

CONTINGENCY PLAN FOR 2ND-TERM EXAMS FOR THE 2019/2020 ACADEMIC YEAR

SUMMARY

ESCI-UPF may be required to restrict access to the school at some time in the future. If as a result of such action students are unable to take their 2nd-term exams as planned during the normal exam period, valid alternative arrangements will be made to ensure that students can take their exams with minimal interruption to their 3rd-term activities.

IF ESCI-UPF IS REQUIRED TO CLOSE DURING THE EXAM PERIOD. GNMI STUDENTS (BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING)

A contingency plan has been drawn up to take account of the possibility that ESCI-UPF may be required to restrict access to the school during the planned period for 2nd-term exams, due to be held between 17 and 27 March 2020, with the result that students are unable to sit these exams in person on site, either in part or in full. This plan envisages three scenarios:

1. Exams to be taken in person on site (if ESCI-UPF can operate normally).
2. Exams to be taken remotely either by students who are in preventive quarantine (students will have to provide a doctor's note in advance) or by all students if ESCI-UPF is required to close its site completely.
3. Exams to be taken remotely by international students who have already returned to their country of origin (students will require authorisation from the International Relations Department at ESCI-UPF).

Although at the present time there is no suggestion that the school might have to close at the start of the 3rd term (beginning 30 March 2020) or during the period for resitting 2nd-term exams (17 to 18 April 2020), if this should turn out to be necessary, ESCI-UPF will draw up a specific contingency plan, including measures for delivering classes remotely.

VALID EXAM ALTERNATIVES FOR GNMI STUDENTS (BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING)

The contingency plan envisages two alternative options for GNMI students:

1. Postponing Language I and Language II exams to the first Thursday of the first week of the third academic term when classes begin (if ESCI-UPF is required to close).
2. Holding exams remotely either as the only option (if ESCI-UPF is required to close) or simultaneously with the option of taking exams in person on site. In this case, the exams would have a double format:
 - » Multiple-choice Moodle questionnaires. Students would be required to answer multiple-choice questionnaires sequentially within a given period of time. The questions would be randomly drawn from a large set of questions with four possible answers.

and/or

- » Activities / essays / short questions which all students would be required to do at the same time and hand in (by submitting their completed document online) within the deadline set by their lecturer.

The only exams that might be postponed are the Language I and Language II exams. In no case will any other exams be postponed: they will be held at the time and on the day already published in the exam timetable. (This does not affect the specific arrangements envisaged in the school's regulations for individual cases of force majeure.)

The ICT Department and academic management units at ESCI-UPF will assist all lecturers in preparing 2nd-term exams to be taken remotely.

VALID EXAM ALTERNATIVES FOR BDBI STUDENTS (BACHELOR'S DEGREE IN BIOINFORMATICS)

For BDBI students, the contingency plan envisages holding exams remotely either as the only option (if the Campus Mar is required to close) or simultaneously with the option of taking exams in person on site. In this case, the exams would have different formats:

- » Multiple-choice Moodle questionnaires. Students would be required to answer multiple-choice questionnaires sequentially at the given time and day of the exam within a given period of time. The questions would be randomly drawn from a large set of questions with four possible answers.
- » Activities to be published at the given time and day of the exam which all students would be required to do and hand in (by submitting their completed document online) within the deadline set by their lecturer.

Given that the BDBI is offered jointly by several universities, the heads of the relevant departments will inform the partner universities of any decisions taken.

ADDENDUM. STUDENTS AND LECTURERS IN PREVENTIVE QUARANTINE

Regardless of whether ESCI-UPF is required to close or not, all students and lecturers who are unable to attend the school because they have tested positive for COVID-19 or because they are in preventive quarantine will be treated as being on excused absence. Lecturers in this situation will be considered to be on sick leave; students' excused absence will be considered as any other case of excused absence.

All students will be given the chance to complete their 2nd-term assessment under all circumstances.