

# Spring 2011 EXAM RULES & PROCEDURES

Exams begin: Monday, May 2 and end Wednesday, May 11. All exams begin at 9:30 a.m.

Read this memo with care. It is updated every semester. You are expected to know and abide by these rules.

## New Information

### Exam Schedule

The "Exam Schedule" is available on the website. Soon the room schedule will also be available on the website. Please be sure you know exactly **WHEN AND WHERE** your exams take place. You are responsible for arriving on time for your examinations; time is not extended for students arriving late.

### Anonymous Grading

Under the anonymous grading system, faculty grade examinations without knowing the identities of their student authors. This system requires you to use a number instead of your name to identify your examination. **Your NEW exam number will be available from Charlene in the Registrar's Office (an email will go out when they are ready).** Pick up your exam number as soon as you can; ***PLEASE do NOT wait*** until just before exams begin. If you wait until the day of your first exam to get your exam number from Charlene, you may need to wait until she can disrupt her normal examination administration duties to give you your number. You may be delayed in starting your examination as a result. Exam numbers are kept absolutely confidential by the Registrar's Office. They are randomly assigned by the law school computer.

Bring your exam number with you when taking examinations to ***be sure you are using the correct number***. Keep it confidential and use it for each examination. **It is a violation of the Honor Code to write your name or any other identifying information on your examination.** See attached Honor Code Section 2.05.

### Distribution of Exams

As you enter the exam room, do not leave your books or other materials unattended in the hallways of the law school. Turn off and put away all pagers, phones, iPods and other electronic devices (except for computers where permitted). After all students are seated, the examination process will begin. **You are required to bring a valid driver's license or your UC student ID to each exam; you will not receive an exam without this identification.** The time to begin and conclude will be signaled by the exam administrator.

Examinations may be taken ONLY in the assigned classroom. All other locations are unauthorized. If further information needs to be relayed to students concerning the exam, a staff member will communicate that information in the classroom in which the examination was distributed.

***College of Law bluebooks, for either writing your exam or for use as scrap will be furnished. All other styles of bluebooks are unauthorized.***

### Exams on Computer

In most courses, faculty permit students to take exams on computers using the special exam-writing software. You may only use your computer if your faculty member has authorized it. If you use the computer option, you will need instructions about the program and the procedure for using it. You will get information from John Hopkins telling you when further information about this process.

You will only be permitted to use the "closed mode" of the exam software. This means you will not be able to access any other programs on your laptops during the exam.

If your instructor has allowed the use of your notes or outlines, you must print them to bring with you. During the exam, do not read the text displayed on another student's open laptop.

### **During the Exam**

Faculty and staff expect you to devote your time and attention to writing the examination during the examination period. **In all cases, you are required to limit your movements during your examinations.** If you must leave the exam room for a reasonable purpose such as to use the restroom or to smoke, please do so quickly and quietly and without disturbing your classmates. **Leave your exam and exam materials at your seat.** Do not talk during the exam, even if you leave the room. For example, do not talk while you are in the hallways of the College or while you are taking a break to smoke.

In the event of a fire alarm (or other signaled emergency) during your exam, stop writing immediately. Leave the room, taking only your personal possessions with you. **Your exam questions and answers must be left in the room.** After you are out of the room, proceed directly to the nearest law school exit. Do not detour to the locker room, the rest room, or any other area of the building. Proctors will check to be sure everyone has left the exam rooms before they leave the building. Stay in the vicinity of the building and do not mention or discuss any matter connected to the examination during the evacuation. Upon return to the exam room, the proctor will begin the exam again and announce a revised end time for the exam. **DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.**

If you are using a computer for your exam, just close the lid and leave the building with your laptop. You will be given time to re-start the exam writing program when you return after the alarm.

Once you have started an exam you must finish it. You will not be permitted to stop and start it later.

### **Allowed Materials**

The instructor will note what materials are allowed to be used during the exam. In some cases, the exam is 'closed book' and absolutely no materials will be permitted in the room during the exam. The proctor may ask that you place bookbags in the front or back of the room. On other occasions, the instructor will have a specific list of allowed materials. In all cases where a faculty member has permitted the use of the student's notes, or outlines, or other materials, **those materials must be in printed form** - you will NOT be able to access your computer for these materials. If your exam is all multiple choice, answered on a scantron sheet, you may not use a computer during the exam.



### **Scantrons**

The College of Law uses the University of Cincinnati's Computer Grading Office for the machine grading of multiple choice exams when a faculty member has elected to use this type of exam using scantron answer sheets. PLEASE remember to fill in your scantron cleanly and completely and using only your exam number (no other identifying information). Make sure that erasures are clean and your answer is legible. Scantrons and pencils are provided by the College of Law.

### **Take Home Exams**

Once a take home exam has been distributed, any questions that you may have about the exam must go through Charlene. Contacting the professor directly could be an honor code violation. Charlene will get in

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touch with the instructor and then relay any relevant information to the entire class. Once a student turns in a take home exam, no further questions are allowed.

### **Turning in Your Exam**



The staff member who distributed your exam will also be collecting your examination. S/he will return to the room in which the exam was distributed about 10 minutes before the end of the examination. You will receive a 10 minute and a two minute warning prior to the end of the examination.

If you finish the examination more than 10 minutes early, turn it in to Charlene in the registrar's office (201N). Once the proctor arrives in the room, you must remain seated and wait for further instructions.

When time is called, the staff member will say, "**Stop writing.** You must remain seated. You may be excused only after I have picked up your exam." Then the staff member will give you instructions about signing your pledge slip, checking numbers on your exam and blue books, and turning in your exam and scrap paper. Please listen and follow the instructions **exactly**.

### **Exams Turned in Late**

If an examination is turned in late, the proctor will note on the exam the exact minute when the exam was received and advise that the exam will be reported as late. The instructor involved will be notified of the number of minutes late so that s/he may make such grade adjustment as deemed appropriate. Under some circumstances turning your exam in late is an Honor Code violation.

### **Deferred Examinations**

A student may defer an exam if one of the following applies: 1) the student has two exams scheduled on the same day; 2) the student has three exams scheduled in three consecutive days during the first week of exams, or; 3) the student has four exams scheduled in four consecutive days during the second week of exams. In order to request a deferral of an exam under this rule, the student must complete a "Deferred Exam Request Form" and submit it to Charlene no later than noon on Thursday, April 28. If you fail to request an examination deferral by the designated deadline, administration of scheduled and deferred exams becomes far more difficult and we reserve the right to deny your request if it is not timely. The Associate Dean or the Registrar will have discretion to decide which exam will be deferred after ascertaining the student's preferences.

Additionally, an examination may be rescheduled in the event of an emergency or if it has become impossible or impracticable for you to take the exam at the scheduled time. These are very rare and extreme circumstances that must be approved in advance by the Registrar.

If you claim to be unable to take an examination because of your own illness or family medical emergency, you must produce a statement from a physician (who is not a related to you). Computers may be used for deferred exams if the instructor allowed it originally.

Once the regularly scheduled exam has been given, students may NOT ask professors questions about the subject matter. This is a possible honor code violation since you are identifying yourself to the instructor and it could be considered an advantage that the other students have not had.

A student whose absence from an examination is not excused by the Dean or Registrar shall receive a grade of "UWF" (Unauthorized Withdrawal, Failing) in the course.

Deferred exams will be administered on **Saturday, May 7 and Thursday, May 12 at 9:30 a.m. in Room 204 (Trial Courtroom)**. Deferred exams occur after the original date of the exam. Students are not permitted to take an exam prior to its regularly scheduled time except in the case of extreme hardship (example would be a student called to active duty or other similar situation).

A students whose deferred exam is more than four hours in length, will need to work with Charlene to schedule an agreeable date and time in which to sit for the deferred exam.

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## Honor Code

Remember that exams are given under the Honor Code. When you take an exam, you are on your honor to comply with the Code, the instructions set forth by your teacher, these rules and procedures, and the directions given by the exam administrator. Your final product is to be a representation of your work and not a collaborative effort--**you must do your own work**. With each examination you will receive an honor pledge slip. Please fill in the blanks and sign the pledge when the staff member instructs after the examination is concluded. Signing the pledge slip means that you have not violated the Honor Code yourself and that you have observed no violations of others during the examination. Several pertinent sections of the Honor Code are enclosed. Please read them carefully before exams begin. If you observe conduct which you believe to be a violation of the Honor Code, you are required by the Code to report it (§3.00). Make your report directly to any student or faculty member of the Honor Council, or the Associate Dean.

## Reporting of Grades

Faculty policy states that grades are required to be turned in to the Registrar no later than three weeks after the end of the semester. If this due date for grades falls on a Thursday or Friday, the due date will be the next Monday. This does not guarantee, however, that all grades will be received by that deadline. Please also note that faculty policy states no grades are posted until the last exam has been administered. **Grades are posted on the College of Law's website periodically as they become available.** In order to access your grades from the College's website, you will use the same log-in information as you do for OneStop. It is acceptable and encouraged to print this screen in the interim if updated grades are required for employment or other purposes. Updated transcripts are available as soon as practicable; usually two to three weeks after receipt of **all** grades. Please remember that **grades CAN NOT be given out over the phone – please do not ask!**

**P.S. Good luck to everyone!**

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# HONOR CODE

## §2.00 EXAMINATIONS

Under the Honor System, examinations must be the product of the student's own efforts and the student must follow the rules prescribed by the instructor, such as time limitations.

The Honor System requires that no student shall cheat with respect to an examination. "Cheating" is defined as knowingly using, receiving or giving information, or taking any other unauthorized advantage when writing an examination. The following examples of cheating shall serve as a general guide, but shall not be construed as exclusive:

- ❶ commencing an examination before the stipulated time or writing or adding to an examination answer after the time specified by the instructor for the end of the examination period;
- ❷ presenting or turning in an examination to the proctor or instructor in the room designated after the time specified by the proctor or instructor for the end of the examination period;
- ❸ leaving the immediate vicinity of the law school building during the course of an examination without express permission of the instructor in charge;
- ❹ stealing, copying or retaining any examination questions other than those expressly released by the instructor in charge;
- ❺ failing to use one's own efforts, including plagiarism and consultation with sources not expressly permitted by the instructor or discussing the contents of the examination with anyone before completion and submission of the examination;
- ❻ engaging or attempting to engage any person to take an examination in the student's stead, or taking an examination for another; and
- ❼ failing to follow the rules of the examination as set out by the instructor or the College of Law.

In addition to the above, it is a violation of the Honor System to disrupt an examination or disturb others taking an examination.

Any instances of the above described conduct, or other unacceptable conduct involving the taking of examinations, shall be subject to investigation and possible sanctions.

## §2.05 COMPROMISING ANONYMOUS GRADING

With respect to any work that is to be graded on an anonymous basis, it shall be an Honor Code violation to act in a manner that is reasonably calculated to identify oneself to the person grading the work so that the anonymous grading system is compromised.

## §3.00 REPORTING OF VIOLATIONS

The Honor System places a duty on each member of the College of Law community, whether a student, faculty, librarian or staff, who has personal knowledge of a violation of the Honor Code, to report such violation to the Honor Council. It shall be a violation of the Honor Code for a student having personal knowledge of an Honor Code violation to fail to report the violation in conformity with §6.01 and §6.02 of the Code.