email (to be determined in advance).

### **Below are answers to some common questions:**

- Supervision during the exam is entrusted to the supervision team of Undergraduate Studies.
- Students can only use only **pre-configured software**, specifically intended for mathematical and verbal writing (e.g., Mathtype).
- **What is required of the teaching staff and supervisors?**
  - **At the start of the exam:** The supervisor will check, along with the student, which software the student is permitted to use based on what has been specified in his or her permission of accommodation.
  - **During the exam:** Normal conduct with the student.
  - **At the end of the exam:** Make sure that there is a printer available to print the exam form. If there is no available printer, the email address to which the lecturer would like the form to be sent should be coordinated in advance. The supervisor will be next to the student when he/ she emails the exam form to the lecturer.

As with other accommodations, a recommendation for this accommodation is provided based on a comprehensive diagnosis and examination by experts in learning disabilities or by the Technion's Accommodations Coordinator in the Unit for Advancement of Students. Afterwards, the unit passes on its recommendation to the Dean of Undergraduate Studies. For questions and/or clarifications, you can contact the Learning Disabilities Advisors in the Student Counseling and Support Center: Rosie Engel ([rosie@technion.ac.il](mailto:rosie@technion.ac.il)) and Gil Berkowitz ([gilbr@technion.ac.il](mailto:gilbr@technion.ac.il)), or the Academic Accommodations Coordinator, Sigal Blum ([sigal.blum@technion.ac.il](mailto:sigal.blum@technion.ac.il)).