

# Guidelines to MSc students

## ON-SITE PAPER AND DIGITAL EXAMS

- WINTER 2022 SESSION -

This directive explains the procedures that HEC students must follow for the paper and digital (on your laptop) exams. Please read all sections *for all in-class exams* and read the *paper* or *digital* sections depending on the type of exam you will be taking.

### Coronavirus

- You must wear a mask during the entire exam.
- Before entering the room, students must wait in line with a distance of 1.5 meters.
- Read the latest COVID-19 guidelines just before the exam: <https://www.unil.ch/coronavirus/study>

### Before the exam

#### *For 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](http://www.hec.unil.ch/placements) ;

#### *Paper exam*

- Two pens (blue or black) and a Tipp-Ex are recommended; it is forbidden to write with a pencil.

#### *Digital exam*

- Note and test your Unil login for the wifi-exam. Test your login on <https://owa.unil.ch> ;
- For the smooth running of the test, we recommend that you work on the Mozilla Firefox browser (<https://www.mozilla.org/en-US/firefox/new/>);
- Note and test your EDU-ID which will be used for your connection to <https://moodleexam.unil.ch>. Test your login here before the exam;
- Install the latest Windows or OS updates on your laptop;
- Remember to turn your computer off and on the day before your exam so that the updates are complete;
- Although sufficient power outlets will be provided and we ask that you plug your computer onsite, we recommend that you charge your battery to the maximum before you go to the exam.
- All laptops less than 4 years old are compatible with what is needed for your exam to run smoothly. Just 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> ).
- Bring a pen or two in case scrap paper is available during the exam.
- If your exam is open book and you have documents on your computer, put these documents on a USB stick so that you can switch to a backup computer (faculty loaner computer in the room) in case you encounter problems during your exam. Note that you will not have access to the internet during the exam other than the MoodleExam website.

### Entrance to the room

#### *For all exams*

- Entrance to the room will begin 10 minutes before the start time for paper exams;
- Entrance will begin 20 minutes before the start time for digital exams;
- Stand in line in front of the room door and respect the distancing measures;
- Hydroalcoholic solution will be available at the entrance to the room. Disinfect your hands at the entrance;
- Immediately return to your seat, keep your personal belongings with you, and sit down;
- Place your jacket on the back of your chair and take from your table only what is allowed;
- Place your student ID card on the left side of the table (in the direction of reading for the proctor);

#### *Paper exam*

- Turn off and leave any connected devices in your bag, which must be closed;
- Your exam paper 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).

### Digital exam

- Plug your laptop; do not take your exam on your laptop's battery;
- Turn off (or airplane mode) and leave any other connected devices in your bag; close your bag;
- The use of your cell phone or other connected devices (except your laptop) is strictly forbidden, turn them off;
- Wait for the signal before connecting to the dedicated exam-unil wifi (Unil ID); the wifi connection will be done row by row. Do not connect to the wifi before the time to avoid prolonging the exam.
- With your EDU-ID, connect to moodleexam.unil.ch and click on your exam; ATTENTION: it is important that you write all the letters of the address in your browser: moodleexam.unil.ch. Do not use the address suggested by your computer;
- The exam password will be given to you once the room doors are closed; enter it in MoodleExam;
- Read and accept the charter and general information and wait for the exam to begin.

## During the exam

### For 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 and the last 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 test, even if you arrive late;
- No questions, either formal or substantive, may be asked during the test. If you find an error, report it to a proctor;

### Paper exam

- Once the starting signal has been given, write your first name, last name, students ID and seat number on the paper. If applicable, indicate the exam series on your answer sheet;
- Read and follow the instructions on the test (documentation, calculator, etc.);

### Digital exam

- In case of a technical problem, raise your hand and report it immediately to the proctor;
- In the event of an interruption in the connection to MoodleExam or in the event of a system failure, it will be possible to continue your exam on a backup station where a loaner laptop will be available;
- In all cases, the material and technical conditions of your exam are your responsibility.

## End of the exam

### For 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 your table 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).
- When you are allowed to leave, you will be asked to leave by table row. Leave the room in silence, respecting the distancing measures.

### Digital exam

- If you finish your exam before the end of the test, 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.
- Once you are cleared, you will leave by table row. Exit silently, respecting the distancing measures.

## Fraud

### For 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.

### Digital exam

- For "closed book" exams (without documentation), you must remain on the MoodleExam site and use the exam-unil wifi only. It is considered fraudulent for a student to browse the internet (other than MoodleExam), communicate with other students in class or via the internet (social networks or other), take screenshots or consult personal notes. In case of doubt, the login and logout of wifi sessions and MoodleExam sessions can be documented.
- For open book exams (documentation allowed), you must stay on the MoodleExam site and use the wifi exam-unil only. It is considered fraudulent for students to browse the internet (other than MoodleExam), communicate with other students in class or via the internet (social networks or other) or take screenshots. In case of doubt, the login and logout of wifi sessions and MoodleExam sessions can be documented.

### Dictionaries

- All students can have a French/English 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 the student is registered for a compulsory course that consists of an exam, he/she is obliged to take the exam.
- In case of unjustified absence from an exam, your study 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.

### Quarantine

- Students who are in quarantine due to COVID-19 may be excused in order not to lose an attempt. They will have to register for the retake session which will take place as of August 22, 2022.
- Only the official certificate of the Médecin Cantonal is accepted. The dates on the certificate must correspond to the date of the exam(s). The certificate must be sent to [HECmaster@unil.ch](mailto:HECmaster@unil.ch) no later than 3 days after the first absence.

### Publication of grades

- The grades for your course evaluations, which include your results for the Winter 2022 session, will be published on Thursday, February 17, 2022 at 9:00 am on [www.hec.unil.ch/resultats](http://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, you can contact 021 692 2211 / [helpdesk@unil.ch](mailto:helpdesk@unil.ch).
- For administrative assistance, please contact the Masters administration:  
021 692 3361 / 021 692 3313  
[HecMaster@unil.ch](mailto:HecMaster@unil.ch)  
Internef 258 et 258.1

We wish you a successful examination session!

**Service de l'enseignement et affaires étudiantes**

HEC Lausanne

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