

# FINAL EXAM

## RULES & GUIDELINES

### *EMERGENCY NUMBERS*

*Dean Crowley 202-319-6792*

*Dean Schept 202-319-5003*

*Academic Affairs Front Desk 202-319-6478*

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. Hopefully these guidelines will help in this regard. And please do not hesitate to ask for guidance or clarification if something is not clear.

### **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 within Cardinal Students. Exam numbers are also imported into Examplify. 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. Your exam number will also appear on the class roster in your exam room (the roster you will initial prior to collecting the exam question booklet).
2. **DO NOT DISCUSS WITH YOUR PROFESSOR:** You should not 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. If you have an issue which needs to be address, please contact Dean Crowley or Dean Schept.
3. **ILLNESS, CONFLICTS AND OTHER EMERGENCIES:** Exam conflicts, illnesses and emergencies are handled by Dean Crowley and Dean Schept, both of whom can be found in Room 343. If a problem occurs during an exam, please see the Dean on Duty (usually Dean Crowley, Dean Schept, Dean McDermott or Dean Graw Leary) in Room 343.
  - a. If you know of a problem prior to the day of the exam, please discuss it with Dean Crowley or Dean Schept.
  - b. If you have an illness or other emergency that precludes you from taking your exam (or from arriving on time), please contact Dean Crowley at 202-319-6792 or Dean Schept at 202-319-5003. You can also call the Academic Affairs front desk, 202-319-6478,

during business hours. 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, please be sure to receive the medical attention you need. You will be asked to provide a note from your doctor to confirm you are receiving care and then the Academic Affairs office will work with you to reschedule the exam.

### **Exemplify Users**

Exemplify should be installed on your laptop prior to the start of the final exam period. Once installed, updates to the Exemplify 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 (the mock exam password is ‘cuamock’). This test will confirm that Exemplify is working properly on your computer. If you experience any problems running Exemplify during the exam, immediately notify the proctor and he or she will hand you a blue book to continue working and he or she will then address your problem or seek technical assistance.

### **Day of the Exam**

1. **ARRIVAL TIME:** You should be in the assigned room at least **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 an Exemplify user, you will need a pen to write your exam number on your question booklet! Exemplify users should also remember to bring their computer power cords.
4. **WHAT NOT TO BRING:** Please do not bring any items not needed for the exam. Please leave all knapsacks, phones and non-exam related items in a secure place. If you do bring these items to the exam room, you will be asked to leave your personal items at the front or side of the room for the duration of the exam.
5. **PAPER:** We provide you with bluebooks (if not using Exemplify) and scratch paper. You are prohibited from writing on scratch paper or your question booklet prior to the proctor’s direction to begin the exam.
6. **TRACKING TIME:** There is a clock in every exam room and that clock is the official time for the exam. There is also a clock within Exemplify, although the time may be slightly different than the time on the class in the exam room. You may also bring a personal watch into the exam room, as long as it does not access the internet.

7. **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.) You should not leave the exam room for any other purpose, unless specifically approved by the proctor or a Law School administrator. Anytime you leave the room to use the bathroom, please sign the "Sign-Out/Sign-In" sheet at the proctor's desk. Please sign back in on this sheet when you return from the bathroom.
8. **BEVERAGES:** You may bring a beverage into the exam room in a container with a cap or lid.
9. **FOOD:** Please limit your food items to small snacks (e.g. carrot sticks, pieces of candy, etc.). Please make sure you do not disturb others when opening your snack. (And please no potato chips or other noisy foods)
10. **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.
11. **CELL PHONES:** Please leave your cell phone in your knapsack or bag at the front or side of the classroom or some other secure storage area in the Law School or in your car. If you feel you must have this phone with you in the exam room, please be sure it is turned off. Cell phones cannot be placed on your classroom desk or on your person during an exam.
12. **YOU MAY NOT WEAR OR USE ANY DEVICE WHICH CAN ACCESS THE INTERNET or CAN MESSAGE ANOTHER INDIVIDUAL (including, but not limited to, watches).** Thus, please do not bring these items to the exam room.

#### During the Exam

1. **EXAM MATERIALS:** The proctor will distribute exam materials to you by asking you to come forward, initial the class roster and pick up the examination, bluebooks if used, and scratch paper. 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 you are not to begin making notes on the exam or scratch paper until the exam begins. Please 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. You may not finish the word, the sentence or the paragraph. You must stop writing once the proctor signals the end of the exam.
3. **EXAM NUMBER:** You are to place your exam number on your bluebooks (if you are not using Exemplify) and on your copy of the examination question booklet. Please 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
  - 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:** Please read the exam instructions! Many faculty members include information about point allocations, page limitations, or other criteria that are important for you to understand. Please follow these instructions closely.
  
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, and answered, all questions.
  
7. **TURNING IN YOUR EXAM:** At the end of the exam, please bring your bluebooks, scratch paper and exam booklet forward and cross your name off the proctor's list. EVERYTHING, including scratch paper and the examination booklet, must be turned in. Students may not take any of these items from the exam room.
  
8. **EXITING FROM Exemplify:** Just after the conclusion of the exam, Exemplify users will click the 'Submit Exam' button. Exemplify 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 "Upload Complete" page before leaving the exam room. After you have uploaded your exam, please come forward to the proctor. Please turn in EVERYTHING which 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, please know how to address it. If a problem arises, please notify the proctor. If he or she cannot resolve the issue on his or her own, he/she will go to the Dean's office for assistance.
  
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 to the entire exam room by someone from the Dean's office.
  
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, please go to the Dean's office, room 343, and contact the Dean on Duty or another staff member for assistance. Please make it clear 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. Other students may still be working on the exam. Please know 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 the 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 Students.

### Take-Home Exams

1. **RECEIVING YOUR EXAM:** Unless your professor has made some other arrangement, all take-home exams are distributed through TWEN. You will pick-up and submit your exam through TWEN and in accordance with the time allotted for you to work on the exam (e.g. 24 hours from pick-up time). Please be aware of the first and last days when you can pick-up an exam. Please be aware of the last day and time you may submit your take-home exam.
2. **ACCOUNTING FOR ALLOTTED TIME:** Most 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). Please be mindful of when you are retrieving the exam (through TWEN) and please be sure you are giving yourself the maximum amount of time allowed to work on the exam. For example, if you are given 48 hours to complete the exam and you pick-up the exam (through TWEN) only 36 hours prior to last submission date/time, then you are limiting how many hours you have to work on the exam.
3. **RETURNING YOUR EXAM:** Unless otherwise noted by your professor, all completed take-home exams should be submitted via TWEN. Once you have completed this step, you have finished the take-home exam process. If you have any questions regarding the pick-up and submission process, or any questions about the exam itself, please contact Stuart Schept at [schept@law.edu](mailto:schept@law.edu) or 202-319-5003.