
Guideline name: Exam Arrangements and Grade Reporting of University Study Units

1. **Objective:**

The objective of this guideline is to determine rules for preparing and conditions for conducting exams at the University and grade reporting.

This guideline has four appendices constituting an integral part hereof.

For the sake of convenience, the procedure is worded in the masculine gender but is addressed to men and women alike.

2. In this guideline:

University	Tel Aviv University.
Unit	Academic unit, including faculty, school, class or department.
Administrative Director	Head of faculty administration, school administrative coordinator, class administrative assistant or anyone authorized by them in writing.
Unit Head	A member of the academic staff who is head of the academic unit – Dean, head of school, head of class or head of track.
Exam	A written test of between one and four hours in length, or an oral test in which a grade is given whose weight in the final grade of the course is no less than 20%.
Exam duration	The duration stipulated on the exam questionnaire.
Examinee	A student entitled to be examined as stated in section 18 below.
Invigilator	A Teacher or anyone to be authorized by the Unit Head or by the Administrative Director to invigilate in an exam and ensure its proper conduct.
Exams Coordinator	Anyone authorized in writing by the Administrative Director of the Unit to handle the issue of exams and grade reporting under this guideline.

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Teacher	Anyone authorized to teach a course in which an exam was held.
New Immigrant	Anyone who came to Israel in the seven years prior to the commencement of undergraduate or master's degree studies at the University.
Teaching Committee	A teaching committee or any other entity authorized for this purpose by a faculty.
Special Exam Date	The date of an exam given to a student in addition to the ordinary exam dates (first scheduled exams (<i>Moed Alef</i>) and second scheduled exams (<i>Moed Bet</i>)).
Entitling Event	An event relating to pregnancy, birth, fertility treatments, adoption or receiving custody of a child.

3. ---

3.1 Rules on Anonymity:

Written exams taking place at the University are anonymous. In certain courses it will be possible for non-anonymous exams and assignments to be held, on condition that this was approved at the time by the Teaching Committee and on condition that all students are notified thereof in advance.

3.2 Confidentiality:

The exam form will be kept confidential until the commencement of the exam.

4. Exam Dates:

Generally, exam dates are published in newsletters on the website and in the personal information at the start of each year, before the registration date for courses. However, in special cases second scheduled exam (*Moed Bet*) dates are published at a later date, or at least a month prior to the exam date.

Undergraduate and master's students (in master's study programs, with the exception of international programs) are entitled to be examined on both the scheduled exam dates determined by the University under the same conditions and in the same format, as long as they have satisfied the course requirements allowing them to be examined, irrespective of their level of achievements in previous exams.

The student is responsible for keeping updated about the exam dates for the courses.

5. Special Exam Dates:

5.1 Entitlement:

The following students will be entitled to a Special Exam Date, all under the conditions set forth below:

5.1.1 Reserve duty – a student who is absent from an exam due to reserve duty is entitled to be examined on a Special Exam Date instead of any date he missed:

A student who was on active reserve duty for a consecutive period of 7 or more days and the exam date falls within 7 days of his release.

A student who was on active and continuous reserve duty for four to six days and the test took place within a range of 48 hours from the day of his return to reserve duty.

A student who was on active reserve duty of 3 or less days, on condition that the faculty recognized this reserve duty as stated in a recognition of reserve duty (later on in this section).

A student who in the course of the semester close to the period of exams served in reserve duty for at least 10 consecutive days of reserve duty or 21 days cumulatively, is entitled to be examined in any course he should have been examined in during the exam period, on another date at the end or close to the end of the semester.

Notwithstanding the foregoing, nothing in this entitlement to a Special Exam Date will alter the student's right to sit two exam sittings only in each course.

A student who as a result of reserve duty is absent from an exam in a course constituting a pre-requirement, is entitled to study conditionally in the advanced course or in the advanced year until completion of the exam with a pass grade or the grade determined in the course.

A student who as a result of active reserve duty filed an appeal upon delay, as stated in section 24.2 of the procedure and consequently was not given a grade until after the date on which second scheduled exam (*Moed Bet*) took place, which he did not sit, will be entitled to a Special Exam Date, if any, or on a subsequent exam date.

Recognition of Reserve Duty:

- (a) Active reserve duty will only be recognized if the student presents one of the following certificates:
 - Form 3021
 - Form 3010
 - Form 510 (a daily certificate together with the call-up order for reserve duty).
- (b) In cases where a student is absent from an exam as a result of reserve duty of 3 days or less, the Unit will recognize the reserve duty only if the student notified it immediately upon receipt of the call-up order.
- (c) The Unit has authority not to recognize reserve duty in cases where it becomes apparent to it that the student chose to perform the reserve duty on the date on which the exam was held.

- 5.1.2 Pregnancy or birth – a female student who is absent from an exam due to an Entitling Event (an event related to pregnancy, birth, fertility treatments, adoption or receiving custody of a child) is entitled to a Special Exam Date. On an event related to adoption or receiving custody of a child this rule is also applicable to male students.

A female student after birth, adoption or receiving custody of a child who was absent from an exam in a period of up to 14 weeks after the date of the birth, adoption or receiving custody of a child is entitled to be examined on a Special Exam Date.

A female student who was absent from an exam on a course due to an Entitling Event is entitled to study conditionally in the advanced course or in the advanced year until completion of the exam.

The male/female partner of a female student after birth who was absent from an exam that was held in the course of the three weeks after the date of birth, adoption or receiving custody of a child will be entitled to a Special Exam Date.

- 5.1.3 Bereavement – a student whose first-degree relative (parent, brother/sister, husband/wife, son/daughter) has died and the date of death took place on an exam date or during the two weeks preceding the exam date or during the week-long mourning period (*shiva*).

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- 5.1.4 A test scheduled on one of the festival days appearing in Appendix D, on condition the student is a member of the religious community.
- 5.1.5 Fast days – an exam on either the first or second scheduled exam dates (*Moed Alef* or *Moed Bet*) that was held in the afternoon hours (2pm and thereafter) and on condition the student is of the religious community to whom the fast applies.
- 5.1.6 Where there are overlapping exams on mandatory courses (in a course of study of the same year) – first scheduled exams (*Moed Alef*) or second scheduled exams (*Moed Bet*) taking place at the same time of the day or within a period of time of 24 hours at the most, and subject to the student having sat one of the two exams at the first scheduled exams (*Moed Alef*).
- 5.1.7 Teaching Committee authorization – a student whom the faculty or unit committee (according to the faculty's decision) decided he is entitled to a Special Exam Date.
- 5.1.8 A student whose grade at the first scheduled exam (*Moed Alef*) was published at least one week before the date on which the second scheduled exam (*Moed Bet*) takes place.
- 5.1.9 A student who was tested in an exam in which the provisions of section 22 of this procedure were not satisfied with respect to the presence of the lecturer/teaching assistant in the exam.

5.2 Determination of Special Exam Date:

- 5.2.1 Generally, a Special Exam Date will be given as close as possible in time to the semester in which the course was taught. A notice on holding the Special Exam Date will be published at least 10 days prior to the planned date, and upon personal coordination with the entitled student, all at the decision of the faculty. This arrangement does not apply to entitlement to a Special Exam Date on account of at least 3 days' illness (see section 6).

A Special Exam Date for students who have served in reserve duty will take place after the reserve duty has been completed in a manner allowing the student time to prepare before the exam.

- 5.2.2 In cases where an identical course is taking place in the subsequent semester or in the subsequent year to the semester in which the exam was held, the

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faculty may authorize a student, at his request, to determine that the Special Exam Date will be held together with the regular date of the exam in the subsequent semester or in the subsequent year.

5.2.3 The provisions of subsection (5.2.2) above will not apply in cases where the entitlement is under section 5.1.9. In such cases, the Special Exam Date will occur within 30 days of the date on which the student requests the Special Exam Date.

5.2.4 In cases where the pass grade in the course is a condition for registration to another course, and the Special Exam Date takes place after registration to the course, the student may register for the subsequent course and his registration will be conditional upon his passing the exam on time.

6. Additional Date for Illness of at Least 3 Days:

A student who was not examined due to illness of at least 3 days will be entitled to another date in each of the courses in this period of illness, subject to the following rules: 1. The student presents a medical certificate issued during the days of illness; 2. The student sat one of the two dates of the exam.

The number of certificates granting entitlement to an additional date for illness will be limited to twice in the semester in all the student's study classes together (for the avoidance of doubt – also in two-class programs, double programs or in a class after a degree – in total twice in a semester and not four times). In exceptional cases the student will be able to apply to the Unit Teaching Committee.

This date will be given in the subsequent semester or in the subsequent year if the course is held then. If a Special Exam Date is taking place for persons serving in reserve duty or for women who have given birth, students who presented a medical certificate in one of the two dates determined in advance may also be added to this date.

7. A student who did not attend a Special Exam Date or an additional date on account of illness of at least 3 days does so at his own responsibility, and there is no obligation to allow him another date, except in cases entitling to special authorization. No other authorization will be received.

8. Exams on first scheduled exam dates (*Moed Alef*) or second scheduled exam dates (*Moed Bet*) will be held under the same conditions and in the same format.

The exam questionnaire and student's answers will be written in the teaching language of the course. In special cases the Teaching Committee may authorize a student to write the exam in a language that is not the exam language, after another member of the teaching

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staff is found, apart from the Teacher, who is able to read the exam in the requested language.

A Special Exam Date will take place in the same format as the exam at the first scheduled exam (*Moed Alef*) and at the second scheduled exam (*Moed Bet*), except in the event the student has been authorized to sit the exam at the regular scheduled date of the course in the subsequent semester or in the subsequent year (in such case the student is under an obligation to get updated on the study material and the exam structure).

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9.1 Oral Exams:

9.1.1 Generally, exams will be written. In special cases and with the prior authorization of the Teaching Committee an opportunity will be given to hold oral exams.

9.1.2 The Teaching Committee will determine the criteria for exams held orally.

9.1.3 An oral exam in any event will be held by two Teachers: the course Teacher and another Teacher to be determined by the Unit Head in coordination with the course Teacher.

9.1.4 There is no right of appeal on the results of an oral exam.

9.2 Multiple Choice Exams:

9.2.1 “Sample questions” of the exam will be available for review by students.

9.2.2 When the exam questionnaire is privileged, a meeting should be held after the exam with the students to present the exam. If the privileged questionnaire is a multiple-choice questionnaire (in Hebrew known as an “American exam”) in which the Examinee is asked to mark one answer from among a set number of answers, the questions that appeared in the exam and the correct solution will be presented before the students at the aforesaid meeting.

10. Learning Accommodations in Exams:

10.1 The University grants learning accommodations in exams for several reasons:

(1) Difficulties with the Hebrew language.

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- (2) Learning disabilities.
- (3) Medical disabilities.
- (4) Pregnancy and birth.

10.2 Arrangements for authorizing learning accommodations for difficulties with the Hebrew language:

10.2.1 Persons entitled:

- A. New immigrant students who immigrated to Israel in the 7 years prior to commencement of their degree studies at the University.
- B. Students who were examined in a matriculation (*bagrut*) exam that is not in Hebrew and 7 years have not yet elapsed from the date of their matriculation exam until the commencement of their undergraduate studies at the University.
- C. Students from Arab society in undergraduate studies.

10.2.2 In exams in Hebrew only, the above populations will be given extra time of 30 minutes for each exam, and also more use of a dictionary approved by the faculty, all for the period of time of their undergraduate studies, on condition that there is such continuity of degree studies. No exception to these provisions will be permitted.

10.2.3 Members of the above populations are obligated to check with the faculty office that they are entitled to the aforesaid learning accommodations.

10.3 Arrangements for authorization of learning accommodations for learning disabilities:

10.3.1 A student will be recognized as having a learning disability by the Dean of the Students' Center for Diagnosis of Learning Disabilities.

10.3.2 The results of the diagnosis and recommendations of the Center for Diagnosis of Learning Disabilities will be passed on to the competent entity in the faculty for authorization of learning accommodations.

10.3.3 The validity of the diagnosis – admissible diagnosis (an internal diagnosis of Tel Aviv University or of a learning functioning mechanism) is valid if made in the last five years. Decisions in exceptional cases will be

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determined at the discretion of the Center for Diagnosis of Learning Disabilities.

10.3.4 Accommodations that have been approved will be published for the student in his personal information, including the validity of the decision.

10.3.5 The grounds of a deciding entity with regard to accommodations not approved will be documented in the student's personal file.

10.4 Arrangements for the authorization of learning accommodations for medical reasons:

10.4.1 For the purpose of determining learning accommodations, an expert physician opinion is required.

10.4.2 A student requesting to receive learning accommodations for medical reasons will file a written request to the Teaching Committee of the faculty, together with relevant and updated documents. The Teaching Committee will transfer the request for the opinion of the University's physician or of any other authority to be determined by the Academic Secretariat (as the case may be) and will act according to its recommendations.

10.4.3 The validity of the medical certificate – diagnosis or medical approval, will be deemed valid if given or made in the last year by the competent physician, except in those cases of a permanent disability.

10.4.4 Accommodations approved will be published for the student in his personal information, including the validity of the decision, while protecting medical privilege. Likewise, the decisions, including the grounds, will be documented in the student's personal file.

10.5 Pregnant students are entitled to special accommodations: going to the toilet during the exam, extra time in the exam not exceeding 25% of the exam duration, provided that the cumulative amount of extra time does not exceed 30% of the exam duration. Entitlement to extra time in the exam is not cumulative and there is no double time for a student entitled to extra time for another reason.

A pregnant student will be required to present to the Student Secretariat suitable certificates from a treating physician.

10.6 Students will not be entitled to double learning accommodations.

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10.7 Appeals – a student may file an appeal to the Teaching Committee on the recommendations of the competent entities one week from the date of publication of the decision in the student’s personal information.

11. Exams Coordinator:

The function of the Exams Coordinator is to handle all the organizational parties related to the exams. If necessary, he will appoint employees to help him in the handling of a specific matter in relation to the exams, provided however that he trains them to act pursuant to the rules of this guideline, and all responsibility remains with him.

The Exams Coordinator will verify that the provisions of this procedure in general, and of Appendix B in particular, are known to the Invigilators.

12. Protecting Exam Material:

All material in connection with an exam, including the exam forms and the exam notebooks empty and completed, will be kept in a safe place of storage, such as a safe, security room, a metal cupboard locked with a security lock, etc. (hereinafter, the “**Safe**”).

The keys to the Safe will be kept by the Exams Coordinator and the Administrative Director.

13. Arrangements for Writing and Duplication of Exam Form:

13.1 At the head of the exam form will appear the details of the course in which the exam is being held: course name, semester, year, scheduled exam date, name of Teacher, date of exam, exam duration, ancillary material permitted for use in the exam and also any other detail worthy of mention.

Likewise, the maximum number of points that can be accumulated in the exam will appear at the head of the form.

The maximum number of points that can be accumulated for each question will appear next to each question. These numbers will total the maximum number of points that can be accumulated in the exam.

13.2 The Teacher will pass on the exam forms by hand to the Exams Coordinator for the purpose of printing and duplication. The form will be printed in a room to which students have no access or in the Secretariat office outside reception hours. If a break takes place during the printing, the draft exam form, the printed material and any other material will be put into the Safe, so that no detail relating to the exam remains outside the Safe.

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13.3 The proofreading of the exam form will be carried out by a Teacher in a place to which students have no access. After proofreading, the Teacher will make sure to destroy or archive the exam form (according to section 12).

13.4 The duplication of the exam form will be carried out in a closed room and there will be no access to it for other employees at the time of duplication. If there is no such option, the Exams Coordinator will personally transfer the exam form to the duplication unit and will be present in the room from beginning to end of the duplication process.

At the end of the duplication process, the Exams Coordinator will check if no exam forms remain, either full or partial, inside or outside the duplication machine, and will make certain that the machine drum has been emptied and no detail relating to the exam remains in the duplication unit.

13.5 The exam forms and the original from which it was duplicated will be kept in the Safe in a closed envelope until the date designated for holding the exam.

13.6 During preparation of the exam form, the Exams Coordinator will make sure that no forms, draft exam forms or any detail relating to the exam were left outside the Safe.

13.7 The Exams Coordinator will make sure that all measures necessary have been taken so that no exam forms are found in places to which there is access.

14. **Exam Notebooks:**

The serial number appearing on the notebook cover will also appear on its internal pages. The notebooks will be handed to the Invigilator in a group of running serial numbers. The notebooks may not be used for other purposes, only for exams.

15. **Assignment of Examinees to Rooms:**

The assignment of Examinees to exam rooms will be published on the day of the exam, as close as possible to the time it starts.

16. Approximately one hour before the time of the exam, the Exams Coordinator will hand over to the Invigilator closed envelopes containing the exam forms, the notebooks, the list of Examinees and the reporting form. The envelopes will be opened by the Invigilator only at the start of the exam and after identification of the Examinees. The reporting form will

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be completed by the Invigilator at the end of the exam and will include the following details:

16.1 The serial number of the notebooks handed over to the Invigilator.

16.2 The number of Examinees who participated in the exam.

16.3 The total number of completed notebooks at the end of the exam.

17. Identification:

An Examinee entering the room in which the exam is being held will identify himself to the Invigilator by a photo identification document. In case of doubt over identity, the student will be referred to the class secretariat.

18. Entitlement to be Examined:

A student who satisfied all the following conditions will be entitled to be examined:

18.1 He is registered at the University according to its procedures and studies there.

18.2 His name appears in the list of Examinees whose entitlement to be examined has been approved by the Teacher, and there is no other academic bar to his participation in the exam.

18.3 He is in possession of a photo identification document.

A student whose studies were discontinued for any reason whatsoever and despite the discontinuation he obtained a permit to be examined from the faculty Teaching Committee or from the disciplinary tribunal, may sit the exam.

19. In exceptional cases a faculty may permit a student who does not satisfy the conditions set forth in sections 18.2 and 18.3 above to be examined on the basis of completion of a declaration according to which he was examined “conditionally” until clarification of his entitlement.

The faculty may collect a payment for this service.

20. Briefing to Examinees:

Several minutes before the start of the exam the Invigilator will brief the Examinees in all matters relating to completion of details recorded on the exam notebook.

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21. After this briefing, the Invigilator will distribute the notebooks and exam forms and will write on the board the start time and the finish time.

Throughout the time of the exam the Invigilator will act in accordance with the “Instructions for Invigilators” set forth in Appendix B of this guideline.

22. **Presence of Teacher:**

- 22.1 The Teacher will be present in the exam rooms or in their vicinity, in a place known to the Invigilator, until the end of the exam.

- 22.2 In exceptional cases the Unit Head may approve the absence of the Teacher as stated in section 22.1 above, after verifying that the Teacher appointed a substitute in his place who is familiar with the exam topics.

In such case, the Teacher will be responsible for his substitute’s clarifications and explanations.

The Teacher will hand over to the substitute the exam questionnaire and will instruct him with respect to the solutions.

- 22.3 A student who was examined in an exam in which one of the above conditions was not satisfied will be entitled to a Special Exam Date within 30 days of the exam.

23. **End of Exam:**

- 23.1 An Examinee who has finished the exam will hand over the exam notebooks to the Invigilator and the exam form and will receive back his identification document. The Invigilator will mark the fact of return of all the exam notebooks and the exam form on the list of Examinees.

- 23.2 The Invigilator will count and arrange the notebooks according to the provisions of section 12.3 of Appendix B and will report any exceptional event, as set forth in section 11 of the aforesaid Appendix.

- 23.3 The Teacher will personally receive from the Exams Coordinator the exam notebooks together with the report form and grade sheet.

During the time the notebooks are in the Teacher’s possession, he will be responsible for their being kept in a locked and safe place.

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24. Checking the Exam:

- 24.1 The Teacher will finish checking the exam notebooks and will hand over the grades to the Exams Coordinator in a period of time to enable publication of the grades by no later than two weeks after the exam date. This will be unless a special authorization was obtained from the Deputy Rector to the faculty dean to extend the publication of the grades, for example, in exams where there were actually more than 100 students examined.

The faculty may shorten the aforesaid time.

In multiple choice exams the exam grades will be passed on no later than one week after the date of holding the exam, except in exceptional cases and subject to the approval of the Deputy Rector.

In cases where the period of time between the first scheduled exam (*Moed Alef*) and the second scheduled exam (*Moed Bet*) is less than one month, the grades of the first scheduled exam (*Moed Alef*) will be provided no later than a week before the second scheduled exam (*Moed Bet*).

- 24.2 The Exams Coordinator (or the Study Unit Secretariat or the Student Secretariat, according to the practice in each faculty) will conduct a follow up on the date of delivery of the grades by the Teacher and will report to the Dean and the faculty administration head about any Teacher who failed to finish checking the exams on the date stated in section 24.1.
- 24.2.1 If within the period of time stipulated in section 24.1 the Teacher failed to transfer the exam grades to the Coordinator, the Dean and the head of faculty administration will act for a prompt return of the grades.
- 24.2.2 The organization and methods unit will conduct a follow up on the date of publication of the grades and will transfer the data to the Rector's Office. No advanced study trips will be approved for Teachers who delayed in handing over grades.
- 24.3 At the time of checking the exam the reason must be briefly clarified for lowering points, or alternatively, the students must be furnished with a solution to the exam. The comments will be written in pen and not in the page margins so that they will be legible in a scanned exam.

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24.4 The Teacher will record the grade in pen, in numerical values on the notebook and on the grade sheet and will sign alongside the note recorded in the notebook and at the bottom of the grade sheet.

In cases where it is necessary to amend the grade, the Teacher will cancel the original grade by drawing a line in a manner for it to be possible to see what the previous grade was, he will note the new grade and will sign alongside the amendment.

24.5 Upon finishing checking all the exam notebooks, the Teacher will hand them over to the Exams Coordinator personally, together with the reporting form and the grade sheet signed by him.

A copy of the grade sheet will remain with the Teacher.

In special cases, where the record of the grades on the grade sheet is carried out by the Exams Coordinator, he will act as stated in section 24.3 above, *mutatis mutandis*, and will hand over to the Teacher a completed copy of the grade sheet.

24A. Giving a Final Course Grade:

24A.1 A final course grade will be given by the Teacher responsible for the course and will be recorded on the grade sheet.

24A.2 In exceptional cases, for example, where a responsible Teacher was unable to give a final grade; for any reasons whatsoever a final grade was not granted; the grade in the course was composed of several components, all or part of which were not handed over to the responsible Teacher by the Teachers participating in the course, and in the circumstances that arose the responsible Teacher was unable to determine the final course grade – the responsible Teacher will approach the Unit Teaching Committee.

24A.3 The Unit Teaching Committee may act in one of the following ways:

- To assist the responsible Teacher to determine the final grade.
- To transfer the matter for handling to the Undergraduate University Committee or the Master's University Committee, as necessary in the circumstances.
- Generally, it is prohibited to give a "pass" grade to some students in the course. In particularly exceptional cases the Teaching Committee may hear

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and authorize a responsible Teacher to grant the grade “pass” or “participated and carried out his obligations”.

24A.4 For the avoidance of doubt, nothing stated in this section will permit a widespread grant of a final grade of “pass” or “participated and carried out his obligations”.

25. Publication and Reporting of Grades:

Immediately after receipt of the checked notebooks and as soon as possible, the Exams Coordinator will act to publish the grades and will act in the following manner:

25.1 He will record the appropriate symbol in the column of the final grade with respect to each student not given a grade by the Teacher.

25.2 He will summarize the grades on each grade sheet, record the total in the designated place, sign and state the date of publication of the personal information and will also note the date of computer reporting.

25.3 The Exams Coordinator will verify that the grade sheet is filed at the Unit Secretariat.

25.4 Written exam grades will be published up to two weeks after the date of the exam (except in those exceptional cases as stated in section 24.1), and the exam grades of the multiple-choice questionnaire will be published within one week of the exam date.

25.5 In case of a student who has not paid his tuition fees in full – his grades will not be published.

26. Protection of Exam Notebooks:

Checked notebooks handed over to the Exams Coordinator and the list of Examinees marked by the Invigilator will be kept in the Unit in a place to be determined for their storage for one semester at least after the date of the exam. Thereafter, they may be incinerated.

27. Appeal on Grade:

Generally, Examinee anonymity will also be maintained at the time of checking an appeal on the grade.

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27.1 Pursuant to the Student Rights' Law, a student is entitled to review the notebook of any exam he sat and any concluding assignment in a course he submitted after they were checked and their grades were published and he is also entitled to receive a copy thereof. The University may collect consideration for the cost of the copy.

27.2 An Examinee is entitled to appeal the grade of an exam in a course or concluding assignment in a course within 5 days of the date of publication of the grade or the date of exposure of the scanned notebook (the later of the two dates) in the personal information for the student.

The appeal will be filed in the computerized appeals system. Unscanned exams – an appeal will be filed in writing to the Unit Secretariat according to the internal procedures of the Unit.

The Teacher will be obligated to respond to the appeal in writing within 10 days of the date of publication of the grades or the scanned exam notebook (the later of the two).

In case of a student who, as a result of active reserve duty, could not have filed an appeal by any means whatsoever (fax, email etc.), the period in which he would be able to file an appeal will be extended from the end of the service and according to the aforesaid number of days.

27.3 An exam that an appeal was filed in its regard as aforesaid will be given for further review in its entirety.

27.4 The Teacher will record his decision on the appeal.

In the event of dismissal of the appeal, the Teacher will record the ground for his decision.

Written appeal – appeal/change of grade form will be completed in two copies: one copy will be passed on to the Exams Coordinator and the other will remain with the Teacher.

A Unit may appoint a grade amendment committee. If such a committee is appointed, the Teacher's decision on appeal constitutes only a recommendation for an amendment of the grade. The grade amendment committee will decide whether to accept or reject the Teacher's recommendation.

27.5 A grade that has been published is final as long as the results of the appeal have not yet been published.

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28. Reporting and Registration of Individual Grade:

- 28.1 The provisions of section 27.4 will apply to any change of an individual grade carried out in consequence of an appeal, the amendment of an error, reporting on seminar grades, etc.
- 28.2 The Exams Coordinator will report on the computer about any change of grade. The appeal/change of grade form will be filed in the Unit Secretariat.
- 28.3 Reporting on an amendment or change of grade appearing on the consolidated grade sheet will be recorded on the copy of the grade sheet located in the Unit Secretariat and the appeal/change of grade form will be attached and a copy of the computer report. The report form, including the original documents will not be passed on for filing except after having been checked and verified against the verification of individual grades report issued by the Student Administration Services Unit in the Student Registration and Administration Department. It is recommended that such verification test is performed by a different entity than that actually reporting the grade.

29. Loss of Exam Notebook:

- 29.1 The Exams Coordinator will report the loss of an exam notebook immediately to the Unit Teaching Committee.
- 29.2 The grade of an Examinee whose notebook was lost through no fault of his own will be determined according to one of the alternatives set forth below, at the election of the Examinee and with the approval of the Unit Teaching Committee:
- 29.2.1 A “**pass**” grade (without a numerical value).
- 29.2.2 A retake of the exam.

30. Application:

These regulations replace the procedure on Exam Arrangements and Grade Reporting of University Study Units of October 19, 1988.

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Appendix A: Instructions for Examinees

1. The Examinee must be examined only in the room in which he is registered.
2. The Examinee must enter the exam room 10 minutes before the start time and he will not be permitted to leave the room except subject to the provisions of sections 5 and 10 of this Appendix.
3. At the time of entry into the exam the Examinee will hand over to the Invigilator a photo identification document.
4. Upon entry into the exam room the Examinee will leave his possessions at the entrance, including wireless communication devices, such as mobile phones, smart watches, personal computers (except for those with authorization from the Teaching Committee) which he will leave switched off. The Examinee will have on his possession only material permitted for use in the exam, he will sit in the place assigned to him by the Invigilator and will avoid conversation.

Throughout the exam it is absolutely prohibited to be in possession, in or around the exam room, of any material related to the exam itself or the course in which the exam is being held, except for material whose use is permitted in writing by the Teacher.

5. An Examinee who has entered the exam room and received an exam form will be considered to have been examined at that scheduled exam date.

Such an Examinee who has decided not to write the exam may not leave the exam room except after half an hour has elapsed since its start, after having completed his personal details on the notebook and returned the notebook and the exam form. His grade in the exam will be "0".

6. The Examinee will review the exam form only after having been granted permission to do so from the Invigilator.
7. The Examinee's table will only have on it the exam form, the exam notebook and material permitted for use in the exam.
8.
 - 8.1 Upon receipt of the exam notebook the Examinee will complete the details required on the exam notebook only on the place designated for this purpose.

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The name, or any other identifying detail, should not be written inside the exam notebook.

8.2 An Examinee receiving more than one exam notebook will note on each notebook its number out of the total number of notebooks in his possession, for example, “notebook 1 of 2, notebook 2 of 2”, etc.

8.3 Answers should be written in ink in clear and neat handwriting.

An Examinee choosing to write a draft will do so on the right-hand page of the exam notebook pages and will note “draft” at the top of the page.

An Examinee will not use the exam form or any other paper for the purpose of writing a draft.

Pages may not be torn out of the exam notebook.

9. An Examinee will not enter the exam room after the doors have been closed, except in special circumstances and with special permission from the Exams Coordinator and at the decision of the Teacher or his substitute, and no later than 30 minutes after the start of the exam.

10.

10.1 An Examinee will not leave his place or talk with anyone during the exam.

Anyone with any request or question will raise his hand.

10.2 All exam notebooks in the possession of an Examinee will be under his supervision and responsibility throughout the exam.

An Examinee leaving the room during the exam after having been permitted to do so must deposit his notebooks and the exam form with the Invigilator.

The Examinee is absolutely prohibited from taking any material related to the exam outside the room.

11. Any instruction given by the Invigilator by virtue of his position must be complied with.

12. At the end of the exam the Examinee will return the exam notebooks with the exam form and will receive back his identification document.

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13. An Examinee acting contrary to the rules of this guideline and its appendices is likely to have his exam discontinued by the Teacher or may even have to face disciplinary proceedings.

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Appendix B: Instructions for Invigilators

1. The Invigilator will arrive at the Unit Secretariat at least half an hour before the start of the exam for the purpose of obtaining the exam material and the instructions from the Exams Coordinator. Likewise, the Invigilator will receive from the Secretariat a page with the details of the lecturer/teaching assistant to answer student questions, the place where the lecturer/teaching assistant may be found and his telephone number where he can be reached.
2. The Invigilator will check that there are no objects, pages and unnecessary pages in the room and will allow the entry of Examinees ten minutes before the start of the exam.
3. The Invigilator will allow the Examinee to enter the exam room after he has identified himself by means of a photo identification document.

The Invigilator will check that the Examinees are sitting in the places allocated to them or according to the rules determined by the Exams Coordinator.

After distribution of the notebooks, the Invigilator will not permit anyone to leave the exam room, except subject to the provisions of section 10 of Appendix A (see also, section 8 below in this Appendix).

4. The Invigilator will brief the Examinees in all matters relating to completion of the details recorded on the exam notebook.
5. Several minutes before the start of the exam the Invigilator will pass among the Examinees and will compare the Examinee and his identifying document with the name recorded on the exam notebook.
6. - - -

The Invigilator will check that only ancillary material permitted for use in the exam is on the tables, and thereafter will open the envelopes and distribute the exam forms upside down, will notify of the start of the exam and will record on the board the start time and finish time of the exam.

The Invigilator will act in accordance with the list of persons with learning accommodations he received from the Exams Coordinator.

7. The Invigilator will not permit the Examinee to enter the exam room after the doors are closed, except in special circumstances and with a special permit from the Exams Coordinator and at the decision of the Teacher (or at the decision of his substitute), and no

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later than 30 minutes from the start of the exam; the Examinee is not entitled to receive extra time on account of the delay.

8. Leaving the exam room during the exam will be permitted, if at all, only accompanied by the Invigilator, and after the Examinee has deposited the exam notebook/s with the Invigilator.
9. The Invigilator will hand over to the Examinee an extra notebook at his request and will note this fact on the list of Examinees. The Examinee will complete his personal details on the extra notebook and will mark it as notebook 2 of 2 etc.
10. The Invigilator is required to walk around the exam room frequently. Invigilating from a distance is not enough. During the exam the Invigilators are not permitted to read or talk to each other.
11. - - -
 - 11.1 An Invigilator who finds an Examinee in possession of any material that is not permitted for use in the exam will take the material away from him, mark in the exam notebook the place the Examinee reached when the prohibited material was found, will sign alongside the note and submit an exceptional event report form.
 - 11.2 An Examinee talking during an exam will be warned by the Invigilator.

After a second warning the Invigilator will mark in the exam notebook the place the Examinee reached and will sign alongside the note.

At this stage the Invigilator may also move the student to another seat.

After a third warning the Invigilator will call the Teacher, who may discontinue the Examinee's exam and send him out the room.

In the event as stated above, an exceptional event report will be submitted in which it will state, *inter alia*, with whom the Examinee spoke.
 - 11.3 Regarding each of those events set forth in sections 11.1 and 11.2 above, the Invigilator will complete an exceptional event report form that will include, *inter alia*, the Examinee's personal details, a description of the incident, the time of the event, the Invigilator's comments and he will sign his name.

At the end of the exam the Invigilator will attach to the notebook material suspected of being prohibited, if any, and the aforesaid report form.

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12. ---

12.1 When the Examinee has finished the exam and handed in his notebook and the exam form to the Invigilator, the Invigilator will mark the fact of handing in the notebook, will check if the number of notebooks returned by the Examinee matches the record on the list of Examinees and thereafter will return his identification document to him.

In the event they do not match, the identification document will not be returned until the matter has been checked.

12.2 Upon completion of the exam the Invigilator will collect the exam notebooks and the exam forms from the Examinees and will perform a check as stated in section 20 in the main guidelines.

12.3 After all the Examinees have left the exam room, the Invigilator will act as follows:

12.3.1 He will tear off the left-hand slips and arrange the notebooks and appendices according to the order to be determined by the Exams Coordinator.

12.3.2 He will check the total number of completed notebooks and match their number to the number of slips.

12.3.3 He will check the serial numbers of the notebooks.

12.3.4 He will complete the report form (see section 16 of the procedure) and also fill in an exceptional event report form (if any).

12.3.5 He will hand over to the Exams Coordinator the report form, the list of Examinees, the notebooks, the slips and the exam forms.

If the exam took place in the afternoon hours, the Invigilator will hand over the above material to the Exams Coordinator or his substitute and he will verify that the material has been placed in the Safe.

12.3.6 Where the Invigilator has discovered an inconsistency as stated in sections 12.3.2 or 12.3.3 above, he will notify the Exams Coordinator thereof by means of an exceptional event report form.

Appendix C: Multiple Choice Exams

1. Definition:

A multiple-choice exam is an exam in which the Examinee is required to choose one or more answer out of a list of possible answers. The Examinee marks his answers on the answer sheet. Checking the test and grading are done by computer.

2. The following provisions do not apply to multiple-choice exams:
Sections 8, 9, 14, 16, 20, 23, 24 and 26 of the procedure.

3. In guideline 25, the words “Immediately after receipt of the checked notebooks” will be replaced by the words “immediately after receipt of the grades from the computer”.

In guideline 27.1 the words “exam notebook” will be replaced by the words “the exam form and answer sheet”.

In guideline 29.1 the words “on loss of the exam notebook” will be replaced by the words “on loss of the answer sheet”.

4. The following provisions will apply only to multiple-choice exams:

4.1 Half an hour before the time of the exam the Exams Coordinator will hand over to the Invigilator the exam forms, the answer sheets, the list of Examinees and the report form to be completed by the Invigilator and to include the following details:

- The number of Examinees who participated in the exam.
- The total number of completed answer sheets at the end of the exam.

4.2 Several minutes before the start of the exam the Invigilator will brief the Examinees with regard to the way the answer sheets are to be completed.

Every Examinee must mark on the answer sheet the Examinee number and write alongside his full name, the class and date.

4.3 At the end of the test the Examinee will hand over to the Invigilator the answer sheet and the exam form. The Invigilator will mark on the list of Examinees that he received possession of the material.

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- 4.4 The identification document will not be returned to the student except after the Invigilator has checked his completed answer sheet.
- 4.5 The Invigilator will count and arrange the answer sheets according to that stated in section 12.3 of Appendix B and will report any exceptional event as set forth in section 12.3 above.
- 4.6 The exam coordinator will hand over the answer sheets to the person in charge of checking the exam on the computer. The person in charge will check the Examinee numbers and will pass on to the coordinator a signed form attesting to receipt of the answer sheets.
- 4.7 The results of the computer analysis will be delivered by the Exams Coordinator to the Teacher. If there is a need for a second computer run, the Exams Coordinator will pass on the answer sheets a second time to the person in charge of checking and will receive from him a signed form as stated in section 4.6 above.
- 4.8 The results of the exam will be published no later than one week after the date of the exam.
- 4.9 Answer sheets and the list of Examinees marked by the Invigilator will be kept in the Unit in a place determined for their storage for a period of one year from the date of the exam, and thereafter will be incinerated.
- 4.10 The provisions of sections 7 and 12 of Appendix A, Instructions for Examinees, the words “exam notebook or notebooks” will be replaced by the words “answer sheet”.
- 4.11 The provisions of section 8 of Appendix A do not apply to multiple-choice exams.
- 4.12 In the provisions of sections 3, 4, 11.3, 12.1 and 12.3 of Appendix A, Instructions for Invigilators, the words “exam notebook or notebooks” will be replaced by the words “answer sheet”.
- 4.13 Everything written in Appendix B on the slips from the exam notebooks will not apply to multiple-choice exams.
- 4.14 The following shall be in place of section 4 of Appendix B:

“The Invigilator will brief the Examinees in all matters relating to completion of personal details on the answer sheet and the method of filling in the answer boxes on the card.”

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4.15 Section 9 of Appendix B does not apply to multiple-choice exams.

4.16 Section 11.1 of Appendix B will be replaced by the following:

“An Invigilator who has found an Examinee in possession of material not permitted for use in an exam will take from him the material and will report this in an exceptional event report, noting the time of finding the aforesaid material and the question the Examinee had reached”.

4.17 Section 11.2 of Appendix B will be replaced by the following:

“An Examinee who has been talking during an exam will be warned by the Invigilator. After a second warning the Invigilator will be required to report on an exceptional event on the form designated for this purpose, noting the exact time at which the exceptional event took place

Likewise, the Invigilator may (after the second warning) move the Examinee to another seat.”

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Appendix D: Non-Jewish Festival Days Declared under the Law as Days of Rest

1. Christian festivals:

- Christmas (two days)
- New Year
- Epiphany
- Good Friday
- Easter Monday
- Ascension Day
- Pentecost

2. Muslim festivals:

- Islamic New Year
- Mawlid al-Nabi al-Sharif
- Eid al-Fitr
- Eid al-Adah

3. Druze festivals:

- Eid al-Adah
- Ziyarat al-Nabi Shu'ayb (Jethro)
- Eid al-Khidr (Elijah the Prophet)

* Muslim and Druze festivals are determined according to the lunar calendar and not according to an astronomical calculation, therefore they do not have set dates.