

**RULES FOR EXAMS**  
1st SEMESTRE 2020-2021

**Adaptation of the evaluation regime to the COVID-19 pandemic situation**

Bearing in mind the pandemic situation we are experiencing, the current state of emergency and the conduct of exams in the Normal and Appeal (*Recurso*) Period of the 1st semester of 2020-2021, it is important to clarify some rules that will be necessary to comply with.

These rules relate to the need to travel, for international students who are residing outside the country and students residing in the Autonomous Regions of Madeira and the Azores, to ISEG for the exams, and the framework to be given to students who, on the date of the exams, are infected with COVID-19 or in a situation of prophylactic isolation.

This document results from the analysis, by the Presidency, of the contributions made by the Pedagogical Council and the Coordination Council. These rules maintain the spirit of the RGAC Regulation in force, with the necessary adaptations to the current pandemic state.

The principles that guided the preparation of this document are the protection of students' rights to assessment, as well as compliance with the provisions set forth in Order No. 257/2020 of the Rector of the University of Lisbon, namely the obligation to, regardless of the cycle of studies in which it is integrated, the evaluation of a course unit to include the realization of a written exam. In the mentioned order, it is also foreseen the possibility, in exceptional duly justified situations, that the President of ISEG, after hearing the Pedagogical Council, may dispense with conducting a face-to-face examination if the following requirements are cumulatively met:

- the identity of the appraised person is proven, ensuring that the student to be assessed is the one who actually takes the assessment test;
- during the evaluation test, the subject is not allowed to obtain information in addition to the information contained in the previously defined consultation elements; and
- equivalent conditions exist in terms of the object of assessment and the level of demand for the tests to be carried out by all students to be assessed.

For this purpose, we consider an exception regime contemplating the following two cases:

- 1) international students enrolled at ISEG but residing outside Portugal or students residing in the Autonomous Regions of the Azores and Madeira; and
- 2) students residing in mainland Portugal but who, during the examination period, are infected with the covid-19 virus or are in prophylactic isolation.

**Note:** It should be noted that students from other universities who are attending curricular units at ISEG on an international mobility basis (for example, Erasmus) are not covered by this exception and must take the exams in person at ISEG facilities, according to the commitment to their home institutions.

**1) Conducting Normal Season (“*Época Normal*”) and Appeal Season (“*Época de Recurso*”) assessments by international students residing outside Portugal and students residing in the Autonomous Regions of the Azores and Madeira**

International students "full degree" who are outside of Portugal or students residing in the Autonomous Regions of Madeira and the Azores and who are unable to attend the Normal Season and Appeal (“*Recurso*”) exams will be exceptionally assessed through the completion of a **mandatory oral exam, in an online system and with a connected camera**, eventually complemented with a written exam, carried out at a distance, by decision of the faculty member responsible for the course unit.

To be covered by this exception, students must send an email to the Academic Services Division (“*Secretaria*”) by 17/12/2020 to request information about the documentation they will have to send to the services. Undergraduate students should send an email to [seclic@iseg.ulisboa.pt](mailto:seclic@iseg.ulisboa.pt) and master's or doctoral students to [smd@iseg.ulisboa.pt](mailto:smd@iseg.ulisboa.pt).

The academic services will check the documentation sent and inform the responsible faculty members of the curricular units about which students are covered by the exception regime, before the date of the exam.

It should be noted, again, that students from other universities who are attending curricular units at ISEG in international mobility (for example, Erasmus) are not covered by this exception and must take the exams in person at ISEG facilities.

## 2) Conducting Normal Season and Appeal (“*Recurso*”) assessments by students who are infected or in prophylactic isolation due to COVID-19

Students who, at the time of the Normal Season or Appeal Season (“*Recurso*”), are infected or in prophylactic isolation due to COVID-19 and who, therefore, cannot perform the exam in person, will be absent from this exam, but may, however, benefit, exceptionally, from the Special Season of March.

a) Thus, if a student cannot take the Normal Season exam because they are infected or in prophylactic isolation, they will have access to the Season of Appeal (“*Recurso*”) as well as the Special Season. This Season of Appeal will function as the Normal Season for that student, i.e., the elements of continuous assessment that would be considered if it were the Normal Season should be considered. If that student is not successful in the Season of Appeal, they will be able to access the Special Season of March.

b) If a student does not pass the Normal Season exam and is infected or in prophylactic isolation during the Appeal Season, he / she will have access to the Special Season, and this season will consider the elements of continuous assessment that would be considered if it was the Season of Appeal.

Thus, two evaluation periods are guaranteed for all students.

If they are in the situation described above, students must, within a maximum period of 2 working days after the exam date, send proof of the situation of prophylactic isolation or infection, issued by the Health Authority, to the respective academic services office (if they are Bachelor’s degree students they should send an email to [seclic@iseg.ulisboa.pt](mailto:seclic@iseg.ulisboa.pt); if they are a master or doctoral student they should send an email to [smd@iseg.ulisboa.pt](mailto:smd@iseg.ulisboa.pt)).

The academic services will inform the responsible faculty members of the curricular units of which students are in this situation, 48 hours before the date of the subsequent exam.

The conditions for access to exams for Grade Improvement (“*Melhoria de Nota*”) in the current semester, for the Season of Appeal, will be the usual ones. Students who are proven to be in situation 2)b) described above, will be able to take the Special Season exam as a Grade Improvement exam (as if the Season of Appeal were for this purpose).

The March Special Season will take place between the 1st and 5th of March 2021 and the exam schedule will be published shortly.

## **Examination Schedule of Normal Season and Season of Appeal**

The timetable for the written exams for Normal Season and Season of Appeal is maintained.

### **Rules for the implementation of the oral exams referred to in point 1)**

The oral exams mentioned in point 1) will have to be taken with the presence of a minimum number of two faculty members, ideally both teachers of the course unit in question. If the curricular unit has only one instructor, the faculty member in charge of the scientific area to which this curricular unit is allocated must appoint a second faculty member to join the oral exam jury.

Oral exams will be scheduled and coordinated by the faculty member responsible for the course unit.