

Valparaiso University School of Law

PLEASE READ CAREFULLY!

Fall 2005

TO: New 1L Students
FROM: Registrar's Office
RE: Exam Procedure and Exam Regulations for Practice Exam

The following regulations apply to the Practice Exam only.

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). Do not ask your professor to be excused from a scheduled exam. Makeup exams must be taken ASAP.

SPECIAL ACCOMMODATIONS (Not Exceptions): Because the Practice Exam is not graded, special accommodations are not available for this exam.

ROOMS: The examination is to be written in the classroom where it is scheduled to be given or in the ExamSoft room. Students should make every effort to be seated in every other seat in the exam rooms. See the Notice to New First Year Students for the room assignments. **No cell phones, briefcases, large purses, bookbags or headsets are allowed.** If you want to type your exam you must have applied to use ExamSoft. If you want to take your essay exams on ExamSoft you must have already registered with Karen Koelemeyer by the designated deadline. ExamSoft exams will be administered by Karen Koelemeyer in the Tabor Classroom.

BLUEBOOKS/EXAM NUMBERS: All bluebooks used for exams will be provided by the Registrar's Office and date stamped on the front cover. You will receive one marked bluebook and 1 sheet of scratch paper with the practice examination. Additional bluebooks and scratch paper will be available in the exam room. Extra pens and pencils will be available at the Exam Center table. All unused bluebooks must be returned when handing in your exam. Please number your bluebooks in the order in which they are written (i.e., Book 1 of 2, Book 2 of 2, etc.). The Honor Code must be written on the front cover of the first bluebook with your signature immediately under the code. **(You sign your name ONLY for the practice exam. For regular exams use assigned exam number.)**

HONOR CODE: "I have neither given nor received unauthorized aid."

SECRET EXAM NUMBERS WILL NOT BE USED FOR THIS EXAM ONLY. For the Practice Exam you should print your name, legibly on each bluebook.

OPEN BOOK/CLOSED BOOK EXAMS: The Civil Procedure exam is a closed book exam. The only items allowed in the classroom are pens; everything else should be left out of the exam room. (If you are taking the exam on ExamSoft in the Tabor classroom, you will be using your own laptop computer.)

LEAVING THE EXAM ROOM DURING AN EXAMINATION: If you need to ask a question of your professor, **do not take the exam and scratch paper to his/her office** (the professor will have a copy of the exam to refer to). Leave your bluebook in the exam room, closed and face down on the desk. Indicate to the exam administrator at Exam Center that you are going to the professor's office. If you become ill during the exam, go immediately to the Exam Center table (do not go to the professor!) You may leave the exam room to use the restroom; you may not go to the locker room, the library, or make a telephone call.

EXAM COLLECTION PROCEDURE: After time is called, the final collection of exams will take place at the front of each classroom. You are responsible for placing your name 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. Printed exam questions should be placed inside the bluebooks (unless instructed otherwise by the instructor). Scratch sheets (used and not used) should be placed in the designated box, also in the front of the classroom. If you complete your exam prior to the end of the exam period, you will find the collection boxes at the Exam Center table in the Atrium. The Proctor on duty will collect early exams. 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 box.

CAUTION WHEN DISCUSSING EXAMS: After a scheduled exam has ended, be cautious in discussing it with your professor or a fellow student. Please be certain any student who may not have taken the exam is not present. (Because of the anonymous system used to protect professors and students from violations of the exam process, frequently only the Associate Dean and Registrar know which students have not taken a scheduled exam.)