

Elon University School of Law

Exam Guidelines

2018-2019

I. General Guidelines

1. **Exam times and room assignments will be distributed by the Registrar. Students should report to the exam room at least 10 minutes before the exam is scheduled to begin (see Guideline #10 below regarding the Exam Prep Period).**
2. The proctor will provide exam procedure information. Pay special attention to these announcements. Your proctor, who will not be a faculty member, will administer the exam and will be in the exam rooms throughout the exam period. The Elon University School of Law Honor Code governs student conduct throughout the exam.
3. Sit every other seat in the exam room.
4. The Exam Prep period starts 10 minutes before the exam is scheduled to begin (see Guideline #10 below). **Before the Exam Prep period begins, students must have stored all materials and personal items (handbags, computer bags, phones, etc.) in their lockers. This includes all smart watches. There must be no personal items in the exam room or left in the hallway outside the exam room.**
5. If your exam provides an overflow room, please report to the main classroom first. Most of the time, overflow rooms are not needed.
6. Any item (such as water, pencils, pens, etc.) taken into an exam room must remain in clear sight of the proctor. No outside materials or resources of any kind may be consulted during the exam, unless otherwise directed by the professor.
7. Walkman, radios, MP3 players and other types of tape-recording/playing equipment are not permitted in exam rooms. Students may not listen to music during the exam. Students may not wear headphones, or any type of listening or noise blocking device, except for earplugs approved by the law school.
8. Law school exams are anonymous, and self-identification of any kind is not permitted. NEVER put your name, class level or personal comments (which might identify you) anywhere on your exam materials. This prohibition against self-identification extends beyond the exam period itself, and students should not reveal any information to a professor following an exam that could potentially identify the student's exam to the professor (this prohibition does not end until a student receives his or her grade in a course, i.e., when the Registrar releases grades).

Each exam period students will receive a new Exam ID number. Please memorize or bring this number with you to each exam. Numbers will not be given out over the phone or to a third party.

It is extremely important that:

- * **names are never written on exam materials**
- * **exam numbers are written clearly and accurately**
- * **exam numbers are not revealed to faculty or fellow students.**

9. **Do not begin your exam until you are told to do so by the proctor.** Follow any specific instructions in this regard given to you at the exam.

10. **The Exam Prep Period:** 10 minutes before the exam is scheduled to begin, the proctor/administrator will begin the Prep period (i.e., distributing exam packets, giving instructions, etc.). The exam will begin promptly at the exam's scheduled time. If you arrive late (i.e., within the 10 minute Prep period), it will be your responsibility to find a seat and get everything ready for the exam. Instructions will not be repeated. If you arrive after the exam has actually started, do not try to enter the exam room, go directly to the Registrar's Office. **Do not, under any circumstances, contact the faculty member or faculty assistant.**

11. Classroom clocks may not function properly. Rely on the proctors as the official timekeepers. You should also use your own timepiece to keep track of time as the exam progresses. The start time and stop time for the exam will be written on the whiteboards at the front of the exam rooms. A ten (10) minute warning will be announced. Students are responsible for keeping track of time and, particularly, the stop time.

12. Report immediately to the proctor if you become ill during the exam. Do not wait until the exam is over.

13. Students should limit their questions to the proctor and/or administrator regarding technical questions about the exam, e.g., questions about possible typographical errors, questions about the ExamSoft program, etc. Students should refrain from asking questions about the substance of the exam, i.e., interpretation of the facts given, the meaning of the exam question, etc. If a student asks a question which requires a faculty response, the proctor/administrator will contact the faculty member. A faculty member may respond to a question only to correct a mistake in the construction of the exam, in which case the correction will be brought to the attention of students in each of the exam rooms.

14. Report problems (general or personal) or complaints to the proctor. If the proctor is not available, you may report any problems to the Registrar. **Do not, under any circumstances, contact the faculty member.**

15. You may leave the exam room without permission from the proctor, e.g., for a restroom break, to get a drink of water, etc, but you must sign out and sign in when entering or exiting the exam room. There will be a sign in/out sheet at the front of the room. Each time you return or leave the room, you will need to either sign in/out. **You are strictly prohibited from taking the exam, a bluebook, your laptop, or any materials with you when you exit the testing**

room. While you are out of the exam room, you are not allowed to visit your locker, mailbox, library or speak with anyone.

16. **When the "STOP TYPING" or "STOP WRITING" command is given, you must stop typing or writing your answer IMMEDIATELY!** The only permissible typing or writing after the "stop" command is given would be things such as completing the Honor Code Pledge or ministerial functions such as writing your Exam ID number on the exam, uploading the exam through Examssoft, or completing the information on the exam envelope's label, when envelopes are used. Failure to stop writing or typing your answer upon the final command could result in charges of exam procedure/honor code violation and the extra time will be reported to the professor and administration.
17. At the end of the exam, you must follow the directions of the proctor or staff collecting the examinations or assisting with the computer exam process.
18. At the end of the exam, you will either upload your exam answer or turn in your bluebooks to the proctor. Bluebooks will be provided at the time of the exam. You will also turn in the exam paper itself. **Students must turn in all testing materials to the proctor before leaving the exam.**
19. All common areas, including the main lobby, locker area, bathrooms, student commons, hallways, etc. are designated as "quiet zones" throughout the exam period. Students can converse outside the building or in the library (if not disruptive).
20. Elon University School of Law reserves the right to run the in-class cameras at any and all times during an examination.
21. Tobacco products are prohibited in the law school building at all times. The ingestion of alcoholic beverages is prohibited in the law school building other than times authorized for a Law School event.
22. If you anticipate family or friends needing to contact you during the exam, provide them with the main law school number: (336) 279-9200. This will reach the receptionist who can assist in locating you in case of emergency during your exam.
23. Failure to follow or abide by any of the provisions noted in these Elon University School of Law Exam Guidelines may constitute a violation of the Honor Code.
24. **Emergency Exit Plan:** During an examination, if the law school has an emergency (e.g., inclement/dangerous weather, issues with building, such as gas leak, fire alarm, etc.), students taking computer and written exams should leave everything "as is" and exit the building and/or follow emergency instructions from Law School personnel. You are not allowed to take anything from the exam room. Personal items should be secured within lockers. Items in use during the exam, such as computers, cannot be taken with you during an emergency evacuation.

II. Laptop Exam Guidelines

Please follow the instructions sent to you by the Law School IT staff, which cover much of the following. Laptop computers have become a very important tool for most law students. The vast majority of students use them to write answers to essay questions on in-class examinations. If you are not already comfortable typing on a keyboard, we recommend that you take steps to become so in order to give yourself the option of using a laptop for in-class essay examinations. If you choose not to use a laptop computer for examinations, you will be permitted to hand write your answers. Separate guidelines for hand writers appear below in section III.

1. Students are responsible for providing their own equipment.
2. For a laptop exam, you must use a laptop running the Windows operating system configured to use English-United States language and regional settings or a Mac laptop running the El Capitan operating system or higher. If you do not have a laptop that meets the minimum system requirements for ExamSoft or yours is broken, you may want to consider renting one or borrowing one from a friend. ***Rented or Borrowed Laptops:*** Download your exam according to the directions sent via the **exam download reminder email**. At the conclusion of the exam, upload the **exam file before leaving the exam room**.
3. Prior to the examination, at a time conveyed by the Law School IT staff or another administrator, students must download/install the ExamSoft software on their laptops.
4. ExamSoft instructions.

Prior to the exam:

A few days before each exam you will be sent an e-mail telling you your exam document is ready for download. The e-mail will provide step-by-step instructions on how to download the document. Follow the instructions and download the document; you do not need to do anything further with this file until the day of the exam.

The Day of the Exam:

Once you have reported to the exam room, the proctor will give you a hard copy of the exam questions as well as provide you with a password to access the exam file on your laptop.



NOTE: The software will be set so that once the exam file has been opened all other areas of your laptops will be locked down to prevent use (i.e., you will not be able to access programs such as Microsoft Word or to access the Internet).

While the exam is in progress, the software will **automatically** save your data to **your hard drive** every 60 seconds.

Once the exam is finished, the file will be uploaded to the ExamSoft server and your computer will be unlocked.

5. Bring your power cord. Do **not** rely on your battery!
6. Make sure your battery is fully charged, in case you need it as a back-up.
7. Please mute your speaker volume before the start of an exam.
8. At the conclusion of the exam, please follow the proctor's specific instructions about uploading your exam answers.
9. **What to Do in the Event of a Computer Problem at an Exam:** If you encounter any technical difficulties before, during, or after the exam, please talk with the IT staff immediately. IT staff will be available throughout the exam to help with any technical problems.

If an unexpected laptop failure occurs, bluebooks will be available with the proctor to complete the exam.

Caution: There is no guarantee that your exam answers will always be recoverable in every situation -- this is true no matter what computer testing program you use. Any time you use a computer you take some risk of an error occurring that cannot be corrected regardless of the best efforts made. This being said, we are confident in the ExamSoft software, since it is used by several law schools and the North Carolina Board of Law Examiners.

10. You will receive further laptop exam instructions from the proctor and it is imperative that you follow every instruction when it is given. **Do not start the exam until the proctor tells you to so do.** Starting prematurely will result in charges of exam procedure/honor code violation and the extra time will be reported to the professor.
11. If you need to leave your seat for any reason, please be careful not to dislodge any cords in the room.

III. Hand Writing Exam Guidelines

1. Bluebooks will be provided. Bluebooks should NOT be brought into the exam room. Unused bluebooks should NOT be removed from the exam room.
2. You must use either blue or black ink in the Bluebooks. No pencils.
3. You should write on every other line and only on the front of each page unless instructed otherwise by the professor or proctor.
4. You should write your Exam ID on all bluebooks. Do **not** write your name or make any other identifying marks on the bluebooks. Use only your Exam ID number on the exam.
5. If you use only one bluebook, number the cover "1 of 1." If you use more than one

bluebook, number the cover of each bluebook in the pattern "1 of 4, 2 of 4, 3 of 4," etc.

IV. Scheduling Special Examinations

Students are required to take all of their exams at the times scheduled. Students must seek approval for rescheduling exams. **In order to protect anonymity, students should not contact the faculty member or the faculty assistant if they need to reschedule or miss a final exam.** Instead, students should contact the Registrar.

An illness or death in the family, illness of the student, or other compelling circumstances may merit a change in exam scheduling. **If an emergency situation arises that prevents exam attendance, students should immediately notify the Registrar and must refrain from contacting their faculty or faculty assistants so as not to compromise anonymity.** Notice of any of these circumstances must be received by the Registrar prior to the commencement of the exam in question and as far in advance of the exam as possible. Documentation supporting the need for rescheduling the exam should be presented to the Registrar upon a student's return to the law school.

Exams may also be rescheduled due to a scheduling conflict caused by multiple exams. The Registrar will send out information about requesting a rescheduled exam based on a conflict. Such requests must be received by the Registrar for consideration by the administration at least three weeks before the exam period commences. If a request is granted, the Registrar will reschedule the conflicting exam(s) and notify the student of the new exam time.

V. Disability Accommodations

Students with disabilities who are seeking accommodations must register with the Disabilities Services Office. Information about registering as a student with a disability with the Disabilities Services office, the Disabilities Services Guidebook, and other pertinent information about our services may be found at the following link: www.elon.edu/disabilities. For individual steps in this procedure, please see the [Registration Checklist](#).

Requests for accommodation must be received and decided prior to any class session, activity, test or examination potentially impacted. Because of the time involved in considering a request for accommodation and in fashioning an appropriate accommodation if one is warranted, requests should be made as early as possible during the trimester. Students who need more information about disability services should contact [Susan Wise](#), Coordinator of Disability

Services at 336-278-6500 or Melissa Duncan, Director of Career & Student Development, at (336) 279-9256.

VI. Academic Honor Code

As prospective members of the legal profession, Elon Law students are expected to conduct themselves ethically and professionally. They shall also abide by the Elon University School of Law Honor Code.

By submitting an examination or other assignment, an Elon Law student affirms the Honor Pledge:

“On my honor, I will uphold the values of Elon University School of Law: honesty, integrity, responsibility, and respect.”

Faculty members may ask students to restate the honor pledge on exams, tests and papers to remind them of their on-going commitment to honesty and integrity. Various professors may use different language to express the principles embodied in the Elon University School of Law Honor Code. Even if the honor pledge does not appear in writing on the work, the faculty member can and will assume compliance.

When a student signs the Honor Pledge on an examination or signs the student’s name or identifying number on any examination or other assigned work the student pledges his or her understanding of the Honor Code and compliance with all of the Honor Code’s provisions. Students who are uncertain whether their behavior might be in violation of the Honor Code are urged to consult a law school administrator or disinterested law faculty member at the earliest opportunity possible.

If a law student believes that an Honor Code violation may have occurred, then the matter should be reported to the Honor Council in accordance with Section 1(a) of ARTICLE V of the Elon University School of Law Honor Code.