EXAM RULES AND PROCEDURES FOR ALL STUDENTS

Exam & Room Schedule – Spring 2017

**All exams begin at 9:30; time is not extended for students arriving late.**

The exam and room schedule is available on the website. Unless otherwise noted, all exams begin at 9:30 am. Time is not extended for students arriving late.

A schedule for each individual room will also be on the door listing the exams given in that room on a specific date. Exams may be taken only in the assigned classroom. All other locations are unauthorized.

Exam Numbers & Anonymous Grading

The anonymous system requires you to use a four digit number instead of your name to identify your examination. You will receive a different exam number for every exam you will take this semester. Bring your exam number with you to every exam to ensure you are using the correct number.

Your exam numbers will be available from the Registrar's Office from April 17 – April 28, 10:00 AM – 1:00 PM each day. You must submit your completed “Character and Fitness Update Form” and “Requirements for Use of Laptop Computers on Exams” to the Registrar before receiving your exam numbers.

The Registrar may not be able to distribute exam numbers during the scheduled exam period. Please plan ahead; otherwise you may have to wait until she can disrupt her normal examination administration duties to give you your numbers. As a result, you may be delayed in starting your examination.

Requirements for Use of Laptop Computers Form

Most faculty permit students to take exams on laptop computers using the special exam-writing software, Exam 4.0. To use a laptop for your exams, you must:

- [Download and register Exam 4.0](#) onto your laptop;
- Complete and submit a practice exam using Exam 4.0 prior to your first exam;
- Agree to print any notes or outlines your instructor allows for the exam, understanding that the exam software will not allow you to access any other programs or files on your laptop during the exam;
- Agree to handwrite your answers in the unlikely event of a hardware/software malfunction or power failure; and
- Submit to the Registrar the completed “Requirements for Use of Laptop Computers on Exams” form, indicating you have completed all of these tasks when you pick up your exam numbers.
Distribution of Exams

Valid Driver’s License or UC ID Required for Exams. 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.

Personal Belongings. 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 phones, IPods, IWatches and/or electronic devices (except for computers where permitted). The proctor may ask that you place book bags in the front or back of the room. The instructor will have a specific list of allowed materials, depending on whether it is an open or closed book exam (see below). After all students are seated, the examination process will begin.

Open Book v. Closed Book Exams. 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 at your seat during the exam. In most cases where a faculty member has permitted the use of the student’s notes, outlines, or other materials, those materials must be in printed form - you will NOT be able to access your computer for these materials.

Exam Bluebooks. The College of Law provides bluebooks for writing your exam if you do not type your answers, or if you experience technical difficulties with your laptop during the exam. We encourage you to use the exam questionnaire for scrap/outlining, however, bluebooks are allowed; we ask that you be environmentally friendly and not take more than you need.

Scantrons. The College of Law provides scantron sheets and pencils for multiple choice exams. Complete your scantron cleanly and completely, using only your exam number and no other identifying information. Make sure that erasures are clean and your answer is legible.

Honor Code

With each examination you will receive an honor pledge slip. Please fill in the blanks and sign the pledge when the proctor 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. On page 6 of this memo, you will find several pertinent sections of the Honor Code related to exams, although the entire Honor Code applies to the exam period.
During the Exam

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

Limited Movement. 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 exam. 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. You should avoid conversations during this break as it could give an impression of impropriety. **You must leave your exam and exam materials at your seat during this absence.**

Earplugs. Students may only use Cincinnati Law issued ear plugs during exams. Headphones or other ear devices are not permitted.

Open Book v. Closed Book Exams. 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 at your seat during the exam. In most cases where a faculty member has permitted the use of the student’s notes, outlines, or other materials, **those materials must be in printed form** - you will NOT be able to access your computer for these materials.

Time and Early Submission of Exams. The time to begin and conclude will be signaled by the proctor. The proctor will return to the room in which the exam was distributed about 10 minutes before the end of the examination and you will receive both a ten and two minute warning. If you finish the examination more than ten minutes early, turn it in to the Registrar's Office (201N). **Once the proctor arrives in the room, you must remain seated and quietly wait for further instructions.**

Submitting Your Exam

Stop the Exam. When time is called, the proctor will say, "Stop writing. You must remain seated. You may be excused only after I have picked up your exam." Then the proctor will give you instructions about signing your pledge slip, checking numbers on your exam and bluebooks, and turning in your exam and scrap paper. Please listen and follow the instructions **exactly**, as failure to do so may be a violation of the Honor Code.

Late Exams. 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 he or she may make such grade adjustment as deemed appropriate. Under some circumstances, turning your exam in late is an Honor Code violation.
After the Exam

Contact Information in Case of Exam Upload Problems. You will provide a telephone number where you can be reached up to six hours after the exam has ended in case there is a problem uploading and/or printing your exam answer. If there is a problem, we will contact you and ask you to bring your computer back to campus so that one of our IT professionals can retrieve the encrypted exam. When all exams have been printed and accounted for, all students will receive an email notifying them that the exam is “All Clear.”

Quiet Period. 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.

Illness or Family Emergency during the Exam Period

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. If this is the case, then your deferral must be approved in advance and you must email or call the Registrar’s Office (513-556-0070) prior to the start of the exam. If you claim to be unable to take an exam because of your own illness or family member’s medical emergency, you must produce a valid statement from a physician (who is not related to you).

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. Make sure you set a backup alarm. If you are not present when the exam starts, the Registrar may attempt to give you a courtesy call; however, it is your responsibility to be here on time. **Time is not extended for students arriving late.**

Deferred exams will be administered on Friday, May 5 and Friday, May 12 at 9:30 a.m. unless noted otherwise. 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). Deferred exams follow the exact instructions as when the exam was originally administered.
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:

- 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;
- 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;
- leaving the immediate vicinity of the law school building during the course of an examination without express permission of the instructor in charge;
- stealing, copying or retaining any examination questions other than those expressly released by the instructor in charge;
- failing to use one's own efforts, including plagiarism and consultation with sources not expressly permitted by the instructor;
- discussing the contents of the examination with anyone before completion and submission of the examination;
- engaging or attempting to engage any person to take an examination in the student's stead, or taking an examination for another; and
- 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 DISRUPTION

Knowing disruption which prevents the orderly conduct of classes, examinations, or meetings is academic misconduct and a violation of the Honor Code.

§2.06 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.

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