

Exam Policies and Procedures

Date of last policy revision: 11-17-2025

HELPDESK

Technical assistance for Exemplify is available before, during, and after exams. Our Exemplify Helpdesk will be set up on the **third floor outside of the Dean's Suite** and will be open a couple of days prior to the exam period and every day of exams from 8:00 am to 5:00 pm, with extended hours for evening exams.

Please see the Helpdesk for any technical issues with the Exemplify application or your device, including login errors, software incompatibility, and exam upload issues. You can also email our Helpdesk staff member, Alysse Arceneaux (amarcene@loyno.edu), with technical questions. Please note that emails sent on weekends or late at night may receive a delayed response.

EXAMPLIFY

All College of Law final exams are administered in Exemplify, which is the student application for the ExamSoft software. In order to access, download, and take your final exams, please install [Exemplify 3.8](#) on your device. Once installed, our institution ID is "loyno". Exemplify links to your Single Sign-On, so you do not need to remember a username and password.

Please email Alysse Arceneaux (amarcene@loyno.edu) if you have any issues installing and logging into Exemplify.

BEFORE THE EXAM

1. Mock Exam

We strongly recommend you take a mock exam prior to your exams to ensure your software is working correctly. The password for the Fall 2025 Mock Exam is **Fall25**.

2. Loaner Laptops

If your device is incompatible with Exemplify or if you have a major technical issue with your device prior to an exam, students can request a loaner laptop from the library circulation desk (Mac or PC) free of charge. Laptops are generally available for a maximum of 6 hours. Advanced checkouts are not allowed but you can notify them that you will need a laptop ahead of time and they will do their best to accommodate you.

3. Exam Download

Your final exams will become available for download approximately 24 to 48 hours prior to your testing time. If you do not see your exam available for download and it is less than 12 hours before your exam, please email Alysse Arceneaux (amarcene@loyno.edu).

4. Remote Exams

If you have a take home exam, you will receive an email 5 minutes before it opens with the exam password and resume code.

5. Classroom Setup

Please do not reconfigure classrooms before or during the exam period. Moving classroom furniture interferes with exam administration and student access to outlets. Students are not permitted to study in room 342, 343, or 344 for the entirety of the exam period.

6. Earplugs

Earplugs are available in Law Records, at the Exemplify Helpdesk, and at the Library Circulation desk. Students bringing in their own earplugs may be subject to an inspection of the earplugs to ensure they do not have Bluetooth capabilities.

7. Electronic Devices

The device you are using to test in Exemplify is the only electronic device you are allowed access to during an exam. All other electronic devices, including but not limited to, cellphones, smartwatches, smartglasses, wireless earbuds, tablets, MP3 players, and calculators are banned in the testing area. Students found with these devices on their person during an exam are in **violation of the student Honor Code.**

Electronic devices for medical purposes, such as insulin pumps, glucose monitors, or blood pressure monitors are allowed.

DURING THE EXAM

1. Report to Your Exam Room Early

Please report to the classroom for your exam or makeup exam 30 minutes prior to the scheduled time, and verify that your exam is downloaded to Exemplify. **Students who report to their exam room more than 15 minutes late will be required to see the Associate Dean of Academic Affairs, Dean Garda, for further instruction.**

2. Backpacks

You will be instructed to place all bags and backpacks at the front of the classroom before your exam. Your cellphone and smartwatches should be completely off and inside your bag. Cell phones going off in your bag during an exam is not only disruptive to your classmates, it may be considered an **Honor Code violation.**

3. Exam Number

All College of Law exams are graded anonymously using randomly assigned exam numbers. Examplify automatically adds your exam number to your exam when you submit. You must write your exam number on your scratch paper and hard copy of your exam before turning in your materials at the end of the exam. Note that new exam numbers are assigned each semester.

4. Exam Password

Your professor or proctor will give you the exam password to access the exam. Once you open the exam, please take a moment to read the pre-exam notices and instructions.

5. Hard copy of your exam and scratch paper

You may NOT write notes on the scratch paper before you are authorized to begin the exam, or look at the hard copy of the exam until told to do so. Doing either is an **Honor Code Violation**.

6. Exam Timer

Once you click "Start Exam", your exam timer begins. If you fail to start your timer when the professor or proctor instructs you to start, or if you arrive late for the exam, you will not receive extra time after your professor or proctor calls stop time.

7. Technical Difficulties

If you should have any technical difficulties, proceed to the Helpdesk immediately. If the Helpdesk staff person determines your exam cannot be restarted in ExamSoft, you may have to finish your exam in a Bluebook or use a loaner laptop. Examplify saves your work every 60 seconds, so you will continue the exam where you left off. After completing your exam, Helpdesk staff will assist in retrieving your original work from your computer. Please note that extra time is usually not allowed for technical issues, so be sure your laptop is in optimum working order beforehand.

AFTER THE EXAM

1. Times Up!

When time is called, stop typing or writing immediately! Students who continue to type or write may be reported to the Honor Board and/or have their grade reduced.

2. Submitting Your Exam

Once you have completed your exam, click "Submit" in the bottom right corner of the last question, or click the EXAM CONTROLS drop down in the top right and select "Submit Exam".

Once you confirm that you are ready to submit your exam, wait until you receive a "Your Exam has Successfully Uploaded" message before closing Examplify and your laptop. **Your professor cannot grade your exam until it is uploaded.**

3. **Follow any Instructions Given by the Professor after Submitting the Exam.** Be sure to sign any attendance sheet provided by your professor or proctor.
4. **Turning in Your Materials to Professor or Proctor**
Write your exam number on all scratch paper and the hard copy of your exam before returning it to the professor or proctor. If using a Bluebook, put your exam number and number all Bluebooks (*e.g. 1 of 3, 2 of 3, 3 of 3*).
5. **Discussing Exams**
It is forbidden to discuss the contents of any exam until grades for that class are posted, as this is an **Honor Code violation**. Please also do not attempt to discuss the exam with your professor until grades are posted.

EMERGENCIES, FAILURE TO APPEAR, AND MAKEUPS

1. In the event of a personal emergency that occurs during the exam period, students must contact Dean Garda (rgarda@loyno.edu) to request a makeup. **Do not call or e-mail the professor.**
Documentation of the emergency/illness is required.
2. Once a student begins an exam in the testing room, the exam generally cannot be stopped and then rescheduled. Special exceptions will be made for extraordinary circumstances.
3. If a student fails to appear for an exam, the student must submit a petition to the Faculty Petitions Committee with evidence of sufficient cause, such as illness, death in the immediate family, or unavoidable detention out of town. The student may be allowed to sit for the deferred examination after due consideration. In the interim, the student record will reflect an "Incomplete".

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

4. If approved for a makeup exam due to a conflict during the exam period, please report to the assigned room for makeup exams 30 minutes early. Proctors will supply you with the correct makeup packet for your exam.

QUESTIONS, PLEASE CONTACT

- **Robert Garda**, Associate Dean of Academic Affairs, 504-861-5994, rgarda@loyno.edu
- **Dawn Harvey**, Director of Academic Affairs & Law Records, 504.861.5664, dgharvey@loyno.edu
- **Alysse Arceneaux**, Assistant Director of Academic Affairs & Law Records, 504.861.5981, amarcene@loyno.edu