

Exam organization and collection of papers and grades

For all continuous assessment and final exams in specializations, professionalization areas, electives, languages and workshops

The exam is :

- included in the module's timetable
- organized and supervised by the module leader or instructor
- Papers are collected directly from the module leader or instructor after the exam.

If necessary, the Planning Assessments department can provide calculators and supervisors (depending on the number of students) and organize accommodations for students with disabilities (apply 15 days before the exam to jeremy.sarmiento@icn-artem.com ou anne-laure.martin@icn-artem.com)

For the common-core final exam

The exam is :

- scheduled outside the module's timetable (in blocked periods)
- organized by the evaluation department with supervisors
- organized on our sites or in off-site rooms for large promotions

The assessment department will contact module managers by e-mail to validate syllabus information, authorized documents and retrieve subject(s).

Papers recovery :

Reminder of defined rules:

- Permanent teachers are to collect their papers from their home site (1)
- External lecturers (affiliated or part-time) collect their papers on site (1) if they live in the region of the teaching campus. For external contributors (affiliated or part-time) living outside the region, papers are sent by registered mail.

Execution :

- The module manager uses the table provided in preparation for each session to transmit the following information :
 - distribution of papers amongst proofreaders
 - additional transmission methods
- Papers are returned to campuses with a certain delay (between: Nancy-Paris / Paris-Nancy, or even Berlin-Nancy).
- The assessment department sends an e-mail to the proofreaders as soon as the papers are available on site/posted.

Return of grades and papers

Each proofreader returns the grades, taking into account the deadline for entering them (please refer to the exam-jury timetable available on docushare). Proofreaders hand in examination papers on site or return them (by registered letter with acknowledgement of receipt) to the Assessment Department (ICN Business School Jérémy SARMENTO- 86 rue du sergent Blandan - 54000 NANCY). These must be available for students to consult after the exams. The module leader validates all module grades on myicn.

For 2nd session exams

All examinations are organized by the Assessment Department during blocked periods.

Information and subjects are retrieved, grades are entered, and papers are transmitted and returned in the same way as for the first session during a blocked period.

(1) Papers recovery contacts:

Nancy campus : Jérémy SARMENTO (jeremy.sarmiento@icn-artem.com)

Paris campus : Anne-Laure MARTIN (anne-laure.martin@icn-artem.com)

Berlin campus : Rebecca KAPTEJNA (rebecca.kaptejna@icn-artem.com)

Sent on 24/11/2023

To: all permanent and external affiliated teachers

Copy: schooling department, evaluation department, academic management