

Please read the following instructions carefully.

Sitex (exam transfer system) is a Web application used for submitting files.

- You are responsible for the files you submit: according to the School's academic regulations, a zero grade is assigned to students who do not transmit the file or transmit the wrong file in the case of examinations completed on a computer.
- Even if you have completed the exam, you may not leave the room in the last ten minutes until the invigilator gives the signal.

What should you do if you have a problem with your computer?

- Ask the invigilator for assistance.
 - A computer will be loaned to you or you may continue with a paper version.
 - If the problem is related to submitting the file, you will be asked to send the file from the computer in the examination room or to submit your exam on a USB key.

Your exam files

- PC or MAC file formats accepted (max. 100 MB):
 - Word, Adobe (doc, docx, dot, dotx, pdf, txt extensions)
- Paper format:
 - 8½ x 11 (letter): Page layout > Size > select Letter
- The file name and header must include:
 - your first and last names
 - your student number
 - your course number
 - your section
- Create your file and save it where you can easily find it on your computer.

Submitting your exam files (once you have completed the exam)

- Make sure you have followed the instructions for creating files.
- Use print preview to check the print zone.
- Go to sitex.hec.ca.
- Specify the course number of the exam.
- Follow the instructions on the screen.
- Choose the file(s) you saved.
- Click on the “Transférer” (Submit) button.
- Write the confirmation number provided by the Sitex system on the cover page of your exam booklet and take note of it (this number confirms that you submitted your exam).
- Give the exam booklet to the invigilator.

Confirmation email

- Sitex will send a confirmation email to your HEC Montréal address, with the file you submitted.
- Please open the file before leaving the examination room, to make sure you submitted the right file.
- If there is a problem, notify the invigilator. You will be asked to submit your file on a USB key and must accompany a member of the exam invigilation team to the exam centre to have your exam printed there.