

Master's exams – Autumn 2021 session

The Autumn (retake) 2021 exams session will take place from Monday August 23, to Saturday, September 11, 2021 and the schedule is available here:

http://hec.unil.ch/hec/exatables/list_exa?dyn_lang=fr

1. ONLINE EXAMS

Before the exam

To avoid problems during your exam, we advise you to do the actions below **as of August 19, 2021**, to ensure you manage the access to [MoodleExam](#) and the examination procedure. If you encounter problems, please report it to the Faculty's pedagogical engineer (Emmanuel.Fernandes@unil.ch / +41 21 692 34 27).

- Access Moodle Exam via this link: <https://moodleexam.unil.ch/>
- Make sure that all the exams you have to take online appear on your MoodleExam account.
- Click on each of your exams to make sure the links work.
- Take note of the phone numbers to contact in case of technical problems.
- Read in advance the 'Honour Pledge' document that every student will be asked to accept just before each exam.
- Test downloads from the server (not all exams will require downloads).
- Practice the procedure for uploading the test to the server (not all exams will require uploading).
- For some exams you will be asked to scan your test with your phone and upload it to MoodleExam.
- Only a few exams require the use of Zoom. If this is the case, you have already been informed by your teacher. You will need to check whether you are accessing Zoom via MoodleExam. When you click on a Zoom session you will be asked for your UNIL credentials. For the Zoom session to work properly, make sure that the browser installed on your computer is Firefox or Google Chrome.
- Also, if your exam uses Zoom, you must create your Zoom account, ideally a few days before the exam at <https://unil.zoom.us/>. If necessary, refer to the [Zoom login procedure](#) and read the [Zoom user manual](#) regarding the activation and deactivation of the Camera and Microphone functions

During the exam

- Make sure that your computer or tablet is connected to the power grid. Do not take the exam on your laptop battery.
- Log on to <https://moodleexam.unil.ch/> approximately 20-30 minutes before the exam begins to start the exam without any access or technical problems and, if it is the case for your exam, to have your identity verified.
- For those who start their exam late, no extra time will be granted under any circumstances.
- Read and accept the "Honor Pledge".

- Begin the exam as instructed.
- PLEASE NOTE: No question of either form or substance may be asked during the examination. If you feel that there is a mistake in the test, report it to your professor after the exam by email explaining the problem, and make a hypothesis to answer the question. Do not stay on a question that you have a comprehension problem with. If there really was an error in the statement, it will be considered when marking the test.
- In all cases, the material and technical conditions under which you take the exam are your responsibility. In the event of an interruption in your connection to MoodleExam or a failure of your WIFI network, it will not be possible to have extra time. If you can reconnect, please do your best in the time you have available.
- If you are unable to reconnect, you can contact either the helpdesk or the HEC's pedagogical engineer (see their contact details below).
- Manage your time well. Copies should be dropped off on time. The system will automatically close at the announced time.
- Some online exams will be proctored live via Zoom (but without specific proctoring software) for the duration of the assessment; any recording on the ZOOM Cloud is prohibited
- Use of Compilatio for plagiarism detection
- Written exams: a connection problem lasting more than 10 minutes is considered a justified reason for withdrawal

Students benefiting from special arrangements

For students benefiting from special arrangements, in accordance with the email you will receive, the extra time allocated to you will simply be added at the end of the exam.

Contact details in case of problems

- Problems accessing MoodleExam: HEC's pedagogical engineer, +41 21 692 34 27; Emmanuel.Fernandes@unil.ch
- General technical problems: Helpdesk (Centre Informatique), +41 21 692 22 11 ; helpdesk@unil.ch
- Problems related to exam content: Report the problem by email to your professor at the end of the exam.

2. FACE-TO-FACE EXAMS

Students who will have exams on the UNIL campus will receive further details in the coming days.

3. ORAL EXAMS

Running orders and schedule will be communicated to your professors (as of August 17). They should make them available on Moodle or the platform used in the course. Please contact your professor directly for any questions you may have.

4. MOBILIZATION

- Students mobilized for Army or Civil Defense will receive either:
 - a. an absence from exams that do not result in a single failure or
 - b. an alternative assessment at the discretion of the professor. For example, a student may be required to take an oral exam rather than a written exam.
- Upon receipt of your convocation, it should be sent to HECmasterExamen@unil.ch

5. QUARANTINE/ISOLATION

- Students who are quarantined because of COVID infection or because of a member of the same household will receive the same benefits as those who are mobilized (see the "Mobilization" section).
- Only the certificate from the Cantonal Doctor of the infected person with whom you live will be accepted as a proof of quarantine. The dates on the certificate are taken into consideration and must correspond to the date of the examination(s).
- If necessary, you will also need to provide a proof of cohabitation (such as a lease, certificate of residence, joint invoices) with the person placed in isolation.
- However, if the student does not feel healthy enough to take an alternative assessment, variant "a" of the benefits listed in the "Mobilization" section applies. A student who is placed in isolation and decides to take the assessment anyway accepts the risks and consequences. He will have to complete and return this [form](#) BEFORE the exam takes place.
- The certificates and proof of cohabitation must be sent to HECmasterExamen@unil.ch no later than three days after the first absence.

6. RESULTS NOTIFICATION

- to comply with the [UNIL Board instructions](#), currently in force
- results of the Autumn (retake) 2021 exams session will be at your disposal **as of Saturday, September 18, 2021**, from 9:00 am via <https://hecnet.unil.ch/resultats>
- login: HEC network account; in case of problem, helpdesk@unil.ch
- only the "second and final" failure will be sent by registered mail

We remind you that any fraud or attempted fraud in connection with the exam will result in expulsion from the Faculty.

We wish you a successful examination session and remain at your disposal should you require any further information via HECmasterExamen@unil.ch