

## **Exam Policies and Procedures**

### **BEFORE THE EXAM STARTS**

1) Students who handwrite exams and ExamSoft users will take the exam for a particular course in the same room. There will be signs in each room instructing ExamSoft users and handwriters to sit on opposite sides of the room.

2) Electronic devices may not be used in the exam room, unless the professor approves the device.

This includes, but is not limited to, MP3 players, cell phones, PDA's, BlackBerrys, and CD players. All such devices must be stored in your backpack or preferably not brought to the exam room.

3) We recommend you wear or bring a watch.

Professors are not required to give several minutes of warning before the end of an exam. Please pay careful attention to the time. It's possible the professor/proctor might end the exam at the appointed time with no warning. You may not use your cell phone as a timepiece (see #4 above).

4) Please bring earplugs to your exams, but use them only if absolutely necessary.

Most of you will be so focused on your exam it is not likely noise in the exam room will be distracting. However, if you think the sound of key strokes will be distracting we recommend you bring earplugs. Also, occasionally in room 111 you can hear the neighbor's dog barking. There is a limited supply of earplugs in the Law Records Office. If you decide to use earplugs please be very careful about keeping time. If the professor/exam proctor calls time and you continue to write because you did not realize the exam was over, you might lose a half or full letter grade.

5) **EXAMSOFT USERS**: All students using ExamSoft must report to the assigned exam room 30 minutes prior to the start of the exam. Your computer must be at the start point prior to the scheduled start of the exam. All exams will start on time.

6) **EXAMSOFT USERS**: During the exam period there will be an ExamSoft Help Desk located on the fourth floor near the elevators. If you require technical assistance before, during, or after your exam, you must go the Help Desk.

7) **CHARACTER COUNT FOR EXAMSOFT USERS**: In ExamSoft, 1166 characters, including spaces, equals one page hand written. The character count in ExamSoft, per exam question, can be obtained using the character counter located at the bottom of the screen or by highlighting selected text and choosing Tools, Word/Character Count from the menu bar at the top of the screen.

## **WHEN THE EXAM IS OVER**

- 1) *WHEN TIME IS CALLED STOP WRITING OR TYPING IMMEDIATELY!*
- 2) *PLEASE CAREFULLY FOLLOW ANY INSTRUCTIONS GIVEN BY THE PROFESSOR FOR SUBMITTING THE EXAM.*
- 3) *YOU MUST RETURN THE TEST QUESTIONS AT THE END OF THE EXAM FOR EVERY EXAM YOU TAKE, UNLESS THE PROFESSOR STATES OTHERWISE.* If you do not return the test questions your exam will not be graded.
- 4) **HANDWRITERS:** Be sure the correct exam number is on all blue books, any scantron sheet provided, and the test questions. Your bluebooks should be numbered, e.g., 1 of 3, 2 of 3, 3 of 3.
- 5) **EXAMSOFT USERS:** Be sure your exam number and the word EXAMSOFT are written on the test questions and any scantron sheet provided. At the end of an exam, after you exit the exam and the test software, your computer will automatically search for an internet connection. When your computer connects to the internet your exam will automatically be uploaded to an offsite redundant server system. If your computer cannot access the wireless network in the examination room you may leave the examination room with your computer. You then have one hour to connect to the internet and upload your exam.
- 6) Please be sure to sign any attendance sheet provided by the professor.
- 7) Do not discuss the contents of any exam until grades for that class are posted.
- 8) Do not discuss the exam with the professor until grades are posted.

## **ROOM ASSIGNMENTS**

- 1) The online exam schedule has been updated with room assignments. The exam schedule can be viewed at <http://law.loyno.edu/documents/Spring2008ExamSchedule-newversion.pdf>.
- 2) Each day of the exam period there will be an easel on the first floor in the hallway (across from admissions) listing that day's exams and room numbers. **THE EASEL IS THE FINAL AUTHORITY ON ALL ROOM NUMBERS.** If the easel lists a different room number for the exam than the online schedule go to the room listed on the easel.

## **MAKE-UP EXAMS**

- 1) Law Records staff will administer make-up exams. Please report to the room assigned for make-up exams the day of your make-up exam. Law Records staff will bring to the exam room the exam you are scheduled to take, blue books, and if necessary, scantrons and pencils.
- 2) You may use ExamSoft to take make-up exams.

## **DAY OF EXAM EMERGENCIES**

1) In the event of a personal or family emergency you may request that your exam be rescheduled. **DO NOT UNDER ANY CIRCUMSTANCES CALL OR E-MAIL THE PROFESSOR.** You must first contact the Associate Dean for Academic Affairs (Father Moore) or the Associate Dean for Students (Dean Jumonville), preferably before the exam starts. You will be required to submit documentation of the emergency/illness.

2) Generally speaking, once you start an exam you will not be allowed to reschedule the exam for another day. However, if you have a grave reason why you believe you cannot finish an exam you start, you must immediately notify the professor. The professor will consult with Father Moore or Dean Jumonville about how or if to reschedule the exam.

## **FAILURE TO APPEAR FOR AN EXAM**

1) A student who fails to appear for an exam will receive a grade of AF (Absent from Examination). AF is factored into the GPA like an F.

2) A student who fails to appear for an exam may petition the Faculty Petitions Committee to present evidence of sufficient cause, such as personal illness, death in the immediate family, or unavoidable detention out of town. The committee may permit the student to take a deferred examination. In the interim, the record of the student will list the course(s) as “Incomplete” until the examination has been completed.

## **MISCELLANEOUS EXAMSOFT ISSUES**

1) Please note the option of taking exams via laptop is provided as a convenience and privilege, not as a right. You assume any and all risks when you take your exams using ExamSoft. Therefore, it is your responsibility to learn the test software, to learn any software needed to run the test software, and be sure your laptop is in good working order. You must also be prepared to handwrite the exam should your computer fail during the exam. No extra exam time is granted because of computer failure or other technical difficulty.

2) Not all professors allow their exams to be taken using ExamSoft. Please check with each of your professors, prior to exam day, regarding their ExamSoft policy.

3) Once the time period to upload a completed exam expires (one hour following the end of an exam) the IT department will print the exams and deliver them to Law Records. Law Records will deliver the exams to the professor for grading.

4) We will compile and post on the Resources for Students Page of the law school website a list of all ExamSoft exams printed and received. We strongly urge you to check this list to be sure all of your Examsoft exams have been received. If you do not check the list and your exam was in fact not received, the mistake will likely not be discovered until the professor posts grades for the course (around June 3).