



CLOSED-BOOK EXAMS - RULES FOR STUDENTS

July 2023

As a student, when I submit this exam, I confirm that I have read and followed the rules. I understand that any violation of these rules will be considered an objective evidence of an infraction of the University's academic standards that will be sanctioned according to the IE Code of Ethical Conduct.

When taking a closed-books exam, you agree to comply with the following rules:

1. Bring to the exam an **ID card** with a photo so that you can be identified.
2. **Switch off all your mobile phones, smartwatches, headphones, or any other devices** and place them in the area of the classroom indicated. (*Calculators are only allowed if authorised by the professor).
3. **Close and sign out everything on your computer/tablet**, including all programs, apps, webs, browsers, tabs, documents, etc. Double-check that no applications are running in the background. To be sure, it is recommended to switch off your computer and check the Activity Monitor (Mac) or the Task Manager/Administrador de tareas (Windows). Failure to close these items once the exam has begun will be considered an attempt to cheat.
4. Ensure that you are **connected to IE WIFI** and refrain from using your own mobile data or VPN. Exams submitted using other connexions will be refused. There will be spot-checks of laptops to ensure students are connected to the IE WIFI. If you face any difficulties accessing it, you should immediately report it to your professor /invigilator.
5. Before the start of the exam, **sign out of Blackboard to avoid any expired sessions** that may cause technical issues during the exam. Then, start a new Blackboard session with your IE credentials.
6. Do not cover or excessively dim the brightness of your **screen**, nor use private screen filters in your laptop that prevent the invigilator from clearly seeing it.
7. Acknowledge that it is **absolutely forbidden** to:
 - Share your student credentials or allow remote access to your computer. You are the only one entitled to take the exam.
 - Install or use any apps that bypass the lockdown restrictions imposed by Respondus.
 - Communicate with other students or receive any communication from anyone during the exam.
 - Copy or share any exam content outside the classroom.
 - Engage in any other actions that could be considered cheating.
8. During the exam, the professor/invigilator may ask you to **show your desktop for verification**. If any unethical behaviour is detected, you will be reported to Program Management. Your exam may be invalidated and you may be asked to leave the room.
9. After completion of the exam, the University reserves the right to perform **random checks to verify the integrity of the exam**. This could include technical reports on the exams and the additional intervention of the professor to directly verify the student's knowledge of the subject if there are reasonable doubts on the exam's content.
10. **Measures will be taken in case of detecting any violation of these rules.**

Instituto de Empresa, S.L. and IE Universidad (together, "IE"), as data controllers, may supervise the electronic devices from which you connect to the IE WIFI network during the exam, to verify your connection to it and that you take the exam in a fair and honest manner and in compliance with the IE Code of Ethical Conduct at all times. IE will only be aware of the webpages that you visit and the applications that you use during the exam, without access in any case to the content shared in them. We remind you that you can exercise the corresponding rights set out in Articles 15 to 22 of Regulation (EU) 2016/679 as appropriate at any time. More information can be found at <https://www.ie.edu/ie-ethics-code>