

Exam Policies and Procedures

Date of last policy revision: 08-12-2015

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. Earplugs are available in the Law Library and the Law Records Office.
- 4) **Do not reconfigure classrooms during the exam period.** Classrooms are configured for teaching and exams, not studying. Tables and chairs are not to be repositioned. Repositioning interferes with the set-up for teaching and exams and the electrical connections to the floor and wall outlets. In addition, students are not permitted to move the dividers between rooms 342, 343, and 344. The dividers are opened and closed as needed by law school staff.
- 5) **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: smartwatches, smartphones, cellphones, tablets, MP3 players, CD players, and calculators.
- 6) **Professors will instruct students to place backpacks and other items not in use during the exam at the front of the room.**
- 7) **Students should use their assigned exam number on every exam.** Bring the LORA printout of your exam number to every exam. Do not rely on your memory. If you use an incorrect exam number, please report this to Tori Luwisch immediately so that she may accurately identify and re-label your answer.
- 8) **Double and triple check 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 an 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.

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

Do not select “Begin Exam” until the professor indicates it is time to begin the exam. Selecting “Begin Exam” initiates the Exam4 clock. The total time a student is signed into an exam is recorded and reviewed prior to grading the exam. Any discrepancies will be questioned. Students who arrive late are required to launch Exam4 and select “Begin Exam” immediately upon taking a seat.

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 all students. Any student who starts an exam in Exam4, but due to technical difficulties cannot finish the exam in Exam4, must not take a bluebook until the student’s computer is closed and stowed.

d) TECHNICAL ASSISTANCE PROVIDED BEFORE, DURING, AND AFTER EXAM

The Exam4 Help Desk is located on the 4th floor near the elevators. The Exam4 Help Desk opens 20 minutes prior to the start of each exam. Assistance is available throughout the exam until approximately 20 minutes after an exam ends. If you experience a system crash at any time during an exam bring your computer to the Help Desk for assistance to start the exam over in Exam4. If the Help Desk staff person determines your exam cannot be restarted in Exam4, you must finish the exam in a bluebook. Per 9 (c) above, no student with an open computer may have a bluebook. A student may acquire a bluebook when the student’s computer has been closed and stowed. When you switch to bluebook continue where you left off in Exam4; do not start over and do not worry. Exam4 auto saves every 10 seconds, therefore a complete copy of your answer can be retrieved from your hard drive. Students who switch to bluebook must go to the Help Desk at the end of the exam to submit the Exam4 portion of the exam. No extra time is allowed for technical difficulties.

The College of Law is not responsible for laptop failure during an exam, will not provide a back-up laptop, and will not allot extra time for students to address laptop failure. If you are presently experiencing problems with your laptop, it is necessary to have the laptop serviced before the Exam4 registration period closes. Any laptop with an existing problem that has not been serviced prior to the registration deadline will not be supported on exam day.

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: To end an 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," click "OK," and click "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".

DO NOT ATTEMPT TO TAMPER WITH OR MOVE EXAM4 FILES ON YOUR LAPTOP.

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 an easel in the first floor hallway across from the Career Development Office will display 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 than the online schedule go to the room listed on the easel. **Starting in the fall 2016 semester, additional easels will also be placed on the 3rd and 4th floors (near the elevators) for your convenience.**

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 room.

2) Students may use Exam4 to take make-up exams.

3) Students should report to makeup exams 30 minutes early.

4) Please note that students will be sitting for makeups for many different classes each day. Students will likely have different testing times, instructions, allowed items, etc. Please be careful to note your exam information only.

DAY OF EXAM EMERGENCIES

1) In the event of a personal or family emergency that occurs during the exam period students may request an exam be rescheduled. DO NOT CALL OR E-MAIL THE PROFESSOR. Contact Dean Mary Algero, Associate Dean for Academic Affairs, at

algero@loyno.edu, preferably before the exam starts. Documentation of the emergency/illness is required.

2) Generally speaking, once a student starts an exam, the exam will not be rescheduled 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 Dean Landrieu or Dean Algero about how or if to reschedule the exam.

FAILURE TO APPEAR FOR AN EXAM

In the case of a student who fails to appear for an examination without officially withdrawing, the following action will be taken:

1) Upon timely petition addressed to the Faculty Petitions Committee, the student, when he or she presents evidence of sufficient cause, such as personal illness, death in the immediate family, or unavoidable detention out of town, may be permitted 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.

2) In all other cases, the record will be marked AF. This grade will be considered as an F in determining grade point average and will indicate nonfulfillment of the examination for required course purposes.

3) If a student is present to take an examination, but for serious medical reasons believes that he or she is unable to take or complete it, the student should immediately advise the dean's office of the circumstances.

MISCELLANEOUS EXAM4 ISSUES

1) Students who use Exam4 to take an exam assume any and all risks. The software is equipped with a multilayered auto-save and back-up system as well as an alarm system should the auto-save and back-up system fail. A student should seek immediate assistance from the Exam4 Help Desk should the alarm system engage. It is the student's responsibility to present an Exam4 answer for any exam in which the software is used by the student.

2) Prior to the start of the exam period students should thoroughly learn the exam software and be sure laptops are in good working order. Students should be prepared to handwrite the exam should their computer fail during the exam. No extra exam time is granted because of computer failure or other technical difficulty.

3) Law Records staff print submitted Exam4 exams and deliver the printouts to professors for grading.

4) A list of all Exam4 exams received by Law Records will be posted online. Exam4 users must 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 not be discovered until the professor posts grades for the course, about one month after the end of the exam period.

QUESTIONS? PLEASE CONTACT:

Professor Mary Algero, Associate Dean of Academic Affairs, 504.861.5675, algero@loyno.edu

Tori Luwisch, Director of Law Records, 504.861.5563, valuwisc@loyno.edu