EXAMINATION POLICIES AND PROCEDURES FOR STUDENTS

Exam Numbers: Each semester you are issued an exam number which is to be written on all exam materials submitted for that semester. You may pick up your exam number in person either at the Law Records Office during regular business hours or just prior to your first exam. **COPY THE NUMBER FROM YOUR CARD ONTO EACH EXAM, BLUEBOOK AND ANSWER SHEET YOU SUBMIT.** It is extremely important that: (1) names or other identifying information are never written on exams or bluebooks; (2) exam numbers are copied correctly onto the exams, computer software, bluebooks/answer sheet, and/or Scantron sheets; (3) exam numbers are not revealed to faculty or fellow students until after all grades for the semester are submitted. Hold on to your exam number card for exam viewing purposes and to check on class participation awards.

Exam Reschedule/Conflict: Emergency reschedule of an exam is approved only in cases of unusual circumstances (see Academic Regulations). Should you experience an emergency which prevents you from taking an exam, please contact the Law Records Office (703-993-8015), NOT the instructor, as soon as possible. By following this procedure, the Law Records Office will be able to assist you in seeking permission to reschedule your exam, as well as protect your anonymity during the grading process. Students who register for courses with exams at the same date/time or less than 24 hrs apart have the option of moving one of the exams to the exam make-up days at the end of the exam period. You must notify the Law Records Office via a Petition Form of your specific conflict. A determination will be made three weeks prior to the start of the exam period on which exam will be rescheduled during the make-up period.

Exam Distribution: Students may pick up an Examination Card showing their assigned room and color-coded seating options beginning two hours before the start of the exam. Students should take their Examination Card and proceed to their designated exam room and choose an available color-coded seat. A proctor will distribute exams in each exam room shortly before the scheduled start of the exam. Students with an examination card will be issued an exam at that time. Exams should remain face-down on your desk until told to begin the exam. Examination Cards should be prominently displayed by each student for the duration of the exam.

Exam Collection: When you finish the exam, make certain that your exam number is written on the exam booklet and any other materials you used (i.e. bluebooks/answer sheet or Scantron sheet). Return all examination materials and your Examination Card to the Law Records Office. Students using laptops to record their exam answers must still return the exam questions. Your exam may not be graded if we do not have an examination booklet with your exam number on it. When you turn in your exam and your Examination Card to the Law Records Office, the proctor will check off your name on the class roster to indicate that you have returned your exam.

Classroom Restrictions: Cell phone use is prohibited from the start of an examination until time is called. Students who leave the designated exam room for any reason during an exam should put all exam materials face-down and close laptops, and are not permitted to take any examination materials outside the room, to use their cell phones or to seek exam assistance in any way. During Closed Book exams, students must leave all belongings except writing implements, school-provided scrap paper and laptops (if applicable) on the floor in the front of the classroom. Food and drink are allowed in the exam room if placed on desk prior to the start of the exam. Ear plugs are allowed if non-wired and non-electronic. Instructors/proctors will be present in exam rooms periodically during each exam. Attempting to evade these or any other exam security measures is considered an Honor Code violation.

Room/Seat Designations: All work on exams must be conducted in the classroom and color-coded seating option designated on your individual Examination Card. Examination Cards cannot be exchanged. Room and seating assignments are made on an individual basis and are non-transferrable. Attempting to evade these or any other exam security measures is considered an Honor Code violation.

Exam Time Restrictions: Each exam will have a specific time limitation. You must stop writing immediately when time is called at the end of the exam. You are not permitted to fill in answers on a Scantron sheet after time is called so plan to complete this task within the allowed time limit. Laptop users should immediately exit ExamSoft. To continue writing is considered an Honor Code violation.

Use of Laptops for Exams: The Law School’s website contains a list of exams allowing laptop use and instructions for downloading the exam template for each laptop exam. You must follow the instructions available on the website and on the instruction sheet available when you pick up your Examination Card. You should also take advantage of an ExamSoft instruction session offered prior to the start of exams.

Bluebooks/Scantron Sheets: Bluebooks are provided by the school to those choosing to handwrite their exams. Scantron sheets will be provided to you for use on multi-choice exams. If a Scantron is to be used, the student must bring two No.2 pencils and a good eraser. Answers recorded in ink will be read by the scanner as incorrect.

Exam Viewing: After all grades for all courses have been reported, the Faculty Secretaries will organize the exams turned in by professors and conduct exam viewing sessions. Some professors prefer to keep their exams and allow students to view them on an individual basis. Notification will be given when the viewing sessions have been set.