

Exam Number Procedures

Exams are graded anonymously. To preserve anonymity, students are issued one exam number each semester to be used on every exam. Print your exam numbers from LORA and bring them to every exam. **DO NOT RELY ON YOUR MEMORY!** Please carefully and legibly record your exam number on test questions, bluebooks, and Exam4 answers. Do not use your name.

USE OF EXAM NUMBERS IN PAPER COURSES

In courses where a final paper is produced instead of an exam the professor will probably ask you to put your name on the paper. Please also include your exam number.

HOW TO FIND EXAM NUMBERS ON LORA

Exam numbers are posted on LORA. On the “Site Map” choose “Term”. Then choose “Select Term” and select the proper term. Under “Registration” choose “Law Exam Numbers”.

IF YOU DON'T HAVE YOUR EXAM NUMBER AT THE START OF AN EXAM

If you do not have your exam number at the start of an exam you must retrieve the number from LORA or the Law Records Office. If you cannot retrieve your exam number prior to the start of an exam you may as a last resort use an exam number you choose. If you have to use a number other than the assigned number, think you transposed the assigned number, or have some other exam number issue, then you must report the problem to the Law Records Office immediately following the exam. You may visit the office in person or contact Elaine Brooks at ebrooks@loyno.edu or Pam Meyers at pameyers@loyno.edu. You can also call 861-5744 and leave a voicemail immediately following the exam to report any exam number issues.

CONSEQUENCES OF USING THE WRONG EXAM NUMBER

We strongly urge you not to use any other exam number than the one you were assigned. Using a wrong number on an exam is problematic, even if you report the number you used. Wrong numbers delay the posting of grades for an entire course, may delay even further the posting of your grade, and could result in your grade not being factored into class ranks. Please double and triple check that you record the correct number on your exam.

Any student who uses a number other than the assigned exam number on an exam and fails to report that number to the Law Records Office by the time grades are posted will be considered Absent from the Examination and will earn the grade AF until the wrong number is reported.

REVIEW OF EXAM AFTER GRADES ARE POSTED

Exam numbers remain on LORA forever. Therefore, it is your responsibility to provide your exam number when making an appointment with a professor to review an exam.