



APPLICATION DIRECTIVE ON THE ORGANIZATION OF EXAM SESSIONS FOR STUDENTS (WRITTEN AND ORAL EXAMS)

BEFORE THE EXAM SESSION

- You must find out about the specific **form** of evaluation for each course, the examination **procedures** and any authorized documentation.
- Make sure that you have followed the **registration procedure** and that the list of exams sent to you is complete. If not, you must contact Student Services **immediately**.
- **No special treatment** can be given to **students outside the faculty and/or on mobility at the GSEM**. These students must take the exams according to the academic calendar and in the same way as the regular students of the GSEM.
- For more information on the evaluation process, please refer to the "**Application Directive on Student Evaluations**".

THE DAY OF THE EXAM

- Be sure to arrive at the exam site **on time** (no extra time will be given to students who arrive late) and do not forget **your student ID card**. You will be asked for it during the identity check and it will allow you to note your student code on the answer sheet for the written exams. If you do not have any identification with you, **the exam may be cancelled** (see ID check procedures below).
- In the case of an **oral examination**, the professor will communicate in advance the **starting time** of each individual test. He/she is free to grant **preparation time** or not and informs the students in advance.
- In the case of the use of unauthorized materials during any preparation time for an **oral examination** and, more generally, for inappropriate student behavior, the same measures described below for inappropriate behavior during a written examination apply.

Before the start of the exam (specific to written exams)

- You may not enter the examination room until the doors open.
- The **seating lists** are posted at the entrance to the room about ten minutes before the session begins. Look up your number and, once you have entered, sit in your assigned seat. If you sit in a seat that is not yours, you may receive your exam paper late or lose valuable time by having to move.
- Only a student who is **regularly registered** for an exam may take it. If your name does not appear on the list, please contact one of the Student Services representatives in the room immediately.



- Once you enter the room, you **cannot leave** until the exam begins, even for a short time.
- Cell phones, smartphones, tablets/iPads and connected watches must be **turned off** and **stored in a bag**. Computers are also not allowed, unless otherwise specified by the teacher.
- Bags and jackets will be left at the entrance or in the hall aisles so as not to impede the passage of the supervisors. Paper and answer sheets will be provided. **Please bring only authorized documents to your seat**, if any. Authorized documents are also indicated on the test sheet. As a reminder, **bilingual, non-electronic dictionaries** without annotations are allowed for all exams.
- In your place you will also find a colored card that you can use to call the supervisors and to hand in your copy when the time comes.
- Once you are seated, place your **student ID card** in plain view to facilitate identification during the exam. While waiting for the signal to start the exam, **read the instructions** on the cover sheet and write your name, first name (for non-anonymized exams) and student code on the answer sheets as well as on the paper if it is due at the end of the exam.

Start of the exam (specific to written exams)

- **You may not begin the exam** until you are given permission to do so. Anyone returning the statement sheet before this signal will be considered to be cheating (see below) and will be given a grade of 0.00 or "not earned" on the relevant assessment for the session. The same measure will be taken in case of use of **unauthorized material** during the possible preparation time of an **oral exam**.
- For your information, **only one exam start** is given for all exams taking place in the same room at the end of the **general announcements**, which will be read as soon as the students are seated.

During the exam (specific to written exams)

- Once the exam begins, you will not be allowed to leave the room for the **first 20 minutes**, even if you want to hand in your paper. No latecomers will be admitted after the same 20-minute period. No additional time will be given to students who arrive late.
- **Exits to the restroom** are not permitted for exams lasting two hours or less, except for those providing a medical certificate. All exits from the examination room are final. For exams longer than two hours, bathroom breaks are permitted during the first two hours, except for the first 20 minutes of the exam.
- **Identity checks** are performed by the supervisors during the first 20 minutes of the session.
- The wearing of **caps and hats** that conceal the face as well as earphones and earmuffs is not permitted during the examination.
- Professors and teaching assistants are **not required** to answer questions. Each teacher in charge of a course decides which practice to adopt for his or her exam.



- As a reminder, in accordance with the **Bachelor's degree regulations**, students are free to answer exam questions in **either English or French**, according to their choice and independently of the language of instruction of the course. This does not apply to Masters students.
- In the event of **inappropriate behavior** by a student during an examination, particularly in the case of fraud or attempted fraud :
 - the student concerned is notified immediately by the supervisor who notes the time and description of events on the student's copy.
 - the student completes the examination.
 - the Professor in charge reports to the Dean's Office.
 - The case is then judged by the Dean's Office, which decides on the sanction to be applied in accordance with the article of the current Study Regulations. Indicative sanctions are presented in the appendix. For students outside the faculty and/or in mobility at the GSEM, the facts are transmitted to the competent authorities with the recommendation of the GSEM Dean's Office.

End of the exam (specific to written exams)

- The duration of the exam is strict. **No additional time** beyond that announced at the beginning of the exam is allowed, for instance, for copying down answers or for those who arrived late. If, after the announcement of the end of the exam, a student is found **with a pen in his or her hand**, this will be treated as a case of fraud.
- Once the time is up, students remain in their seats and the **papers are collected by the supervisors**. In addition, for some exams, it may be announced that it is no longer possible to hand in a paper with fifteen minutes left in the exam.
- The exams do not necessarily all last the same amount of time, so once you have finished, please leave as quietly as possible so as **not to disturb** those who have not yet finished and do not talk near the doors.

AFTER THE EXAM

- Teachers and assistants are required not to communicate their grades to students before the official publication. There is no need to contact them to find out your grade in advance.
- For each exam, a **consultation (exam paper review) session** is organized within the period specified in the academic calendar. The session is **unique** and its date is communicated on the GSEM website in due time. The course instructor is under no obligation to make individual appointments with students who cannot attend on the scheduled date. The consultation of the exam paper is **personal** and **no photo** of it can be taken.
- The main purpose of the paper review is to verify that the grade was calculated correctly and that no errors were inadvertently made in the assignment of marks. In order to avoid overloading the consultation session, students who have not passed the exam and who wish to ask comprehension questions may do so during the official consultation session **only if time permits**. Otherwise, any comprehension questions that would help the student prepare for the make-up exam should be asked during the reception hours.



- The deadline for filing an **objection** is 30 days after receipt of the transcript.

ONLINE EXAMS

It is possible that for some courses, the evaluation will take the form of a continuous assessment or an **online final exam**. In these cases, the assessment may take place at a distance and be subject to the same assessment procedures as for face-to-face assessments. In this case, the Directive on **online assessments** applies.



APPENDIX : Examples of reasons for sanctions and associated indicative sanctions

Reasons for sanctioning	Indicative sanction
Inappropriate behavior during an exam.	Warning from the Dean. In more serious cases or repeated offensive behavior, failure of the examination concerned (with the attribution of a zero mark or "not acquired" on the transcript of marks for the evaluation concerned) according to Article 14 paragraph 2a for the Bachelor's degree and Article 14 paragraph 2a for the Masters.
Failure to adhere to the announced duration of the exam (starting an exam before the start authorization, continuing after the end of the exam has been announced). Possession of unauthorized materials during an exam (including notes, cell phones, connected watches, headphones, etc.). Attempted cheating and/or copying during the exam.	Failure of the examination concerned (with the attribution of the mark zero or "non-acquired" on the transcript of records for the evaluation concerned) according to Article 14 paragraph 2a for the Bachelor and Article 14 paragraph 2a for the Masters. In the event of a repeat offence, failure of all the courses of the session in which the case of fraud was detected (with the attribution of a zero mark or "not acquired" on the transcript of records for all the courses of the session) in accordance with Article 14 paragraph 2b for the Bachelor's degree and Article 14 paragraph 2c for the Master's degree.
Use of unauthorized materials during an exam (including notes, cell phones, connected watches, headphones, etc.). Cheating and/or copying observed.	Failure of all the courses of the session during which the case of fraud was noted (with the attribution of the mark zero or "non-acquired" on the transcript for all the courses of the session) according to Article 14 paragraph 2b for the Bachelor's degree and Article 14 paragraph 2c for the Masters.
Identity theft during an exam or other type of assessment.	Definitive failure of the evaluation concerned (with the attribution of a zero mark or " non-acquired " on the transcript) according to Article 14 paragraph 2c for the Bachelor's degree and Article 14 paragraph 2b for the Master's degree. Referred to the UNIGE Disciplinary Board, sanction that can go as far as exclusion from the GSEM.

Depending on the case, the Dean's Office may consider **additional consequences** such as exclusion from exchange programs.