

English 1

2019-2020

Procedures for the exams in the Normal period and the Re-sit period.

1. The exam will take place on the platform Microsoft Teams at the time scheduled for English 2.
2. The exam is open book, i.e. students may use the materials that we used in class, but they may not access websites that were not part of the class materials. Any instance of plagiarism will result in the disciplinary procedures foreseen by ISEG, in accordance with current rules and regulations.
3. There will be video-invigilation during the exam, so students should keep the webcam on during the exam. Students who do not have a webcam or who choose not to use it are subject to the procedures set out in the document *Rules and Regulations for Exams – 2nd semester 2019-2020, 20 May, 2020*.
4. Students are forbidden to communicate with any person other than the teacher. Failure to comply will result in the disciplinary procedures foreseen by ISEG, in accordance with current rules and regulations.
5. On the day of the exam students should join the meeting on Microsoft Teams in the EXAM channel 10 minutes before the scheduled time.
As in the mock exam, students will need to log onto Microsoft Forms with their ISEG id. The exam is submitted on the same platform. Students should be logged out of other accounts.
6. The exam will be held in two parts, which will be held according to the following schedule.

Part	Duration	Available	To be submitted by
1	30 minutes	18:00	18:30
2	60 minutes	18:30	19:30

7. Should a student be unable to submit the exam through the designated channel for a technical or another reason, as a last resort the exam files may be sent to the teacher's email: ahenshall@iseg.ulisboa.pt In such a case, the exam should be received within the time limits above.
8. In accordance with the evaluation criteria for English 1, students who obtain a mark of 10 or more in the written exam and who do not have semester-based evaluation will need to do an oral exam, which will take place a few days after the written exam. All oral exams will take place on the platform Microsoft Teams, in the format of a meeting, with the webcam on. A schedule will be posted on Teams and on Aquila for those students concerned.
9. For any other situation unforeseen by the procedures above, the rules stipulated in *Rules and Regulations for Exams – 2nd semester 2019-2020, 20 May, 2020* apply.