

ADMINISTRATION OF TESTS

Two types of tests are administered at ISET: final exams and quizzes. Final exams are comprehensive and held at the conclusion of courses. Quizzes cover subsets of material taught during the course. No more than 3 quizzes shall be given during a mini-term for each course. As a rule, duration of exams will be up to 2 hours. Quizzes are limited to 60 minutes.

Quizzes

Quizzes may or may not be announced in advance by the instructor. In any case, the policy must be specified in the course syllabus at the beginning of the mini-term and must be followed during the entire duration of the mini-term.

Final exams

Finals are typically held during the 8th week of each mini-term. The complete exam schedule will be published by the ISET Academic Affairs Office no later than the 6th week of each mini term. Instructors should provide the Academic Affairs Officer with exhaustive information regarding the need for proctoring assistance, seating requirements as well as the use of help sheets, calculators etc. Exam requirements will be brought to the attention of students through the intranet system, the bulletin board, and class announcements.

Make up exam policy

Students are allowed to take exam make-ups as follows:

- As a rule, make-up exams will not be offered for elective courses.
- A make-up test will be graded using the regular grading system in case a student has an excusable and well documented reason for his/her absence at the initial exam. ISET administration/instructors will review such documentation on a case-by-case basis. Health-related requests for a make-up test will only be accepted in case of hospitalization.
- Students are allowed to take a make up exam in order to improve their grades. Each student will only be allowed up to five make-up exams in a given academic year. In this case the maximum grade in a make up exam shall be **B**. If a student takes a make-up exam, the grade s/he receives in that exam will enter the final calculation even if it is lower than the original grade.
- Quiz make-up policy will be specified by the instructors in the course syllabus and must be clearly explained to the students. If a make-up quiz is allowed, it should follow exam make-up procedures.
- A student violating the School Ethics Code at a quiz/final exam will not be allowed to take a make-up exam.

The duration and procedures of the make-up exams are the same as for the main exam.

Retaking first year courses

- Students who fail a first year obligatory course sequence (Macroeconomics, Microeconomics, Mathematics for Economists, and Stats/Econometrics) must retake one or more course modules in that sequence while in the second year of study in order to bring their average to at least the required level (B-). To retake a course, students have to register at the Academic Affairs Office at least a week before the starting date of classes. The maximum grade for any first-year course retaken in the second year of study shall be B.

- Students who fail the English Proficiency Exam at the end of the first year will not be allowed to retake the exam without retaking English/Academic Writing courses during the second year of study.
- Students are allowed to retake up to five first year courses in order to improve their grade.
- A registration fee will be charged per each course retaken.

Proctoring

All tests will be proctored by the course instructor, TA and ISET staff. If required, external proctors may help proctoring. The number of proctors should not be less than one for every 20 students taking the test. All exam proctors present during the test will be equally responsible for supervising the examination/quiz.

Seating requirements

Only one student shall sit at any desk during a test. Desks should be placed at a distance from one another. Students are expected to conform to assigned seats and may be reseated at any time during the test by any of the present proctors.

Students are generally not allowed out of the room during the tests, except for special cases. A student may leave the room only with a proctor's permission and only once during the entire duration of the exam. Only one student can be out of the room at any given time.

Exam materials

Students will be provided with official examination booklets, scratch paper, and other exam related materials that are allowed for use during the exams. Students are required to write their names in ink on examination booklets and all exam related materials that are not attached to the examination booklets.

- The instructor may allow students to bring to the exam and use other course-related materials, such as articles, books, notes, calculators, etc.; such policies shall be announced to all students and the proctors in advance.
- Students may use "help sheets" if allowed by the instructor. The following rules must be followed when using a help sheet:
 - Help sheets shall be prepared on a special index card that will be provided for this purpose by ISET. The help sheet must contain:
 - the student's name and legal signature
 - the course and instructor's name
 - the date of the examination
 - The help sheet must be handwritten
 - Upon completion of the exam, help sheets must be submitted to the instructor together with other examination materials.
- All other materials and personal belongings that are not permitted for use during the exam shall be put aside in a designated area of the room. These include but are not limited to: bags, notes, books, laptop computers, cell phones, and other items.

Appeal policy

After exam results have been announced, students have the right to request their examination booklets for a review. To appeal a grade, students must use an exam appeal form that shall be submitted to the Academic Affairs Office within three days after the grades have been communicated. Appeals will be reviewed by the instructors and returned to the Academic Affairs Office within a specified period (typically, one week). Students may be requested to add

an oral explanation as part of the review process. Warning: any attempt to alter the exam and then appeal a grade is a serious violation of ISET Ethics Code. To prevent this, a significant number of randomly selected examinations will be scanned and stored before being returned to students.

Cheating and probation policy

Any violation of the ISET Ethics Code related to an exam or quiz will be considered an act of academic dishonesty and will not be tolerated. Students committing such violations and/or assisting other students in committing violations will face serious consequences as follows:

- When a student is detected violating the Ethics Code related to an exam or quiz he or she will immediately hand all exam materials to the instructor and leave the test room; regardless of the progress with the test the student will be given zero score on the test. If the violation was detected after the test, the grade for that test shall be zero. In addition, the student shall be placed on probation for the duration of her two-year course of study at ISET and an official letter to this effect shall be placed in her file;
- When a student on probation is detected for a further violation the Ethics Code she will be immediately dismissed from the program for cause. Such a student shall receive no documentation of her studies at ISET and shall not be allowed to return to the program.
- A student exhibiting unruly behavior at a quiz/final will be asked to immediately hand all exam materials to the instructor and leave the test room regardless of the progress with the test. Acts of unruly behavior in this context shall include talking, turning around, leaving the assigned seat without prior permission from the proctor, etc. The assignment shall be graded in a regular manner.
- Students wishing to submit the same paper, written text or presentation in lieu of two different assignments have to agree with the instructor in advance; failure to do so may be considered as an act of cheating.

The Academic Affairs Office shall be responsible for maintaining individual files of students, including any documentation related to violations of the ISET Ethics Code.