

# Guidelines for Students

(BSc and MSc)

## ENEP (ONSITE DIGITAL EXAMS)

This directive explains the procedures that HEC students must follow for ENEP (examen numérique en présentiel - onsite digital exams).

### BEFORE THE EXAM

- With your UNIL ID, check your assigned room and seat number on the website [www.hec.unil.ch/placements](http://www.hec.unil.ch/placements).
- Bring your laptop and make sure you have installed the latest Windows or OS updates.
- Charge your battery before your exam and do not forget to take the charger with you.
- Test your UNIL login and your EDU-ID on <https://exam.unil.ch>.
- Take the dry-run test on MoodleExam as per e-mail sent by the Administration Offices.
- If your exam is open book and you have documents on your computer, put these on a USB stick so that you can switch to a backup computer if necessary.

### ENTERING THE ROOM

- You will be allowed to enter the room 25 minutes before the exam start time.
- Leave your personal belongings (bag, jacket, hats, etc.) at the front or the back of the room and go to your seat immediately.
- All phones/electronic devices (except your laptop) must be turned off and stored with your personal belongings.
- Take only what is allowed to your desk.
- You may 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).
- Sit at the right side of your desk and place your student ID card on the left side of the table.
- Plug in your laptop.
- Connect with **Firefox** or **Chrome** browsers.
- Login to Wi-Fi as per the instructions on the projected slides in the room.
- Connect to [www.exam.unil.ch](http://www.exam.unil.ch) and click on your exam (write all the letters of the address in your browser).
- Read and accept the pledge of honor and wait for the exam to start.
- We suggest you hide the menu on the left to facilitate the navigation.
- The exam will start exactly **5 minutes** after the scheduled start time of the exam.
- The exam password will be given to you at the appropriate time.

### DURING THE EXAM

- You may go to the toilet only once during your exam. Raise your hand and a proctor will accompany you.
- You may not go to the bathroom or leave the room during the first and the last 15 minutes of the exam.
- 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 if you arrive late.
- 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. Wait at your place, do not stand up.
- 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.
- If you feel unwell during the exam, please notify the proctor immediately who will give you the necessary instructions. The exam will not be corrected, and you must provide a medical certificate to the Administration Offices within 3 working days to not lose an attempt.

## END OF THE EXAM

- If you finish your exam before the allotted time, you must click on "Send All and Finish" and raise your hand. A proctor will come with his/her laptop to check if you have indeed finished the exam on the *MoodleExam admin page*. Once validated, the proctor will allow you to leave the room. Exit silently.
- The exam will automatically close at the announced time.
- Collect all your personal belongings and clean your desk before leaving.
- The exam coordinator/main proctor will announce when you can leave – please do so silently.

## FRAUD

- 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.
- You must remain on the MoodleExam site and the authorized Wi-Fi as per exam conditions. 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 share the exam in anyway (screenshots or print). 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 Wi-Fi sessions and MoodleExam sessions can be checked.

## ABSENCES

- An unjustified absence at an exam for a compulsory course is sanctioned by a zero. If you invoke a case of force majeure, you must submit a written request to the administration, accompanied by supporting documents, within 3 days of the appearance of the case of force majeure.

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