



Sofaer International MBA Exam Rules and Regulations 2016-17

Coller School of Management
Tel Aviv University

The Sofaer International MBA Exam Rules and Regulations 2016-17 is designed to provide rules and regulations of the program and in no way constitutes a legal obligation on the part of Tel Aviv University. We reserve the right to change any information contained herein without prior notice.

Sofaer IMBA Exam Rules and Regulations

Students will be admitted to an exam only if they completed all of the course requirements. Exams are scheduled during the 1-2 weeks after each module. Exam dates will be publicized on course syllabi, the IMBA Student Portal, and the Sofaer Academic Google Calendar and students are responsible for keeping track of these dates.

Students will be allowed to take an exam on an alternative date for the following reasons:

- Reserve duty – must present the reserve duty document to the Program Coordinator
- Gave birth within 3 weeks before the exam
- Illness – must present a sick note
- Have two exams on the same day

Exam Rules and Regulations

- Student will receive an email the day before the exam stating where the exam is located and room allocations. If students are taking exams in the Hebrew MBA or other programs, the procedure is different. For Hebrew MBA courses room allocations are posted on the bulletin board on the second floor the day of the exam.
- Students must arrive 15 minutes prior to the exam. Students who arrive to an exam 30 minutes past the start time will not be allowed to write the exam.
- Students are not permitted to leave and return to the classroom in the first 30 of an exam or in the last 30 minutes of the exam unless the professor gives permission.
- Students may only go to the restroom one at a time and must be accompanied by a proctor.
- A student who enters the examination room and decides not to take the exam must remain in the room for at least 30 minutes after the start of the exam and must turn in his/her exam booklet. In this case the student's grade will be reported as 'fail.'
- Upon arriving to an exam, students must check in with the proctor by showing their student card. Usually, the proctor will hold on to the ID for the duration of the exam and will only return it upon submission of the exam.

- Students must adhere to the instructions of the exam proctors.
- Students must place bags and cellphones at the front of the classroom. In some cases students may be asked to give cellphones to the proctor who will return it following the submission of the exam.
- Students should choose a seat which is 1-2 chairs between themselves and the next person.
- Once the student receives the exam from the proctor and s/he says you can begin, begin the exam.
- Everything the student writes during the exam must be submitted – for scrap paper, please use the notebooks provided. These books are to be submitted as well.
- Formula sheets/'cheat sheets' are also submitted, but will be returned after the exam.
- Exams are anonymous and students should only include their student number on their actual exam. Do not include your name on the exam, but do include your name on the bottom of your answer booklet (the blank blue booklet). If the actual exam by some circumstance has 'Name' written on it, please write your student number instead. Please learn your student numbers by heart to be able to write them efficiently on your exams.
- The professor or the teaching assistant must either be in the classroom or the classroom vicinity for the duration of the exam. S/He must be available to be reached by phone at request of the student by either the proctor or Admin. If this stipulation is not met then students are permitted to rewrite the exam no later than 30 days following the original exam.
- Cheating on exams is not acceptable, and should a student be caught cheating, s/he will be asked to leave the exam and will receive a grade of 0, in addition to disciplinary actions which can be as extreme as dismissal from the program and expulsion from Tel Aviv University.
- Students are only permitted the material as specified by the professor. Any other material will be grounds for failure.
- Students whose mother tongue is not English are allowed an extra 30 minutes per exam. Those students are also permitted to bring a dictionary (hard copy only) to the exam room. This must be approved before the exam by the course lecturer.
- If a student uses more than one answer booklet, the student must indicate the number of the booklet in the top right hand corner.

- Students should write all of their answers clearly and neatly. If a student is using a page as 'draft,' students are obligated to either write 'draft' or an X across the entire page so as not to confuse the grader.
- Exams will be marked and students will receive their grades for the exam no later than 3 weeks following the exam date. Exams that are completely multiple-choice will be returned within one week.
- The professor/teaching assistant must provide feedback of why a student lost a point or post a final solution.

School of Management Grading Policy

- A passing course grade is 60.
- The grading policy for **required courses** states that the **average final grade** for the class must fall in the **78-82** range with a standard deviation of **7-9**.
- The grading policy for **elective courses** states that the **average final grade** for the class must fall in the **83-87 range** with a standard deviation of **7-9**.
- Grades must be submitted to the students no later than 3 weeks following the exam or submission of final assignment for the class.

Exam Retake

A retake of a final exam is possible in the following cases:

1. The student failed the required course.
2. The student was unable to take the final exam due to medical or other valid reasons. (In these cases the student must provide a doctor's note.)

If the student fails the retake then s/he will go before a committee to decide the next plan of action. The program reserves the right to dismiss a student from the program if s/he fails a required course.

Exam Viewing and Appeals

After grades are reported, students may look over their exams.

- For confidential exams, an exam viewing will be scheduled where students can review their exam with the lecturer or TA.
- For a non-confidential exam, students may review their exams in the Program Coordinator's office.

Students can appeal their final grades or final exam grades using the Exam Appeal Form. Students are only allowed 3 non-approved appeals.