

Exam Policies and Procedures

Revised as of 4-13-2011

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BEFORE and DURING THE EXAM

- 1) **Do not buy bluebooks;** professors will distribute bluebooks with each exam.
- 2) **Handwriters and Exam4 users will take the exam for a particular course in the same room.** There will be signs in each room directing Exam4 users and handwriters to sit on opposite sides of the room.
- 3) **Earplugs are allowed.** However, be prepared to stop writing/typing when the professor or proctor calls time. Students who do not hear time called and continue to write/type, might lose a half or full letter grade.

** NEW PROCEDURE AS OF APRIL 2011 **

- 4) **Electronic devices are banned from exam rooms.** The exceptions are laptop computers if using Exam4 and any item approved by the professor. Banned electronics include but are not limited to MP3 players, CD players, cellphones, iPhones, BlackBerrys, smartphones, iPads, and calculators.
- 5) **Professors will instruct students to place backpacks and other items not in use during the exam at the front of the room.**
- 6) **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. Students may not use cell phones as a timepiece (see #4 above).
- 7) **Students should use their assigned exam number on every exam.** Bring the LORA printout of exam number to every exam. Do not rely on your memory or ability to write the number down correctly from your LORA account.
- 8) **Double and triple check that the correct exam number is written on all test questions, bluebooks, scantrons, and in the case of Exam4 users, the appropriate screen.**

9) EXAM4 USERS:

a) EXAM DAY ARRIVAL TIME

Report to each exam **30 minutes prior** to the start time. After choosing a seat, launch Exam4, and take a practice exam. This will help assure there are no last-minute technical issues and will reduce the time required for the Security Check procedure. All exams will start on time and no extended time will be granted to anyone who fails to comply.

** NEW PROCEDURE AS OF APRIL 2011 **

b) EXAM4 USERS MUST BE AT THE "BEGIN EXAM" SCREEN BY THE SCHEDULED START OF THE EXAM

When the professor indicates it is time to begin the exam select “Begin Exam”. Selecting “Begin Exam” initiates the Exam4 clock. The total time a student is signed into an exam is printed on the cover sheet provided to the professor. If you arrive late to an exam you are required to sign into your exam as soon as you take your seat and open your computer.

**** NEW PROCEDURE AS OF APRIL 2011 ****

c) EXAM4 USERS CANNOT USE BLUEBOOKS AS SCRATCH PAPER

Any student with an open computer cannot also have a bluebook. Scratch paper will be provided to Exam4 users. Any student who starts an exam in Exam4, but due to technical difficulties cannot finish the exam in Exam 4, cannot take a bluebook until the student’s computer is turned off, closed, and stowed.

d) TECHNICAL ASSISTANCE DURING THE EXAM

Information Technology staffs an Exam4 Help Desk during each exam, which will be located near the elevators on the fourth floor. Students requiring technical assistance before, during, or after an exam, must go to the Help Desk.

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.** Please be sure to sign any attendance sheet provided by the professor.
- 3) **Students must return the test questions at the end of every exam, unless the professor states otherwise.** Exams submitted without the test questions will not be graded.
- 4) **HANDWRITERS:** Be sure the correct exam number is on all blue books, any scantron sheet provided, scratch paper, and the test questions. Bluebooks should be numbered, e.g., 1 of 3, 2 of 3, 3 of 3.
- 5) **EXAM4 USERS:** Write your exam number and “EXAM4” on the test questions, scratch paper, and any scantron sheet provided.

To end your exam: Go to the top menu. Select "End Exam". Select "End Exam Now", check the box "Confirm" and click on "OK, end exam". When prompted with Save Options, click on "Submit Electronically". Click on "OK" for "Your file has been stored on the server". Check the box "I understand" and click on "OK, click on "Close".

To exit Exam4: Go to the top menu. Select "File and Save Options". Click on "Exit", check the box "I'm sure" and click on "Exit Exam4".

- 6) **Do not discuss the contents of any exam until grades for that class are posted.**
- 7) **Do not discuss the exam with the professor until grades for that class are posted.**

ROOM ASSIGNMENTS

Each day of the exam period there will be an easel in the first floor hallway across from the Admissions Office 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) Please report to the assigned make-up room the day of your make-up exam. Law Records staff will deliver the exam, blue books, and if necessary, scantrons and pencils to the assigned make-up room.
- 2) Students may use Exam4 to take make-up exams.

DAY OF EXAM EMERGENCIES

- 1) In the event of a personal or family emergency that occurs during the exam period students may request that an exam be rescheduled. **DO NOT CALL OR E-MAIL THE PROFESSOR.** Students must first contact the Associate Dean for Academic Affairs (Father Moore, lmoore@loyno.edu) or the Associate Dean for Students (Dean Jumonville, sjumon@loyno.edu), preferably before the exam starts. Documentation of the emergency/illness is required.
- 2) Generally speaking, once an exam starts students will not be allowed to reschedule an exam for another day. However, any student who has a grave reason why they believe they cannot finish an exam 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) or F. 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 EXAM4 ISSUES

- 1) Students who use Exam4 to take exams assume any and all risks. Therefore, prior to the start of the exam period please thoroughly learn the test software and be sure your laptop is in good working order. 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) The IT department prints submitted Exam4 exams and delivers them to Law Records. Law Records delivers the exams to professors for grading.

3) A list of all Exam4 exams printed and received by Law Records will be posted online. We strongly urge all Exam4 users to check this list to be sure all exams have been received. If you do not check the list and your exam was not received, the mistake will likely not be discovered until the professor posts grades for the course, about one month after the end of the exam period.

IF YOU HAVE QUESTIONS PLEASE CONTACT:

Father Moore
Associate Dean of Academic Affairs
504.861.5677
lmoore@loyno.edu

Dean Jumonville
Associate Dean of Students
504.861.5438
sjumon@loyno.edu

Pam Galindo
Director, Law Records
504.861.5744
pgalindo@loyno.edu