

## Summary of rules for attendance, quizzes, exercises, and exams

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### Attendance

This course follows IE's attendance policy, which is posted [here](#). Attendance in this course is tracked using the QWickly app. Students are responsible for having QWickly on their phone, and then using the app for scanning a QR code shown in class at the beginning of each session (including after breaks during double sessions). Students who for whatever reason cannot scan that QR code with their QWickly app should let me know while the QR code is up – I will then write down their name and fix the QWickly record later. I will not be able to amend QWickly records based on emails or other notifications later in time. It is students' responsibility to make sure that QWickly is correctly recording their presence on the app, and to let me know otherwise.

### Quizzes

Quizzes are done at the beginning of some double sessions (25-33% of each topic / double session). They cover only the readings assigned for that session (as indicated in the syllabus). Quizzes are unannounced because they serve to incentivize students to do the assigned readings before class. Quizzes are done in person, closed book, on Blackboard, and using Respondus. Students are responsible for bringing a Respondus-enabled device and having IE credentials to log in and take the quiz. Quizzes have multiple choice questions (generally 4 of them), have a limited time (generally 5 minutes) and allow no backtracking. In some questions, more than one option is correct (if Blackboard allows you to mark more than one option, it means more than one are correct). In those cases, incorrect options will subtract points, but the overall score for a question will never be negative. For example, if there are 4 answer options and 2 are correct, a student who marks only 1 of the correct ones gets 50% of the credit, a student who marks 1 correct and 1 incorrect gets 0%, and a student who marks only the 2 incorrect ones gets 0%. Quizzes weight 10% of the grade. When calculating the final grade, the lowest quiz score will be dropped. Quizzes cannot be retaken in any circumstances. Students who miss a quiz for a reason of *force majeure* (like sickness, or an IE justified absence) are encouraged to get in touch with the BIR office. If they justify the absence directly to me, I will drop one additional quiz score when calculating the final grade.

### Exercises

Graded exercises are done during some sessions (70-90% of each topic / double session). They generally ask students to creatively apply the concepts and theories covered in class. They are done in groups, which the students are themselves free to form. Exercises are graded on the scale [0, 50, 100, 150], with 150 (i.e., full credit plus 50% bonus) corresponding to submissions that are especially thoughtful, creative, or rigorous. Students who miss a session where an exercise is done are free to form their own groups (with others who did not attend) and submit work by the deadline. Instructions will be posted in the slides and in Blackboard. The deadline for submissions of exercises will generally be midnight of the following day, except if the session is done on Friday, in which case the deadline will be midnight of the following Monday.

### Exams

This course follows IE's closed-book exam policy, which is posted [here](#). Exams, which take place in session 15 and 30, are done in person, closed book, on Blackboard, and using Respondus. They cover readings, lectures, in-class discussions and exercises. Students are responsible for bringing a Respondus-enabled device and having IE credentials to log in and take the exam. Exam have multiple choice questions, have a limited time, and allow no backtracking. In some questions, more than one option is correct (if Blackboard allows you to mark more than one option, it means more than one are correct). In those cases, incorrect options will subtract points, but the overall score for a question will never be negative. See examples under "Quizzes."