



GSEM directive on e-exams

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

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I. General rules

- 1) A student's absence from an assessment is recorded as such in the grade transcript. A grade of 0.00 will be awarded, resulting in a fail.
- 2) You need to find out what type of evaluation will be used for each class and how the exam will be organized.
- 3) There is no special treatment for incoming exchange students or for students from outside GSEM. Students who have signed up for GSEM classes must take exams in accordance with the academic calendar and under the same conditions as regular GSEM students.
- 4) Make sure you are ready to start the exam at the scheduled time, and do not forget your student card. You will need to show it for the ID check.
- 5) No latecomers will be allowed to start their exam after the first 10 minutes. Students who start late will not be allowed any extra time.
- 6) You are not allowed to wear caps or hats that hide your face, or earphones or headphones (including noise-cancelling devices) during the exam.
- 7) Once the exam has started, you will not be able to leave your computer, even for a short period, and you will not be able to ask any questions.
- 8) As a reminder, in keeping with the Bachelor's regulations, students are free to answer exam questions in either English or French, regardless of the teaching language for the class in question.
- 9) Teachers and teaching assistants are not allowed to tell students their grades before the grades are officially announced. There is no point contacting them to find out your results in advance.
- 10) For each exam, a one-off exam papers viewing session will be organized during the period indicated on the GSEM calendar. The date and time will be posted on the GSEM website in due course. Only you will be allowed to consult your exam paper.
- 11) Appeals can be made within 30 days of receipt of the transcript.
- 12) In the event of inappropriate behavior (and in particular cheating):
 - The inappropriate behavior is noted.
 - The student finishes their exam.
 - The teacher in charge reports the incident to the GSEM dean's office.
 - The case will then be handled by the dean's office, which will decide on any disciplinary measures, in keeping with Art. 14 of the regulations. Possible disciplinary measures are set out in the appendix. For students from outside GSEM and exchange students, the matter will be handed over to the relevant entity, along with the recommendation of the GSEM dean's office.



II. Specific rules

A. Final exams for a continuous assessment

1. Preparation:

The class teachers will inform you of:

- the date, time and length of the exam
- what items you are allowed to have with you (e.g., books, notes, calculator and data tables)
- two different ways of contacting the invigilators if you have a problem
- any other preparatory instructions.

Teachers may decide to proctor written evaluations taking place outside the regular exam session using Zoom. In this case, your GSEM teachers will proctor the exam. Video data will not be recorded or stored, and at no time will those data be available outside of the class setting. However, internet connection data on bandwidth, latency and incidents will be collected for quality-control purposes; only UNIGE technical staff will be able to access those data. If the teacher chooses to use Zoom to proctor the exam, points 2, 3 and 4 below will apply.

2. Before the exam starts

- You will receive the Zoom meeting code 30 minutes before the start of the exam.
- You will be able to enter the waiting room 15 minutes before the start of the exam.
- Once the assistant or teacher has checked your identity using your student card, you will be able to access the Moodle space for the exam.

3. During the exam

- Your camera, microphone and loudspeaker must be kept on throughout the exam. The invigilator may deactivate or reactivate your microphone remotely.
- There can be no virtual background, and your surroundings must be visible to the invigilator.
- Your camera does not have to show your workspace.

4. After the exam

- Once the exam time is up, your paper will be submitted automatically.
- If you wish to submit your paper before the end of the exam, you can inform the invigilator using the 'raise your hand' function; they will then decide whether you can submit your paper and end the session.



B. Written exams

1. Before the exam session

The GSEM e-exam team will get in touch with you about how to install TestWe and the deadline for giving your consent. No exemptions can be made once the deadlines have passed.

- If you give your consent, an identification test will be activated in order to take your photograph. This photograph will be used for sign-in before each exam.
- If you don't give your consent and choose to sit your exam face-to-face, you will receive a specific directive.
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2. The day of the exam

- a. Log into the app at least 30 minutes before the start of the exam.
- b. If it is a closed-book exam, you will be sent a code 10 minutes before the start of the exam.
- c. You will only be able to view the exam at the exact start time.

3. When the exam begins

- a. Carefully follow the on-screen instructions.
- b. Confirm your identity by taking a photo of your face.
- c. Show your student card.

4. During the exam

- a. Your built-in front webcam or external webcam will remain turned on, and a limited number of photos will be taken randomly throughout the exam.
- b. Your microphone will remain turned on throughout the exam, and the sound recording will be submitted with your exam paper at the end of the exam.
- c. If it is not an open-book exam, access to all other apps, web browsers and the hard drive will be blocked.
- d. Depending on the monitoring method which you may check [here](#), distance monitoring may be automatic or not, as **specified in the e-proctoring directive**.

5. After the exam

- a. Once the exam time is up, your paper will be submitted automatically.
- b. If you wish to submit your paper before the end of the exam, you can confirm submission of your paper.
- c. Make sure that the circle to the left of the exam is green before logging out of the app.
- d. If you wish to access the images taken during your exams, you can send an email to gsem-e-exam@unige.ch from your UNIGE email address. In the email, you must specify whether you wish to view all of the photos from the exam session or just the photos from one or more specific exams.



C. Oral exams

1. Before the exam

- a. At least two weeks before the exam, the examiner will let you know the date, time and length of the exam and the items you are allowed to have with you.
- b. If the oral exam is to be recorded, the teacher will request your consent via email (Moodle), and you will be told who will have access to the recording, for what purposes, how it will be stored and for how long.
- c. The Zoom meeting code must be sent to students at least 24 hours before the exam.
- d. Oral exams generally last between 20 and 30 minutes.

2. During the exam

- a. You will be able to enter the waiting room 30 minutes before the start of the exam.
- b. You will be allocated a question at random.
- c. If you are allowed preparation time:
 - The teacher will let you know how long you have from the moment the question has been selected until the start of the oral exam.
 - You will be allocated to a waiting room to prepare your exam.
 - At the end of the preparation time, the examiner or the assistant will decide who can enter the exam room.
- d. There can be no virtual background, and your surroundings must be visible to the invigilator.

III. Validity

This directive applies to assessments for the fall 2020 semester.



APPENDIX: 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 complying with the exam rules (especially leaving your work spaces, attempting to communicate with others, etc.). Having unauthorized items with you during an exam (e.g. 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 observed (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. 14.2c 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 occurred (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. 14.2c 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. 14.2b of the Master’s Regulations. The case will also be submitted to the UNIGE disciplinary committee , and disciplinary measures may include exclusion from GSEM.

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