UNIVERSITÉ DE GENÈVE
GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT

IMPLEMENTING DIRECTIVE ON EVALUATION FOR STUDENTS: ORGANIZATION OF GSEM EXAM SESSIONS

You are required to adhere to the following rules to ensure that exams run smoothly:

1. Before the exam session

You need to find out what **type of evaluation** will be used for each class, how the exam will be **organized** and whether you are allowed any reference materials.

Make sure you **register** for classes correctly, and that the list of exams that you receive is complete. If it is not, you need to contact Student Services immediately.

Evaluation methods cannot under any circumstances be different for **students from outside of the Faculty** or for **exchange students**. Exams for all students are organized in the same way and all students must sit exams in accordance with the academic calendar.

2. On the day of the exam

Make sure you arrive at the exam **on time** and do not forget your **student card**. You will need to show it for the ID check, and you will need to copy your student number onto your answer paper. If you do not have any identification on you, the exam may be canceled.

3. Before the exam starts

You are not allowed to enter the **exam room** before the doors are opened.

The **seating plans** are displayed outside the room ten minutes before the start of the exam. Find the number of your seat and sit in that place. If you sit in someone else's seat, you may receive your exam paper late or waste time moving.

Only students who have **registered correctly** can sit exams. If your name is not on the seating plan, tell one of the Student Services representatives who is in the room.

Once you are in the room, you **cannot leave** before the start of the exam, even for a short period.

Baseball caps and hats that hide your face are not allowed. Nor are headphones and ear protectors.

Bags, cellphones (turned off) and coats need to be left at the entrance or in the aisles of the room. You will be provided with scrap paper and paper for writing your answers. Please **only take authorized documents to your seat** if there are any. The authorized documents will also be listed on the exam paper. Bilingual, paper dictionaries without any annotation are allowed for all exams.

Once you have sat down, put **your student card** where it can clearly be seen, for the identity check during the exam.

4. At the beginning of the exam

Do not **start the exam** until you have been given permission. Anyone who turns the exam paper over will be given the grade 0.00 or "non acquis" for that exam.

Once the signal to start the exam has been given, **read the instructions** on the cover and write your surname, first name and code on the answer sheets, and on the exam paper if it needs to be handed in at the end of the exam.

5. During the exam

Once the exam has started, you cannot leave the room **during the first 20 minutes**, even if you want to hand in your paper. No latecomers will be allowed in after the first 20 minutes. Students who arrive late will not be allowed any extra time.

Toilet breaks are not allowed during two-hour exams, except for people with a doctor's note. If you leave the room you will not be allowed back in. Toilet breaks are allowed during the first two hours of three-hour exams, but not during the first 20 minutes of the exam.

The invigilators will carry out an **identity check** during the first 20 minutes of the exam.

Teaching staff and assistants do not have to **answer questions**. Each teacher decides what the policy will be for his or her exam.

Reminder: As set out in the regulations for the Bachelor's program, students can choose to answer exam questions in **either English or French** regardless of the teaching language for the class. This does not apply to Master's students.

In case of **inappropriate behavior** (particularly in case of cheating):

- the student is immediately given a warning by the invigilator, who notes the time and a description of what happened on the student's exam paper
- the student finishes the exam

- the member of teaching staff responsible gives a report to the dean's office
- the case will then be considered by the dean's office – they will decide which disciplinary measure is appropriate in accordance with article 14 of the regulations. See the annex to this document for examples of disciplinary measures. For students from other faculties or exchange students, the details will be sent to the authorities competent with a recommendation from the GSEM dean's office.

6. At the end of the exam

The length of time for the exam is strict. No **additional time** will be granted for copying answers out.

Students must **hand in their exam paper** at the end of the time given.

If a student is found **holding a pen** after the end of the exam, this will be dealt with as a case of cheating.

As not all exams are the same length, please leave as quietly as possible so you **do not disturb** people who have not finished yet, and do not talk near the doors.

7. After the exam

Teaching staff and assistants are not allowed to tell students their **grades** before they are officially announced. There is no point contacting them to find out your results in advance.

For each exam, a unique session for **consulting exam papers** will be organized during the week indicated on the Faculty calendar. Only you will be allowed to consult your exam papers and you will not be allowed to take photos.

Appeals can be made within 30 days of receipt of the transcript.

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ANNEXE: Example reasons for disciplinary measures and corresponding disciplinary measures

Reasons for disciplinary measures	Possible disciplinary measure
Inappropriate behavior during an exam.	**Warning from the dean**. In the most serious cases, or in case of repeated inappropriate behavior, you will fail the exam (grade 0.00 or "non acquis" on your transcript for that exam) in accordance with art. 14.2a of the Bachelor's Regulations or art. 14.2a of the Master's Regulations.
Not respecting the time for an exam (starting the exam before permission has been granted, continuing once the end of the exam has been announced). Having unauthorized items with you during an exam (e.g. notes, cellphones, smart watches, headphones). Attempting to cheat and/or copy during the exam.	**Failing the exam concerned** (grade 0.00 or "non acquis" on your transcript for that exam) in accordance with art. 14.2a of the Bachelor's Regulations or art. 14.2a of the Master's Regulations. **In the event of a repeat offence, failing all the exams in the exam session** during which the cheating was noted (grade 0.00 or "non acquis" on your transcript for all the exams during the exam session) in accordance with art. 14.2c of the Bachelor's Regulations or art. 14.2c of the Master's Regulations.
Using unauthorized items with you during an exam (e.g. notes, cellphones, smart watches, headphones). Cheating and/or copying.	**Failing all the exams in the exam session** during which the cheating was noted (grade 0.00 or "non acquis" on your transcript for all the exams during the exam session) in accordance with art. 14.2b of the Bachelor's Regulations or art. 14.2b of the Master's Regulations.
Pretending to be someone else for an exam or other evaluation.	**Failing the exam concerned without the possibility of re-sitting the exam** (grade 0.00 or "non acquis" on the transcript for that exam) in accordance with art. 14.2c of the Bachelor's Regulations or art. 14.2c of the Master's Regulations. The case will also be submitted to the UNIGE disciplinary committee, and disciplinary measures may include exclusion from the GSEM.

Depending on the individual case, the dean's office may apply **further disciplinary measures** such as excluding students from the exchange program.