



Appendix A

December 9, 2020

The Hebrew University of Jerusalem Exam Period Outline for the First Semester of the 2020-2021 Academic Year

The Hebrew University is preparing to hold exams at the end of the first semester of the 2020-2021 academic year, in a format that will ensure the protection of the health of students and members of the administrative and academic staff, while maintaining the integrity of the exams and providing students with numerical scores.

The Rules in Effect

1. The exam period is scheduled to span from January 24th 2021 to March 11th 2021. According to the rules currently in force, along with the obligation to wear a mask, maintain social distance and the obligation to carry out home isolation in relevant cases, it is permissible to hold on campus "exams at a rate not exceeding 10% of all examinations to be held at the institution during the period that these regulations are in effect."
2. According to the existing rules, the maximum number of examinees allowed in the examination hall is as follows: In a class of up to 60 square meters – up to 15 examinees and staff members of the institution (including proctors) may be present; In a class whose size is between 60 and 150 square meters – up to 25 examinees and staff members may be present; In a class whose size is over 150 square meters – up to 50 examinees and staff members of the institution may be present. These numbers are similar to what is customary during normal times.

There is no certainty that these rules will be in effect during the exam period, and the outline below refers to various possible scenarios.

Exams on Campus

3. As many exams will be held on campus as possible, in accordance with the rules that will be in effect during the exam period.
4. In light of the possibility that it will only be possible to hold a portion of the exams on campus, each faculty will divide the exams into a hierarchy consisting of three groups: high, medium, and low importance. The faculty will state (in a concise manner) the main considerations for including courses in a certain group. Relevant considerations include: There are many examinees for a given exam; exams that are not based on writing a long text; exams that are particularly difficult to adapt to an online environment; the weight of the exam in the final grade is high; the exam requires closed material (with or without permitted aids) and more. The Rector's Office will determine the courses for which the exams will be held on campus, subject to the quota that will be in effect. Preference will be given to exams for which the faculties will send the list (as per above), with the reasons, to the Rector's Office, by December 22nd, 2020. After the list is formulated, students will be notified



uniformly, on behalf of the Rector's Office. The departments will then publish the list of exams to be administered on campus. The notice will be sent by December 31st 2020.

5. The following special arrangements will apply for examinations at the conclusion of courses that were taught in the first semester of 2020-2021 academic year:

A) Notwithstanding the provisions of the University's Teaching Policy and Procedures, students who are required by the Ministry of Health to be in home isolation due to the COVID-19 epidemic at the time of the scheduled examination (including cases in which the student has developed symptoms that raise suspicion that the student has been infected with the virus), and will not be able to come to campus to be examined on the first or second exam date, shall be entitled to be examined on a special date, provided that the student submits a certificate signed by a doctor, detailing the circumstances that prevented the student from attending the examination, to the department's secretariat. The special exam dates will be held as close as possible to the beginning of the second semester.

B) Students who, due to special personal medical circumstances, are at risk of complications if they contract the COVID-19 virus, and it is anticipated that due to these circumstances, the said students will not be able to sit for the exam on campus even at alternate exam dates, may submit a detailed application to the student dean's accessibility unit, no later than three weeks before the first exam date. Those students who receive approval from the accessibility unit will be eligible to take an online exam on the same day and time as the exam being held on campus. The online exam will be held under the conditions set out in section 10 below .

C) Students who are not Israeli citizens, and who will be abroad on the date of the exam, shall be entitled to take the online exam on the day and time that the exam is administered on campus. To this end, an application must be submitted to the department secretariat, no later than three weeks before the first exam date. The online exam will be administered under the conditions set out in section 10 below.

6. Students, and all other persons present in the exam hall, must wear a mask during all of the exam. The instructor must prepare a seating chart for the classroom, which will allow us to inform a student who sat near an examinee who turned out to be a COVID-19 carrier, of the need to be tested for the virus and to remain in home isolation. The seating chart will be kept in the department secretary's office, or the relevant academic unit secretary's office, for two weeks after completion of the exam. Measures must be taken to avoid crowding at the entrance and at the exit from the class, and exit from the hall will be done in an orderly fashion, according to seating rows. Please instruct the exam proctors in this regard.

7. An examination that took place on campus on the first exam date may take place in an online format on the other dates, if this is required by changes in Ministry of Health guidelines that will be in force on the exam dates.



Online Exams

8. The provisions set forth below apply to exams that are not defined as “home exams.” The provisions regarding “home exams,” in which the time allowed for submission of the assignment is over 72 hours, and which is deemed to be a written assignment, are set forth in the Teaching Policy and Procedures regulations.

9. Generally, if an exam took place in an online format on the first date, the exam will also be conducted online on the other dates. However, if the health status allows it, the relevant faculty dean may determine that the exam will be held on campus on the other dates.

10. Generally, the exams that will be conducted online will be held in the following format:

A) The exams will be conducted using the ExamMoodle exam software.

B) The faculty/independent school may determine that the examinees shall activate their mobile phone camera (only, or in addition to their computer camera) and connect to the instructor and/or exam proctor via Zoom software in order to be supervised during the examination. The camera will be positioned so that the subject's upper body and the desktop that includes the computer screen can be seen.

C) The department may determine that during exams (in whole or in part), computer monitoring software will be installed and run on the examinee's computer. The software prevents files from being opened and prevents browsing websites. The software will be provided by the University.

11. The rules that apply to exams that take place on campus will also apply to online exams, including a ban on using the phone during the exam (except for being filmed, as stated above); a ban on speaking during the exam for any purpose; a ban on browsing websites or using any material not approved in advance; and additional arrangements to be determined by the dean and published in advance. Examinees may ask the instructor clarification questions by writing a short message addressed to the instructor only (and not to the other examinees) through the private chat channel that exists in the Moodle exam environment. In addition, the rules in the Teaching Policy and Procedures provisions regarding the administration of exams, with the required changes, will apply also to online exams, including: teacher availability during the exam to answer clarification questions; accommodations during the exam for people with disabilities; extension of time for those eligible etc.

12. Students who will not be able to take the exam under the conditions stated in section 10 above (for example, due to the lack of a suitable place to be examined off-campus) will be allowed to sit for the exam on campus, to the extent permitted by government directives and within space limitations. The exam on campus will be in an online format, identical to the one in which the exam will be held for those who take the remote exam. In order to be eligible to sit for the exam online, from campus, the student must submit an application to the department secretariat requesting to



sit for the exam on campus, at least three weeks prior to the exam date. Examinees will be tested in pre-determined classes (and if possible, also in the computer labs).

13. Generally, the duration of an online exam will be up to two hours. The dean may approve that the duration of the exam will be longer.

14. Going to the restroom during an online exam:

A) In an online exam, students are forbidden to leave the supervised exam room before submitting the final answer for the first 90 minutes of the exam. The faculty/school may shorten (but not extend) the length of time during which students are prohibited from leaving such an examination room.

B) A faculty/school may determine that the examination will be divided into two sections of time, in each of which the examinees will be able to answer only a certain part of the questions. In such a case, students shall be provided a break between the first and second section of the exam.

15. The course instructor may use arrangements to reduce copying offered in the Moodle exam environment and other arrangements. In determining the arrangements, the instructor must take into account the effect that these arrangements may have on the students' ability to express their knowledge. Instructors must inform students in advance of the details of the arrangements to be made. Each class or department in which the exam supervision software will be operated will hold a short demo exam, which will include the use of the software, for the purpose of practice.

16. In the event of a malfunction that prevents all examinees from completing an examination at any given scheduled date, the department may, with the dean's approval, set an alternative examination date that is close to the original examination date, but examinees will also be given the option to choose to sit for the examination at the special date.

Notices to Faculty and Students

17. Each faculty/school (or each department/division /school, in accordance with the dean's decision) will determine, (pending the teaching committee's approval), the examination period outline, in accordance with the above, while deciding how to act in matters in which units have been given discretion. The detailed outline will be sent to the Rector, for approval, by December 24th, 2020.

18. Once the outline has been approved, a notice detailing the outline will be sent to the academic and administrative staff.

In addition, a notice will be sent to students by December 31st, 2020, detailing the exam arrangements and providing details of exams that are set to take place on campus.