Law School exams are stressful, but they are less stressful if you understand the procedures, including what to do if you have a problem or question. Many of these guidelines ask you to apply common sense to problems – the most basic common sense rule is “when in doubt, ASK!” In other words, if you are confused, get clarification immediately.

**Before Exam Day**

1. **EXAM NUMBER:** Exams are identified only by exam number. Please do not place your name on any exam materials. Exam numbers are available on Cardinal Station. Exam numbers are also imported into SofTest. You will see your exam ID number in SofTest at the point where you enter the exam password. If you are still not sure where to find your exam number, please come to Room 343 and we will tell you what it is (you will need to bring ID with you.).

2. **DO NOT DISCUSS WITH YOUR PROFESSOR:** You are NEVER allowed to discuss the timing of your exam with your faculty member. This means you may not tell your faculty member that you might have a family emergency or that you have some other conflict which will cause you to take the exam at a different time from that which is posted on the exam schedule.

3. **ILLNESS, CONFLICTS AND OTHER EMERGENCIES:** Exam conflicts, illnesses and emergencies are handled by Dean Niedzielko and Mr. Schept, our Registrar, both of whom can be found in Room 343. If a problem occurs during an evening exam, see the Dean on Duty (usually Dean Niedzielko or Dean DeMouy, occasionally another Dean) in Room 343.

   a. If you know of a problem prior to the day of the exam, discuss it with Dean Niedzielko.

   b. If you have an illness or other emergency that precludes you from taking your exam (or from arriving on time), contact Dean Niedzielko at 202-319-6478 or 6738 or Dean DeMouy at 202-319-6478 or 6792. Please note that you can call the main number of the law
school, 202-319-5140, between 9:00 a.m. and 5:00 p.m. and have your call transferred. If you reach voicemail at any of these points of contact, please leave a message containing your name, the name of the exam and your phone number.

c. If you are so ill that you cannot take an exam, you need to be under a doctor’s care. You will be asked to provide a note from your doctor or University Health Services to confirm that you are receiving care.

SofTest Users

SofTest must be registered.installed on your laptop prior to the start of the final exam period. Once installed, updates to the SofTest software are made automatically. It is highly recommended that students complete and upload a “mock” exam prior to the beginning of each semester’s final exam period. This test will confirm that SofTest is working properly on your computer. If you experience any problems running SofTest, immediately contact the proctor and he or she will seek technical assistance.

Day of the Exam

1. ARRIVAL TIME: You should be in the assigned room at least 20 minutes before the exam is scheduled to begin. SofTest users should be in the assigned room 30 minutes before the exam is scheduled to begin.

2. LATE ARRIVAL: If you arrive more than 10 minutes late to an exam, the proctor will send you to the Dean on Duty, Room 343. The Dean on Duty will determine whether you will be allowed to take the exam.

3. WHAT TO BRING: Have everything you need with you – including pens/pencils and any books/materials that you are allowed to bring into the exam. If you are a SofTest user, you will need a pen to identify your question booklet! SofTest users must also have their computer power cords.

4. PAPER: We provide you with bluebooks and scratch paper. We provide SofTest users with scratch paper.

5. TRACKING TIME: There is a clock in every exam room and that clock is the official time for the exam. Most students also want their own watch to monitor the time.

6. RESTROOM: Yes, you are allowed to go to the restroom during the exam. (You receive no time allowance, but you are allowed to leave the room for that purpose.)

7. BEVERAGES: You may bring a beverage into the exam room in a container with a cap or lid.

8. FOOD: We ask you not to eat anything during an exam, but if you must have something like a piece of candy, please make sure that you won’t disturb others opening it. (And no potato chips or other noisy foods, please.)
9. **EARPLUGS:** You may bring earplugs (a very good idea if you are sensitive to noise around you), but you must be able to hear the proctor’s instructions. You cannot wear headphones, regardless of whether the headphones are plugged into a device or not.

10. **CELL PHONES OFF:** You must turn off any cell phones, pagers and/or alarms on your watch or computer. Cell phones should be kept out of sight.

11. **NO iPODs, MP3 DEVICES:** You are not allowed to use any electronic device such as an iPod.

**During the Exam**

1. **EXAM MATERIALS:** The proctor will distribute exam materials to you by asking you to come forward and pick up the examination, bluebooks if used, and scratch paper and initial the proctor’s list. You are to keep the exam face down until directed to turn it over.

2. **START/STOP:** The proctor is responsible for giving an official start and stop instruction. You are not to begin writing until directed to do so. This means that you are not to begin making notes on the exam or scratch paper until the exam begins. Leave your pen on the desk. Once the exam begins, there will be no announcements regarding exam time remaining. It is up to you to keep track of time. When time is called at the end of the exam, you must immediately stop writing. No, you may not finish the word, the sentence or the paragraph. You must stop writing.

3. **EXAM NUMBER:** You are to place your exam number on your bluebooks (if you are not using SofTest) and on your copy of the examination. Do this as soon as the proctor directs you to do so.

4. **COVER SHEET:** Our examinations contain a cover sheet which tells you:
   a. The length of the exam, i.e. the start and stop time for this particular exam
   b. What, if any, materials you are allowed to consult during the exam
   c. How many pages are in the exam? You will be asked to count the pages of your examination booklet to confirm that you have a complete booklet. Please make sure you take this step so that you are certain that you have a complete booklet.

5. **EXAM INSTRUCTIONS:** Read the Exam Instructions! Many faculty members include information about point allocations, page limitations, or other criteria that are important for you to understand. You must follow these instructions – the fact that you did not read the instruction containing a page or word limitation does not mean that it will not apply to you. Also, there are some faculty who force you to read without writing for a period of time. If your faculty member has such an instruction, you must follow it – failure to do so is an offense under the Honor Code.

6. **READING ALL QUESTIONS:** Please take the time to make sure you view all exam questions. Every semester we have a student who is very upset because he or she realizes after the
exam that he or she missed an entire question. We cannot go back and remedy this situation. Please take time during the exam to ensure you have read all questions.

7. **TURNING IN YOUR EXAM:** At the end of the exam you will bring your bluebooks, scratch paper and exam booklet forward and cross your name off the proctor's list. EVERYTHING, including scratch paper and examination booklet, must be turned in. None of these items may be taken from the exam room by students!

8. **EXITING FROM SofTEST:** At the conclusion of the exam, SofTest users will click the ‘Exit/Save’ button. SofTest will then walk you through the process of uploading your exam. You will need to be connected to the Internet to fully upload your exam. Please be sure you receive the green “Congratulations” page before turning off your laptop. After you have uploaded, come forward to the proctor and cross off your name from the proctor’s list. Turn in EVERYTHING that was passed out including scratch paper and the examination itself.

### Problems

1. **PROBLEM DURING THE EXAM:** We hope you will never have a problem during an exam, but if you do, you need to know how to address it. A problem should be addressed first to the proctor and if the proctor cannot answer it, he/she should go to the Dean’s office for assistance. If you become ill during an exam, see the Dean on Duty or Mr. Schept.

2. **PROBLEM IN THE EXAM:** If you see a typographical error in an exam that affects the meaning of the question, or if you believe there is some other error or ambiguity which affects whether the question can be properly answered, address the problem to the proctor who will contact the Dean on Duty. Any clarification or correction will be announced by someone from the Dean’s office to the entire exam room.

3. **PROBLEM WITH THE PROCTOR:** If you have a problem with the behavior of a proctor, or you reasonably believe the proctor has given incorrect instructions, go to the Dean’s office, room 343, and contact the Dean on Duty, Mr. Schept, or another staff member for assistance. Please make it clear that you are in an exam – your problem will be addressed as an emergency.

### After the Exam is Over

1. **EXIT QUIETLY:** Please be considerate as you are leaving – be as quiet as possible. Remember that the atrium and large stair case create echoes.

2. **POST-EXAM DISCUSSIONS:** Use caution in discussing the exam you have completed – someone within earshot may not yet have taken the exam due to a conflict or illness. You are responsible for not divulging information about an exam to anyone who has not taken it. The best way to make sure you do not create this type of problem is to have conversations only with those who you know took the exam with you and only in settings where that conversation cannot be overhead.
3. **NO COMMUNICATION WITH FACULTY:** Communication with a faculty member about the exam is forbidden until your grade is posted in Cardinal Station!

**Take-Home Exams**

1. **RECEIVING YOUR EXAM:** Unless your professor has made some other arrangement, all take-home exams are distributed by the Academic Affairs Office (Room 343). When you pick-up your exam, you will initial next to your name on the class roster and the staff member assisting you will date/time-stamp your exam. You are then free to begin working on your exam. Exams can be picked up during Academic Affairs final-exam office hours; these hours are posted on the Registrar’s website and on the door of Room 343.

2. **ACCOUNTING FOR ALLOTTED TIME:** All take-home exams limit student work on the exam to a certain number of days or hours within the exam period (e.g. 4 hours, 24 hours, 3 days, etc.). Please be mindful of the day of the week you are picking-up the exam. For example, if you are given 48 hours to complete the exam and you pick-up the exam on a Friday, then you are limiting yourself in terms of how many hours you can work on the exam, as the Academic Affairs office will not be open on a Sunday for you to drop-off your exam. The 48 hour period would not be extended to Monday, so you would be required to drop-off the exam on Saturday (if the office is open on Saturday). As such, plan to pick-up your exam when you know you can take the time you need (within the stated limit) to complete the exam and properly drop-off the exam.

3. **RETURNING YOUR EXAM:** Unless otherwise noted by your professor, all completed take-home exams should be returned to the Academic Affairs Office (Room 343). As stated above, please make sure the Academic Affairs Office is open at the time you plan to drop-off your exam. When you arrive at the office, you will hand-in your exam to a staff member and he or she will date-stamp the drop-off time. This will signal to your professor that you properly worked within the time boundaries of the exam. You will also be asked by the staff member to cross your name off the class roster. Once you have completed this step, you have finished the take-home exam process.