

Valpo Law Exam Procedures and Regulations

All Law Students - PLEASE READ CAREFULLY!

Fall 2015

The following regulations apply to all exams. See the 1L first 7 week exam schedule at http://www.valpo.edu/law/wp-content/uploads/2011/12/1L-Exam-Schedule_October_F2015.pdf.

EXAM COLLECTION PROCEDURE: The final collection of exams will take place at the front of each classroom. You are responsible for placing your exam number on each bluebook, Honor Code on the first bluebook, and numbering the bluebooks, i.e., 1 of 3, 2 of 3, 3 of 3, etc. All materials given to you or taken by you during the exam must be returned to the exam administrator (all used and unused bluebooks, the exam question packet, pencils, and pens). If you complete your exam prior to the 10 minute warning, you will turn in your exam materials to Proctor in the classroom. Writing after time has been called for an exam is a violation of the Honor Code. If you need to write the Honor Code on your exam following the exam time, please do so at the collection table. **All exams and final papers must be delivered in person.**

EXCEPTIONS TO THE EXAMINATION SCHEDULE: Scheduled exams must be taken at the day and time assigned! Exceptions are made only for a medical emergency of which the Associate Dean or Registrar is notified (medical verification required), or in the case of two exams scheduled for the same calendar day. **Do not ask your professor to be excused from a scheduled exam (it violates your anonymity).** Make exams must be taken ASAP and in extreme instances no later than 2 weeks after the exam period.

SPECIAL ACCOMMODATIONS (Not Exceptions): Students who have applied for special exam accommodations must report to the Registrar's office, on the designated date and time to pick up their exam. Please see the Registrar prior to the exam period to sign your exam accommodations form.

ROOMS: The examination is to be written in the classroom where it is scheduled to be given (with the exception of special accommodations). **No pagers, cell phones, electronic devices, or headsets are allowed. Briefcases, large purses, and book bags must be left in the front of the room during the exam.** If you want to type your exam you must apply to use ExamSoft. If you want to take your essay exams on ExamSoft you must register on ExamSoft website (www.examsoft.com/valpolaw) and attend a training session with Karen Koelemeyer, ExamSoft Administrator, before the designated deadlines. Exams taken on ExamSoft will be in the exam room with the students who are handwriting. **ExamSoft students should sit in the back of the classroom** and handwriters should sit in the front of the classroom. When possible, one empty row should separate the ExamSoft students from the handwriting students. Also, when possible, students should be seated in every other seat.

BLUEBOOKS/EXAM NUMBERS: All bluebooks used for exams will be provided by the Registrar's Office with a date stamped on the front cover. You will receive two marked bluebooks with each examination. Additional bluebooks will be available in the exam room. Pencils will be provided in the classroom for scantron exams. Extra pens, and pencils, will be available in the front of the room. Unused bluebooks must be returned with your completed exam. Exam numbers are available online in DataVU on the Grade Point Average by Term screen. Guard your exam number! Write the number in a secret place in your wallet so you do not forget it. Do not share your number with others. Your exam number label should be written legibly beneath the handwritten honor code. It is acceptable to legibly write your exam number if your labels are not available.

HONOR CODE: "I have neither given or received, nor have I tolerated others' use of unauthorized aid."

OPEN BOOK/CLOSED BOOK EXAMS: Each professor will tell you before classes end whether or not you may use your texts, notes and outlines during the examination. If the exam is open book, you may take into the exam room those materials approved by the professor. If the exam is closed, you may take only your pen(s); everything else should be left out of the exam room. Pagers, cell phones (whether 'on' or 'off'), any electronic devices, briefcases, large purses, book bags and headsets must be placed at the front of the exam room.

LEAVING THE EXAM ROOM DURING AN EXAMINATION: If you leave the exam room to use the restroom, leave your bluebook and exam packet face down at your table and use the hide feature on your laptop – **DO NOT CLOSE YOUR LAPTOP COVER.** If you become ill during the exam, go immediately to the Room Proctor with all exam materials. **Do not go to the professor!** If you suspect a typo on the exam, go to the Room Proctor and she will contact your professor for you. Students taking exams are restricted to the Atrium and the first floor restroom area (just outside the Atrium). Please limit your absences from the exam room. Students leaving multiple times will be questioned by the proctors.

AFTER THE EXAM: **Once you have completed an exam, please leave the exam area. There should be no discussions regarding the exam.**