

Undergraduate Programs Guidelines for Endterms and Final Exams- May 2020

Dear Undergraduate Students,

We are approaching the end of the academic year, and we all want to do our best to complete it very well in these extraordinary times.

The end-terms season is about to start and we would like to share with you the general guidelines and procedures for this period. Please read them carefully.

1. Professors are entitled to ask you to have your cameras on during the entire exam. Please make sure that during the exam you will be in a place with good internet connection since penalizations may take place in case you do not have your camera on.
2. Professors may ask you during the exam to share your screen. Instructions will be given through chat so be prepared to do so when asked. This will just take a couple of seconds and will not distract you from your exam.
3. Some professors will adopt a format of different groups of questions uploaded through moodle. Please be sure you have a good scanning app in your phone/printer in order for this to happen without unpleasant surprises (e.g., HP smart; Camscanner). Also browse moodle to understand where questions will need to be uploaded. Our suggestion is that you practice it beforehand.
4. Most professors will place in moodle the exam instructions a couple of days before the final exam takes place. Please read them carefully and in case any clarification is needed contact the professor/teaching team directly. It is not a good idea to try to clarify questions on the day of the exam, so please do that in a timely way.
5. Some exams will be open book, while others will not. Please respect the instructions received and behave accordingly. In case of any suspicious behavior, professors are entitled to apply penalizations if misconduct is detected.
6. Most professors will ask you to sign a statement of honor in which you declare to act according to the instructions received.

As referred in our previous communications these are extraordinary circumstances. We are all counting on you to rise to the occasion, behaving according to the ethical values of our school.

We wish you the best of luck during the exams period!

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