



UNIL | Université de Lausanne
Ecole de biologie
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Checklist for online exams for the winter 2021 session

Material required:

Computer + Webcam and speaker activated for the duration of the exam.
Draft paper and pen nearby.
A timer to manage the time.
Your cell phone nearby (in case the School of Biology must call you).

Authorized equipment:

Comply with the procedures for the assessments and the information communicated by the teachers.
Access to another screen is authorized.
The headphone is allowed.

Software:

Make sure you have MS Word processing software installed on your computer.
Use the web browser Chrome or Firefox (but not Safari or Edge).
Make sure you have software on your cell phone to scan your handwritten sheets, such as Microsoft Office Lens ([Android](#) or [iOS](#)).

Login:

Make sure the connection is exclusive (as far as possible).
Be prepared to use the 4G of your cell phone in case of "force majeure" (to be tested beforehand).
Plan the connection 15 minutes before the beginning of the exam.

Data protection:

The use of Zoom complies with the General Data Protection Regulations, as there is no recording planned. A screenshot will be taken for checking identity and attendance and will then be deleted.
Your personal telephone numbers are treated confidentially by the School of Biology.

How to install Zoom desktop on the computer:

Install zoom on: <https://unil.zoom.us/download>
And register: <https://wiki.unil.ch/cse/books/zoom/page/sinscrire---se-connecter>
Only UNIL authenticated Zoom accounts will be able to log in during the exams.
Keep the Zoom "Chat" window open during the exam. Wallpapers are not allowed.

Why Zoom? It will be used for attendance control **and** communication during the exam
-> The specific link for Moodle and Zoom will be emailed to you in the days before the exam.

Identity Control:

By numerical identification on Moodle-Exam and by Zoom with your UNIL identifiers.
Each student must have his/her student card at hand, as a control can take place at any time during the exam.

In case of technical problems during the exam:

Internet connection, Zoom, Moodle..., **call the School of Biology Hotline at 021 692 4171 or 021 692 6315.**
If the disconnection exceeds 10 minutes, it will be considered as an admitted withdrawal.
The School of Biology cannot be held responsible for the quality of your connection.

If you have any questions during the exam:

Use only the "Chat" window in Zoom.

Do not use the "Ask for help" section.

Depending on the question asked, the teacher/assistant will answer you in the "Chat" or in another Zoom room (face-to-face).

Monitoring:

Students are assigned to a maximum of 25 per room. Each room will be supervised by an assistant (co-facilitator or co-host).

Students are allowed to use the washroom upon permission from the assistant, only for exams which last more than 2 hours.

The examination must be done individually, without communication with a third party.

Fraud / Plagiarism:

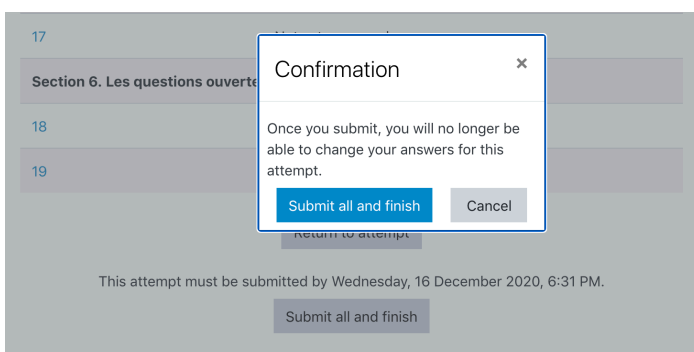
The exam will appear after you have accepted the Honor Pledge.

Moodle Exam includes a Plagiarism Detection Tool.

Any fraud, attempted fraud or plagiarism will result in the application of the regulation on the subject. These will be sanctioned by a zero, which cannot be cancelled under any circumstances.

End of the exam:

- At the last question, if your exam takes the form of a quiz, the "Finish attempt" button will appear. Be careful, at this stage, the exam is not finished. If you click on "Finish attempt", you will see a summary of the attempt, and you can still modify your answers.
- Only when you click "Submit all and finish" will your exam be complete and your answers will no longer be editable.



- If the exam requires a submission as a Word document, submit it using the "File submissions" tab. You will receive a confirmation in your UNIL e-mailbox that the submission has been completed correctly.
- Finally, don't forget to indicate under "Chat" that you are voluntarily leaving Zoom so that the assistant knows that you have completed your exam (and that it is not an accidental disconnection).