

Guidelines for Students

(BSc and MSc)

PAPER EXAMS

This directive explains the procedures that HEC students must follow for paper exams.

BEFORE THE EXAMS

- Check your assigned room and seat number on [MyUnil](#) under the "calendar" section (available 72 hours before each exam).
- Bring 2 pens (black or blue) and a Tipp-Ex; it is forbidden to write with a Frixion pen or a pencil.

ENTERING THE ROOM

- You will be allowed to enter the room 10 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 must be on plane mode 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.
- 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).

DURING THE EXAMS

- 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, even if you arrive late.
- Read and follow the instructions indicated on the exam (documentation, calculator, etc.).
- If applicable, indicate the exam series on your answer booklet.
- If you have any issues, raise your hand and wait for a proctor. Do not stand up.
- 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 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 exam, immediately put down your pen, close your exam and remain seated in silence.
- Do not take your pen during the exam pick-up – this will be considered as cheating.
- 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 / CHEATING

- 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.

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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