

## **Special rules for exams in the 1<sup>st</sup> semester 2021-22 given the exceptions motivated by the Covid-19 pandemic**

The calendar of exams for the 1<sup>st</sup> semester of 2021-22 was published in the beginning of the academic year by the academic services for Undergraduates and for Master's and Doctorates. The regime of remote work determined by the Government of the Portuguese Republic for the week of 3-7 January 2022 considered the exams in universities as an exception. This document clarifies that, in the absence of new data, the **calendar of exams for the 1<sup>st</sup> semester of the academic year 2021-2022 is kept unchanged.**

Under total normality conditions, ISEG's General Regulation of Knowledge Assessment (RGAC) considers that assessment with final exams, in the Regular Period (Época Normal) and in the Repeat Period (Época de Recurso), follows an in-person (face to face, in the classroom) regime. The School adopted this plan – and announced it to students and faculty – since the beginning of this academic year. Therefore, **the rule is that the 1<sup>st</sup> semester exams in the academic year 2021-2022 are conducted in a an in-person regime** (face to face, in the classroom).

Notwithstanding, because Portugal is under a state of calamity **due to the Covid-19 pandemic, it will be necessary to consider exceptions.** The principles that underlie the definition of these rules are the protection of the students' right to be assessed, as well as those contained in the Offices (*Despachos*) published by the Rector of the University of Lisbon regarding these matters since the beginning of the pandemic. **These are the two exceptions to consider:**

### **1) Exams of Regular Period (Época Normal) and Repeat Period (Época de Recurso) for students that, in those periods, are infected or in prophylactic isolation for COVID-19**

Those students who, at the time of the exam of Regular Period or Repeat Period, are infected or in prophylactic isolation due to Covid-19, and, for that reason, cannot attend an exam in ISEG's campus, will miss that exam, but will benefit, exceptionally, from access to the **Special Period exam (Época Especial)**, which takes place between March 7<sup>th</sup> and 11<sup>th</sup>.

- a) Therefore, students unable to attend the Regular Period (Época Normal) exam because they are infected or in prophylactic isolation will have access to the Repeat Period exam (Época de Recurso) as well as to the Special Period (Época Especial) exam in March. This Repeat Period exam will play the role of the Regular Period exam for these students (i.e., the continuous evaluation elements must be considered as if this was a Regular Period of assessment). If the student fails in the Repeat Period, access is granted

to the Special Period of exams in March (which will be treated like the usual Repeat Period).

**b)** A student who fails in the Regular Period and is infected or in prophylactic isolation during the Repeat Period, will have access to the Special Period of March, in which the continuous evaluation elements should be taken into account as if this was a Repeat Period of assessment.

**c)** If a student intends to try to improve a grade during this semester, but is infected or in prophylactic isolation due to Covid-19 during the Repeat/Improvement of Grade Period, the student will have access to the Special Period of March to try to improve the grade.

This way, the aim is to ensure every student access to two assessment periods.

In case students are in the situation described above (infected or in prophylactic isolation for Covid-19), **students must, up to 2 useful days after the exam date, send the official document that certifies the prophylactic isolation or infection condition, issued by the Health Authority, to the academic services** (in the case of undergraduates: [seclic@iseg.ulisboa.pt](mailto:seclic@iseg.ulisboa.pt); in the case of masters and PhDs: [smd@iseg.ulisboa.pt](mailto:smd@iseg.ulisboa.pt)).

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

## **2) Exams of Regular Period (Época Normal) and Repeat Period (Época de Recurso) for students who are in another country and find themselves legally prevented from travelling to Portugal during that period, for reasons associated with the pandemic**

Students who are in another country and, demonstrably, are prevented from travelling to Portugal during the Regular Period (Época Normal) and Repeat Period (Época de Recurso) of Exams, will exceptionally be assessed with a **mandatory oral exam**, conducted remotely online, and with the camera switched on. This oral exam can be complemented with a written exam, also conducted remotely, by decision of the faculty member responsible for the curricular unit.

**Students in these circumstances must send an email to the academic services** (in the case of undergraduates: [seclic@iseg.ulisboa.pt](mailto:seclic@iseg.ulisboa.pt); in the case of masters and PhDs: [smd@iseg.ulisboa.pt](mailto:smd@iseg.ulisboa.pt)), **to check their eligibility for this regime of exception, until 20.12.2021**. The academic services will verify the documents submitted by the students and will inform the faculty members responsible for the curricular units of which students are eligible for this regime of exception, **before the date of the exam**.

### Additional Notes:

a) This regime of exception does not eliminate the validity of the **elements of continuous evaluation during the semester**; the exams conducted under this exception simply replace the component of assessment that would have corresponded to a face-to-face final written exam in ISEG's campus. Therefore, any

continuous evaluation components developed during the semester **must be considered** in the **final grade**, both in the Regular Period (Época Normal) and in the Repeat Period (Época de Recurso), in agreement with the RGAC and the specific rules of assessment of the curricular unit that were defined and announced to students at the beginning of the semester.

b) **Rules for the oral exams mentioned in item 2):**

The oral exams presented in item 2) must be conducted with at least two faculty members, ideally, both from the curricular unit under assessment. In case the curricular unit has only one faculty member associated to it, one more faculty member will be appointed by the faculty member Responsible for the scientific area of the curricular unit to attend the oral exam.

The oral exams will be scheduled and coordinated by the faculty member responsible for the curricular unit. The oral exams must be held up to 24h after the scheduled written exam, and students must ensure they have a good internet connection. In case of a technical failure in the internet connection, there will be a second and final schedule of oral exam. That re-scheduling should allow for the exam to be conducted within 48h of the first attempt. In case the connection fails in the second appointment, it is considered that the student did not attend the exam, with the inscription of an F (falta) in the grades list, and the student will have to be assessed in the next exam period.