



IE University – FINAL EXAMS FOR FACE-TO-FACE PROGRAMS

Undergraduate Programs:

	First Term	Second Term
Format	In order to comply with the different commitments made by various IE bodies, the exam format will be Flexible , that is, program management will decide if: a) all exams will be done in person; b) all exams will be done online; or c) a mix between online and face-to-face, giving preference to what was agreed with students and professors.	All of them face-to-face , except for rare cases authorized by Program Management (*).
Medium	<ul style="list-style-type: none"> ○ As much as possible, exams are to be paperless, that is, digital. <ul style="list-style-type: none"> ○ If they are done within the classroom, close book exams have to be done through BBUltra, and while using Respondus, the lockdown browser authorized by IE University. ○ If they are done remotely, they will always be done digitally, and all measures should be taken to avoid cheating, like virtual proctoring along with monitoring by the professor with support personnel if there is more than one exam section. 	
Considerations	<ul style="list-style-type: none"> ○ Training will be provided for professors on exam drafting using BBUltra, and on how to use Respondus, when needed. ○ Exams from a subject taught by the same professor in different sections have to be programmed simultaneously. In these cases, the professor will be able to count with personnel in order to guarantee that all sections are monitored at all times. ○ IT Support before and during exams. 	

(*) Students who are not in the country for proven, acceptable reasons, or who have an illness that doesn't allow them to be in class, for example.



Master Programs:

- All exams have to be done face-to-face, except for those programs where it was agreed otherwise at the beginning of the course and in exceptional cases that have been authorized by Program Management.
- As much as possible, exams should be *paperless*.
- Respondus, the lockdown browser approved by IE, must be used during closed book exams.
- Exams from a subject taught by the professor in different sections have to be programmed simultaneously. In these cases, the professor will have personnel support to guarantee that all sections are monitored at all times.