

Exam Number Procedures

Exams are graded anonymously. To preserve anonymity, students are issued one exam number each semester to be used on every exam. Please print 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, scantrons, and Exam4 answers. Do not use your name.

USE OF EXAM NUMBERS IN PAPER COURSES

In courses where final assessment is based on a paper instead of an exam the professor will probably ask students to identify by name instead of exam number. Students should also include their 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 choose the proper term. Under "Registration" choose "Law Exam Numbers."

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

Students who do not have their exam number at the start of an exam must retrieve the number from LORA or the Law Records Office. Do not make-up an exam number. After the exam, if you think you transposed the assigned number or have some other exam number issue, then you must report the problem to the Law Records Office. Visit the office in person or contact Tori Luwisch-deLaureal at valuwisc@loyno.edu. You can also call 504-861-5563 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 number assigned. Using a wrong number on an exam is problematic, even if the number used is reported. Exam4 exams with wrong numbers are not sent for grading until staff has time to resolve the wrong number. Wrong numbers delay the posting of grades for an entire course, may delay even further the posting of an individual grade, and could result in an individual grade not being factored into class ranks. Please double and triple check the correct number is recorded on your exam. Any student who uses a number other than the assigned exam number on an exam and

fails to report the 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. Students setting an appointment to review their exam after the exam is graded should retrieve their exam number from LORA and provide the number to the professor when setting the appointment.