

Fall 2008 EXAMINATION PROCEDURES

First Year Exams begin: Tuesday, December 9 and end: Thursday, December 18.

YOU ARE RESPONSIBLE FOR HAVING READ THIS IN ITS ENTIRETY.

Exam Schedule

The "Exam Schedule" for Fall Semester is enclosed, available on the Registrar's website, and noted in your UC Law Student Planner. A more detailed schedule will be distributed after Thanksgiving break which will include room assignments. Please be sure you know exactly **WHEN AND WHERE** your exams are to be handed out and turned in.

You are responsible for arriving on time for your examinations; time is not extended for students arriving late.

ALL EXAMS BEGIN AT 9:30 a.m.

Deferred Examinations

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. The designated dates for taking postponed examinations are **Saturday, December 13 and Friday, December 19 at 9:30 a.m. in Room 204 (Trial Courtroom)**. If you are unable to take an examination because of illness, you must produce a statement from a physician. The exam writing software will be allowed if the instructor had allowed it for the exam.

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. **Exam numbers will be available from Charlene Carpenter (Registrar-room 201N) after the Thanksgiving break; an email will go out when they are ready for you to pick up.**

Bring your exam number with you when taking examinations to *be sure you are using the correct number*. Keep it confidential and use it on 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, please do not leave your books or other materials unattended in the hallways of the law school. Turn off and put away all pagers and phones.

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.

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, students will be allowed to take exams on computers using special exam-writing software. The exam room schedule distributed post-Thanksgiving will indicate which exams offer this option. If you wish to elect this option, you will need instructions about the program and the procedure for using it. A meeting with John Hopkins in the library will be announced at a later date by email. You will be informed by email when you may go to the College Registrar's website and click on "Exams on Computer" for more information and to sign up for the software. You may not write your exam on a computer unless your faculty member has authorized it. If you are not using a computer for an exam, please allow your classmates to sit near the electrical outlets in the exam room.

During the Exam

Although the Honor Code does not restrict your movements in and out of the room during your examination, faculty and staff expect you to devote your time and attention to writing the examination during the examination period. **In all cases, you are requested to limit your movements during your examinations.** If you must leave the exam room to use the restroom, to smoke, or for any other reasonable purpose, please do so quickly and quietly without disturbing your classmates. **Leave your exam and other exam materials at your seat.** Please do not talk during the exam, even if you leave the room. For example, 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. Stand up and 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 restroom 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.

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 Carpenter 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**.*

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, and the directions given by the exam administrator. Your final product is to be a representation of your work 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. Make sure you have 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.

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 you 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.

Reporting of Grades

Faculty policy states that grades are not required to be turned in until the first day of spring semester. Grades will be posted *as they become available* on the “Get My Grades” link on the **College’s** web-site. You will use the same log-in information as you do for OneStop. **Grades will NOT be given out over the phone—please don’t ask!**

P.S. Good luck to everyone!

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.
