

# Guidelines for Students

(BSc and MSc)

## ENEP (ONSITE DIGITAL EXAMS)

This directive explains the procedures that HEC students must follow for ENEP (examen numérique en présentiel - onsite digital exams).

### BEFORE THE EXAM

- With your UNIL ID, check your assigned room and seat number on the website [www.hec.unil.ch/placements](http://www.hec.unil.ch/placements).
- Bring your laptop and make sure you have installed the latest Windows or OS updates.
- Charge your battery before your exam and do not forget to take the charger with you.
- Test your UNIL login on <https://owa.unil.ch> and your EDU-ID which will be used for your connection to <https://moodleexam.unil.ch>.
- Take the dry-run test on MoodleExam as per e-mail sent by the Administration Offices.
- If your exam is open book and you have documents on your computer, put these on a USB stick so that you can switch to a backup computer if necessary.

### ENTERING THE ROOM

- You will be allowed to enter the room 25 minutes before the exam start time.
- Leave your personal belongings (bag, jacket, etc.) at the front or the back of the room and go to your seat immediately.
- All phones/electronic devices (except your laptop) must be on plane mode and stored with your personal belongings.
- Remove any hats or caps.
- Take only what is allowed to your desk.
- You may have a 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).
- Sit at the right side of your desk and place your student ID card on the left side of the table.
- Plug in your laptop.
- Connect with **Firefox** or **Chrome** browsers.
- Login to Wi-Fi as per the instructions on the projected slides in the room.
- Connect to [www.moodleexam.unil.ch](http://www.moodleexam.unil.ch) and click on your exam (write all the letters of the address in your browser).
- Read and accept the pledge of honor and wait for the exam to start.
- The exam will start exactly 5 minutes after the scheduled start time of the exam.
- The exam password will be given to you at the appropriate time.

### DURING THE EXAM

- You may go to the toilet only once during your exam. Raise your hand and a proctor will accompany you.
- You may not go to the bathroom or leave the room during the first and the last 15 minutes of the exam.
- 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 exam if you arrive late.
- You are responsible for the material and technical conditions of your exam.
- In case of a technical problem, raise your hand and report it immediately to the proctor.
- In case of a system failure, it will be possible to continue your exam on a backup station where a loaner laptop will be available.

## END OF THE EXAM

- If you finish your exam before the allotted time, you must click on "Send All and Finish" and raise your hand. A proctor will come with his/her laptop to check if you have indeed finished the exam on the *MoodleExam admin page*. Once validated, the proctor will allow you to leave the room. Exit silently.
- The exam will automatically close at the announced time.
- The exam coordinator/main proctor will announce when you can leave – please do so silently.

## FRAUD

- 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.
- You must remain on the MoodleExam site and the authorized Wi-Fi as per exam conditions. It is a fraud for a student to browse the internet (other than MoodleExam), communicate with other students in class or via the internet (social networks or other), or take screenshots. If it is a "closed book" exam (without documentation) it is strictly forbidden to consult personal notes. In case of doubt, the login and logout of Wi-Fi sessions and MoodleExam sessions can be checked.

## ABSENCES

- An unjustified absence at an exam for a compulsory course is sanctioned by a zero. If you invoke a case of force majeure, you must submit a written request to the administration, accompanied by supporting documents, within 3 days of the appearance of the case of force majeure.

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### Masters Administration Office

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### MoodleExam Support

Contact CSE at +41 21 692 63 18

### Wi-Fi Support

Contact CI at +41 21 692 22 09