



CHARTER OF EXAMINATIONS

2014-2015

Institut d'Administration des Entreprises
IAE Montpellier School of Management
University of Montpellier
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General presentation

The aim of this charter is to develop examination and validation procedures which are applied to all IAE programs. Similarly, specific arrangements for examinations which must be reported to the national handicapped assistance organization (BIESH) (Decree No. 2005-1617 of 21/12/2005, Circular No. 2006-215 of 26-12-2006) are to be provided for disabled students who have notified the university medical services. All students must be informed of the content of this charter. It will be displayed on the student announcement boards of IAE and posted on IAE website. This Charter is effective as of 24/10/2013, voted by the Academic and Student Life Committee.

Regulatory references

Decree of 25 April 2002 on the National Master degree

Order of 1 August 2011 on the National license diploma

Circular No. 4 of 22 March 1994 on the conditions of disabled students review

Circular No. 2000-033 of 1 March 2000 on the organization of exams in public institutions of higher education

Circular No. 2006-202 of 8-12-2006 on LMD rules for developing and issuing diplomas

Ministerial note OF B4 / FB No. 601578 March 3, 2006.

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I/ Notification to candidates for examinations and exam timetables sessions

Article 1 - Registration

In order to sit for an exam, a student has to be currently enrolled at IAE Montpellier. This registration is required and each student must verify with the administration that he/she appears on the class list of the course unit (EU) concerned as well as the EU's ECUE records. A student who is not registered in a class (UE) cannot sit the exam. Students receiving government grants are reminded that compulsory attendance is required as per regulations about grants based on financial need. Class attendance and the taking of exams are prerequisites to maintain such grants.

Article 2 - Calendar of examinations

The schedule of exam sessions shall be communicated by the respective administrations of each program and posted on the IAE planning schedules.

a. Organization of exam sessions

- Sessions 1 and 2 for undergraduate degrees (3rd year degrees), Bachelor's degree in Management for Science and Technology
- Sessions 1 and 2 for postgraduate degrees (4th and 5th year degrees), Master of Technology Management (including specializations) except for the third semester of the Master's degree in International Business.

Information on session 2

Students absent from all session 1 exams can take the 2nd session exams. The terms of examinations for courses and assignments are specific to each program. (see program course syllabus, Appendix 1 for the DUETI course).

b. Examinations for students with disabilities

Disabled students can benefit from special measures such as extra time, splitting an exam into several sessions or specific arrangements depending on the type of disability: motor, visual or auditory (e.g., secretary, sign language interpreter, braille documents, etc.).

Article 3 - Notification

Notification of all written exams will be posted on the IAE academic calendar at least fifteen days before the scheduled date, except in cases of force majeure. For special reasons, a final exam may take place before the officially scheduled final exam session. This is known as an "early" final exam

II - Exam procedures

Article 4 – Exam content

Each teacher is responsible for preparing his/her exams. The exam papers should mention the duration of the test, the expected length of the responses and possibly indicate a marking scale, as well as what, if any, documents or materials (dictionary, calculator, etc.) are authorized.

The lecturer who prepared the exam must be reachable during the test if he/she is not able to monitor. If unable to be present, he shall designate a substitute teacher to monitor the exam.

Article 5 - Monitoring

Teachers of the subject tested are primarily responsible for monitoring the exams.

Article 6 – Student access to the examination room

The identity of the candidate is verified by checking their student ID card at the entrance to the examination room. The student will be provided with his student card or certificate of enrollment and identification. If the student's name is not on the class list, he must validate his enrollment with the IAE administration.

Access to the examination room is forbidden for any candidate arriving after the opening of the envelopes containing the exam. However, the supervisor of the room may, exceptionally (when the delay is due to force majeure), authorize a latecomer to take the exam, provided that the delay does not exceed a period corresponding to 20% of the total duration of the test. No extra time will be given to the late student and an explanation for the delay will be on the record. With the exception of continuous assessment, written final examinations will use an anonymous marking policy. Except in cases of force majeure, no student can change places or leave the examination room before the end of the first hour of composition even if the student is submitting a blank exam. Mobile phones must be switched off and placed in bags.

Article 7 – Examination report form

After the test, each student hands his exam paper to the monitor before signing the administration provided class list.

The monitor will fill out the examination report form specifying:

- the number of enrolled students in the class
- the number of students present, the number of absent students
- the number of exams returned
- comments about or incidents observed during the test.

The monitor will provide the program administration:

- the completed and signed report
- the class list
- the exam papers.

Once the exam papers are graded, the class delegates will be notified about when the uncovering of the name protection on the exam papers takes place so that they can be present.

III - Results

The jury deliberates based on the results obtained by the students. After this deliberation, diplomas are awarded to those who have successfully completed program requirements.

Article 8 - Communication test results and contestation

Following the jury's report, the President of the jury shall prepare, sign and date the diplomas of the successful candidates. The jury is solely responsible for the announcement of results. Students are entitled to disclosure of personal notes and copies thereof as well as an interview with the corrector. Students should request their transcripts from the administration after verification of the final results.

In case of errors or omissions which can be shown to have occurred before deliberation, the jury must deliberate again within four months, to correct an irregularity or error. Beyond this period, except in the case of fraud, the decision to not award a diploma cannot be changed solely based on a student's request. No results will be given before or after the proceedings, by phone or email. The marks given and assessments made by a jury on graduation candidates are documents that evaluate an individual as set forth in Article 6.II of the law of July 17, 1978 (adding measures to improve relations between the administration and the public).

These documents can therefore be communicated to only the person concerned and to no other member of the university community. Candidates may arrange to meet with their teachers to review the results of their examinations by requesting a meeting through the program administration. Exam papers may be consulted by students after the announcement of results. Papers can be examined for one year after the results, upon written request to the administration, which then has one month to honor the request.

Article 9 – Retention of exam papers

Under instruction DAF DPACI Culture / RES / 2005/003 of 22 February 2005, exam papers must be kept for one year after publication of the results, with the exception of papers subject to a dispute, which must be retained by the service.

IV - Certificate of degree requirement completion and issuance of diploma

Article 10- Certificate of degree requirement completion

Any certificate or a diploma will be established and issued only by the school administration. For students who request it, the certificate must be provided no later than three weeks after the announcement of the results.

Article 11 - Issuance of diplomas

The final diploma will be awarded within six months after the announcement of results. (Arrangements to pick up the diploma can be made on line through the IAE website).

Article 12 - Appendix (or diploma supplement)

Three year degree and four year degree diplomas are accompanied by a descriptive appendix (or Diploma Supplement) indicating the industry, trade and /or job training received as well as knowledge and skills validated by this title.

Article 13 - Intermediate diploma

The Masters degree may be issued at the end of the first two semesters for Master program students who want it and have validated 240 total credits or 60 additional credits after the 3 year degree (License). This diploma is accompanied by the corresponding notation.

Article 14 - Issuance of duplicates

Any person may request a duplicate of his degree if the original document has been destroyed, lost or stolen. Official documentation to verify the validity of the claim (claim form, receipt of police complaint, affidavit, etc.) must be presented. Only the institution (s) which issued the original diploma are eligible to issue a duplicate, which is printed on the same official form as the original. The word "duplicate" appears on the diploma and a record of duplicates requested is kept.

Annex 1 - Treatment of incidents during exams – Cheating

I - Handling incidents during exams – Cheating

Any cheating committed during an examination can lead to the nullification of the exam for the student(s) involved. It may lead to a maximum disciplinary action of a permanent ban from registering for any program or taking any examination leading to a degree or certificate issued by a public institution of higher education. As part of a continuous assessment, any incident observed can only be considered if a report is filed.

1) Cases of cheating or attempted cheating

a) What to do in case of cheating:

Reminder: Article 22 of Decree No. 92-657 of 13 July 1992, as amended - "In case of flagrante delicto involving cheating or attempted cheating in examinations, the monitor should take all measures to stop the cheating without interrupting the exam. He should confiscate the materials or equipment which will allow establishment of the facts later on then provide a report countersigned by other monitors as well as the suspected perpetrator(s). In case of refusal to countersign, an entry should be made in the exam report form. "

In any case, no certificate or transcript can be issued to the student(s) concerned before a judgment on the incident has been made. IAE Management (Dean / Deputy Director, Program Director and Administrative Manager) has the authority to summon any student suspected of cheating. The Dean of IAE will decide whether it is appropriate to invoke the disciplinary section of the board of the institution; if he does, he will send the entire case file to the Directorate of Legal Affairs. Pending the decision of the disciplinary committee, the exam paper of the student in question must be graded in the same conditions as the other students. In particular, the jury cannot, under any circumstances, give a grade of "0" based on a suspicion of cheating, and in any case, the results should not be published.



Cheating that involves a mobile phone cannot be dealt with by the permanent confiscation of the phone, unlike the procedure in other cases of cheating. The monitor can confiscate the phone, which he will return at the end of the exam, but will describe the facts and elements of the incident in detail on the exam report form. Pursuant to Article 40 of the Decree, "any penalty imposed by the disciplinary committee on the person concerned, will result in the invalidation of the exam for that person, who will be deemed to have been present at the exam without having taken it. The disciplinary committee decides whether it is appropriate to comment further regarding the person concerned or the possibility of invalidating the entire exam."