

Exam Policies and Procedures

Date of last policy revision: 12-2-2022

BEFORE THE EXAM

- 1) **Please make it a priority to take the mock exam prior to the start of finals.** It is imperative that you know the software before you start an exam and you make sure you are running the latest version of Examplify. You can take the mock exam as many times as you like. ***Do not wait until the day of your first exam to download the Examplify software and your exam*** – this will only create a stressful situation immediately before a high stakes exam.

If you would like to make sure that your laptop supports Examplify and that you have the latest version of the software, please do not hesitate to call ExamSoft 24-hour Support Line at: (866) 429-8889, ext. 1.

- 2) **Please note that each of your exams will be available for download approximately 48 hours prior to scheduled start time of the exam.** You will not be able to open a given exam until your professor (or proctor) provides you with the password. You will receive an email from ExamSoft and/or your professor when an exam is ready for download. ***We very highly recommend that you download the exam to your computer as soon as it's available*** – this way you have the comfort of knowing that you have the exam already and just need to enter the password to start. **Also, please note that once you have downloaded an exam to your computer, you will not need to be connected to the Internet to enter the password and start the exam.**
- 3) Students taking an exam remotely will receive an email from Tori Luwisch-deLaureal or Suzanne Lossi with the password approximately five minutes before the start of the exam.
- 4) **Do not buy bluebooks or scratch paper;** professors will distribute bluebooks and/or scratch paper, if needed.
- 5) **ExamSoft users and any handwriters will take the exam for a particular course in the same room.**
- 6) **Earplugs are allowed.** However, be prepared to stop typing/writing when the professor or proctor calls time. Students who do not hear time called and continue to type/write may be reported to the Honor Board and/or have their grade reduced. Earplugs are available in the Law Library.

- 7) **Do not reconfigure classrooms before or 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.
- 8) **Electronic devices are banned from exam rooms.** The exceptions are laptop computers if using ExamSoft 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 (unless the professor allows an approved calculator for testing).

DURING THE EXAM

- 1) **Professors will instruct students to place backpacks and other items not in use during the exam at the front of the room. Please make sure that your cellphone is turned off.**
- 2) **ExamSoft will automatically add your exam number to your exam. If your professor requires you to place an exam number on any other paperwork, please do so.** You may bring the LORA printout of your exam number to every exam. Do not rely on your memory.
- 3) **Please report to an exam 30 minutes prior to the start time.** After choosing a seat, launch Exemplify, and take the mock exam. This will help assure there are no last-minute technical issues. All exams will start on time and no extended time will be granted to anyone who fails to comply. **If you are 15+ minutes late for an exam, report to the Help Desk for further instructions.**
- 4) After your professor provides the access password, you will be given a few minutes to review the pre-assessment notices (honor code pledge, exam instructions) before starting the test. **Some professors will enable the “Exam ID” feature – this means you will be required to take a picture of yourself using your laptop camera. Please make sure your laptop camera is working and make sure the aperture is open.**
- 5) **ExamSoft users must be at the “START EXAM” screen by the scheduled start of the exam.** Do not select “Start Exam” until the professor indicates it is time to begin the exam. Selecting “Start Exam” initiates the ExamSoft clock. You are responsible for starting the exam at the time you are scheduled to take the exam and uploading your exam on or before the time the instructions indicate you must end the exam. You are responsible for time-keeping if you begin the exam later than its scheduled time. **If you begin the exam late, the timer may suggest that you have time remaining, but the deadline for uploading your exam is the time indicated in the instructions.**

- 6) **Exemplify records all keystrokes and navigation throughout all exams.** This includes information that has been pasted into an exam.
- 7) **ExamSoft 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 ExamSoft, but due to technical difficulties cannot finish the exam in ExamSoft, must not take a bluebook until the student's computer is closed and stowed.
- 8) **Technical assistance will be provided before, during, and after the exam.** The ExamSoft Help Desk is located on the 4th floor near the elevators. The ExamSoft Help Desk opens 30 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 and to receive a test RESUME CODE. If the Help Desk staff person determines your exam cannot be restarted in ExamSoft, you must finish the exam in a bluebook. Per number 6 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 ExamSoft; do not start over and do not worry. ExamSoft auto saves your work every 60 seconds. Students who switch to bluebook must go to the Help Desk at the end of the exam to submit the ExamSoft portion of the exam. Ordinarily, **extra time is not allowed for technical difficulties.**
- 9) **The College of Law is not responsible for laptop failure during an exam and we cannot guarantee that a back-up laptop will be available during an exam. Ordinarily, we 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 exams begin. Any laptop with an existing problem that has not been serviced prior to the start of exam will not be supported on exam day.

Please note that the Law Library has a limited number of loaner laptops for checkout. Please see the circulation desk for more information.

AFTER THE EXAM

- 1) **When time is called stop typing or writing 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) **If your professor provides a hard copy test and/or scratch paper or bluebooks, you must return any paperwork at the end of every exam, unless the professor states otherwise.**

4) **HANDWRITERS:** Be sure the correct exam number is on all materials provided to you. Bluebooks should be numbered, e.g., 1 of 3, 2 of 3, 3 of 3.

5) **EXAMSOFT USERS:** Write your exam number on any materials provided to you. ExamSoft will automatically add your exam number to your exam answers.

To end your exam:

If you are finished with the exam before time is called, click the “EXAM CONTROLS” dropdown and select “Submit Exam.” You will be asked to confirm the completion of your exam. If you are certain that you would like to submit your exam, check the box and click “Submit Exam.”

If the timer expires, a screen will appear to inform you that your “Time Limit is Reached,” and the exam will be uploaded for you. Please keep track of your time to ensure your exam is uploaded at the scheduled end time.

PLEASE make sure your exam is completely uploaded. Wait until you receive the green screen, “Your exam has successfully uploaded.” Do not close your laptop until you see this screen.

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 signs will be posted on the 1st, 3rd, and 4th floors which will indicate exam rooms and times. **THIS SIGNAGE IS THE FINAL AUTHORITY ON EXAM ROOMS.** If the signage lists a different room number than the online schedule, please go to the room listed on the signage.

MAKE-UP EXAMS

1) Please report to the assigned make-up room the day of your make-up exam. Law Records staff will proctor the makeup exam for you and will have any additional materials on hand.

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

3) 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.

QUESTIONS? PLEASE CONTACT:

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Tori Luwisch, Assistant Dean of Academic Affairs, 504.861.5563, valuwisc@loyno.edu

Suzanne Lossi, Coordinator of Law Records, 504.861.5588, svlossi@loyno.edu