Winter 2021 exam session

Online exams preparation

05/01/2021

For those who will be taking a Moodle Exam at the 2021 winter exam session, please read this message carefully. It consists of 4 sections: (1) mock test, (2) when you take the exam, (3) students with special facilities, (4) contact information in case of problems.

MOCK PRE-EXAMINATION TEST

In order to avoid problems during your exam, a mock test (dry run) will take place from Monday, January 11, 14:00 until Wednesday, January 13, 18:00. This test will take a few minutes and will allow you to quietly check that you have mastered the procedure for accessing Moodle Exam (https://moodleexam.unil.ch/) and the examination procedure. **If you encounter problems during the dry run**, please report it to the Faculty's Pedagogical Engineer whose contact details are at the end of this document.

We advise you to do the following actions during the dry run:
- Access Moodle Exam via this address: https://moodleexam.unil.ch/
- Make sure that all the courses where you have to take an exam on Moodle appear on your Moodle Exam account.
- Click on each of your exams to make sure the link works.
- Make a note of the phone numbers to contact in case of technical problems that appear on Moodle Exam.
- Read in advance the 'Honour Pledge' document that every student will be asked to accept just before each exam.
- Test downloads from the server (not all exams will require downloads).
- Practice the procedure for uploading the test to the server (not all exams will require uploading).
- For some exams you will be asked to scan your test with your phone and upload it to Moodle Exam. In the quiz of the mock test, a specific question will be there to practice you doing this. Try to scan several pages to make sure this procedure works well and to check the quality of your scan (it must be readable).
- Only a few exams require the use of **Zoom**. If this is the case, you have already been informed by your teacher. You will need to check whether you are accessing Zoom via Moodle Exam. When you click on a Zoom session you will be asked for your UNIL credentials. For the Zoom session to work properly, make sure that the browser installed on your machine is Firefox or Google Chrome.
- Also, if your exam uses Zoom, you must create your Zoom account, ideally a few days before the exam at https://unil.zoom.us/. If necessary, refer to the Zoom login procedure (https://www.youtube.com/watch?v=YWuXJrPsMOY&list=PLMn8MvVsX6LMwQMQ43iBJco3ReXg5E44s) and read the Zoom user manual regarding the activation and deactivation of the Camera and Microphone functions https://wiki.unil.ch/cse/books/zoom/page/micro-et-webcam.

UPON TAKING THE EXAM

- Make sure that your computer or tablet is connected to the power grid. Do not take the exam on your laptop battery.
- Log on to https://moodleexam.unil.ch/ approximately 20-30 minutes before the exam begins to start the exam without any access or technical problems and, **if it is the case for your exam, to have your identity verified**.
- For those who start their exam late, no extra time will be granted under any circumstances.
- Read and accept the "pledge of honor".

- Begin the exam as instructed.
- PLEASE NOTE: No question of either form or substance may be asked during the examination. If you feel that there is a mistake in the test, report it to your teacher after the exam by email explaining the problem, and make a hypothesis to answer the question. Do not stay on a question that you have a comprehension problem with. If there really was an error in the statement, it will be considered when marking the test.
- In all cases, the material and technical conditions under which you take the exam are your responsibility. In the event of an interruption in your connection to Moodle or a failure of your WIFI network, it will not be possible to have extra time. If you are able to reconnect, please do your best in the time you have available.
- If you are unable to reconnect, you can contact either the helpdesk of the Centre de Soutien à l'enseignement or the HEC's pedagogical engineer (see their contact details below).
- Manage your time well. Copies should be dropped off on time. The system will automatically close at the announced time.

STUDENTS BENEFITING FROM SPECIAL ARRANGEMENTS

For students benefiting from special arrangements, in accordance with the email you received, the extra time allocated to you will simply be added at the end of the event.

CONTACT DETAILS IN CASE OF PROBLEM

- Problems accessing Moodle: HEC's pedagogical engineer, 021 692 34 27, Emmanuel.Fernandes@unil.ch
- General technical problems – Hotline du Centre de Soutien à l'enseignement : 021 692 22 11 ; helpdesk@unil.ch
- Problems related to exam content: Report the problem by email to your teacher at the end of the exam.

For more information about the exams, you are advised to visit the HEC Faculty website: https://www.unil.ch/hec/examenscovid19.

Finally, please note that the 2021 winter **written** exams session will take place from Friday, January 15 to January 29, 2021 and the schedule is available here: http://hec.unil.ch/hec/exatables/list_exa?dyn_lang=fr.

We wish everyone a very good exam session.

Yours sincerely,

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