

Guidelines for Master students

ON-SITE PAPER AND DIGITAL EXAMS

- WINTER 2023 SESSION -

This directive explains the procedures that HEC students must follow for the paper and digital (ENEP - on your laptop) exams.

Before the exam

All exams

- With your Unil ID, check the number of the seat that has been assigned to you in the exam room on the website www.hec.unil.ch/placements ;
- Bring 2 pens (black or blue) and a Tipp-Ex; it is forbidden to write with a pencil.

ENEP

- Install the latest Windows or OS updates on your laptop;
- Make sure your wifi card is at least a wifi 4 card (<https://www.inmac-wstore.com/guides-achat-composants-comment-connaître-carte-reseau/cp37689.htm>);
- Note and test your Unil login for the wifi-exam. Test your login on <https://owa.unil.ch> ;
- Connect with **Firefox** or **Chrome** browser;
- Note and test your EDU-ID which will be used for your connection to <https://moodleexam.unil.ch> ;
- If not done in November, take the dry-run test on MoodleExam "Test à blanc 22-23 / Dry-Run 22-23":
 - o available **on the campus only** at the Internef, you need to connect to the exam-unil wifi (password: examhec2023) to be able to access it
 - o if you have any issues, please contact learning@unil.ch;
- Remember to turn your computer off and on the day before your exam so that the updates are complete;
- Charge your battery before your exam and do not forget to take the charger with you;
- If your exam is open book and you have documents on your computer, put these files on a USB stick so that you can switch to a backup computer if necessary.

Entrance to the room

All exams

- Entrance to the room will begin 10 minutes before the start time for *paper* exams;
- Entrance will begin 25 minutes before the start time for *ENEP* exams;
- Leave your personal belongings (bag, jacket, etc.) at the front or back of the room and go to your seat immediately;
- Take on your table/seat only what is allowed;
- Place your **student ID card on the left side** of the table.

Paper exam

- Turn off and leave any connected devices in your bag, which must be closed and placed at the front or back of the room;
- Tablets or computers with notes are not authorized (even if documentation is allowed);
- Your exam copy will have already been placed upside down on your table. Do not touch it until the proctor signals the start of the exam (potential for cheating).

ENEP

- Plug your laptop;
- **Turn off (or airplane mode)** and leave any other connected devices in your bag; which must be closed and placed at the back or front of the room;
- The use of your cell phone or other connected devices (except your laptop) is strictly forbidden, turn them off;
- Login to *exam-unil* wifi (password: examhec2023);
- Connect to moodleexam.unil.ch and click on your exam (write all the letters of the address in your browser);
- Read and accept the charter and general information, and wait for the exam to start;
- The exam will start exactly 5 minutes after the scheduled start of the exam;
- The exam password will be given to you at the appropriate time.

During the exam

All exams

- You may go to the toilet only once. Raise your hand and a proctor will accompany you;
- You may not go to the bathroom or leave the room during the first 15 minutes;
- Do not get up without permission, do not talk or exchange materials with each other;
- No extra time will be given at the end of the exam, even if you arrive late.

Paper exam

- Read and follow the instructions indicated on the exam (documentation, calculator, etc.);
- If applicable, indicate the exam series on your answer booklet.

ENEP

- You are responsible for the material and technical conditions of your exam;
- In case of a technical problem, raise your hand and report it immediately to the proctor;
- In case of a system failure, it will be possible to continue your exam on a backup station where a loaner laptop will be available.

End of the exam

All exams

- You may not go to the bathroom or leave the exam room during the last 15 minutes of the exam;

Paper exams

- If you finish before the end of the allotted time, raise your hand and a proctor will come to collect your paper. Once you are cleared, exit silently;
- When the proctor announces the end of the test, **immediately** put down your pen, close your test and remain seated in silence;
- Do not pick up your pen during the collection of papers (fraud);
- Leave the room in silence – only when you will be authorized by the proctor.

ENEP

- If you finish your exam before the end, you must click on "Send All and Finish". You report this to a proctor. He or she will verify that you pressed "submit" at the end of the test. Once you are cleared, exit silently;
- The system will automatically close at the announced time;
- Leave the room in silence – only when you will be authorized by the proctor.

Fraud

All exams

- Any proven commission of plagiarism, fraud or attempted fraud is penalized by a 0 (zero) in the evaluation as well as in all evaluations related to the teaching semester. Any proven plagiarism, fraud or attempted fraud in a second attempt at one of the evaluations of a course or in the case of a repeat offence, is sanctioned by a definitive failure and exclusion from the course.

ENEP

- You must remain on the MoodleExam site and use the *exam-unil* wifi only. It is a fraud for a student to browse the internet (other than MoodleExam), communicate with other students in class or via the internet (social networks or other), or take screenshots. If it is a "closed book" exam (without documentation) it is strictly forbidden to consult personal notes. In case of doubt, the login and logout of wifi sessions and MoodleExam sessions can be checked.

Dictionaries

- All students can have a translation dictionary;
- No annotations or additions should appear in the dictionary or contain loose pages;
- Encyclopedic, specialized or electronic dictionaries are not allowed, unless the exam allows for documentation (open book).

Absences

- If a student is registered for a compulsory course that consists of an exam, he/she must take the exam;
- In case of unjustified absence from an exam, your study plan regulations provide for a sanction. Please refer to these regulations;
- A student who invokes a case of force majeure for his or her absence from an exam must submit a written request to the administration, accompanied by supporting documents, within 3 days of the appearance of the case of force majeure.

Publication of grades

- The grades for your course evaluations, which include your results for the Autumn/retake 2022 session, will be published **on Wednesday, February 15, 2023 at 9.00 am** on www.hec.unil.ch/resultats
- It is best not to check the MyUnil application for your grades.

Questions or problems before the exam

- For technical help concerning the digital exams (ENEP), you can contact 021 692 2211 / helpdesk@unil.ch
- For administrative assistance, please contact the Master's administration: 021 692 3313 / 021 692 3361 / HECmaster@unil.ch / Internef 258

We wish you a successful examination session!