

CAMPBELL UNIVERSITY SCHOOL OF LAW

EXAMINATION POLICES AND GUIDELINES

The policies and guidelines set forth below apply to all law school examinations administered within Campbell University School of Law, including midterm and final examinations. Students must adhere to the policies herein, along with any additional instructions given by an individual course professor.

HONOR CODE

A violation of the policies and guidelines set forth herein constitutes a violation of the Campbell University School of Law Code of Honor and Professional Responsibility. To maintain the integrity of the exam process, any student who observes another student violating these exam policies, such as by using unauthorized materials, writing beyond the allotted time, communicating with other students, or so forth, is required to immediately report the incident and the name of the violator to the proctor or the Associate Dean for Academic Affairs. It is an Honor Code violation if a student does **not** report a violation of these exam policies. An examinee who observes any student violating these exam policies will be permitted to make up any time lost in reporting the violation.

STUDENT ANONYMITY

To maintain academic grading integrity and a fair grading system, student exams are graded anonymously. The registrar will email each student a random, unique midterm exam identification number not later than one week prior to the date of the respective midterm. For final examinations, the registrar will email each student a unique, final exam identification number not later than the last week of classes. Midterm and final examination identification numbers are valid only for the semester in which the examination number is issued. Each student will receive new examination identification numbers each successive semester to use on all of his or her exams for that semester. If a student was previously given a midterm exam identification number, he or she may *not* use that number on his or her final exams but must instead use his or her final exam identification number. Any questions about examination identification numbers should be directed to the registrar and not to any professor. Students are responsible for using the correct examination identification number on their respective examinations. Student names must **never** be written on any exam materials.

GENERAL RULES

Exam Content & Information Sharing

No information of any kind about any exam, including an exam from any prior semester, may be transmitted by any means to students who have not taken that exam. This prohibition includes, but is not limited to, information about the specific content of questions, the number, difficulty and kinds of questions, and general topics included or not included on the exam.

Unless specifically prohibited by a professor or the Associate Dean for Academic Affairs, students may discuss exams after the entire exam period ends, but only with students who have completed the exam. The burden is on the student to establish that any communications permitted herein occurred after the exam period ended and only among students who had completed the exam.

Prior exams, or individual questions from prior exams, that have been formally released by the course professor who created the examination are excluded from the foregoing rules prohibiting information sharing.

Length of Time for Exams

The length of time for each examination is determined by the individual course professor.

Reserving Seats & Exam Setup

Students may not “set up” or claim designated seats for an exam more than one hour prior to time scheduled for the exam to begin.

Exam Proctors

All examinations will be proctored by one or more individuals to ensure integrity in the examination process, as directed by the individual faculty member. Proctors will not have access to the students’ exam identification numbers; **students are responsible for knowing** their unique exam identification numbers prior to entering the examination room.

Proctors are authorized to enforce the policies and guidelines herein. In accordance with the honor code, students are responsible for **reporting any violation** observed or suspected, including the name of the violator.

SCHEDULING

General Exam Schedule

Campbell University School of Law courses typically have a final examination at the end of the semester or require a paper in lieu of an exam. First-year and required courses will have

specific, “fixed” examination periods. The final examination schedule is posted for each semester and should be referenced for specific dates, times, and locations.

- If a course is scheduled to have a final exam, students must sit for that exam during the designated time.
- If a course requires a “take-home” exam or a paper in lieu of an exam, the specific procedures set forth by the course professor must be strictly followed.
- Exams are scheduled Monday – Saturday. Exams are not scheduled on Sundays.

Exam Conflicts & Rescheduling Exams

All exam conflicts and rescheduling issues are addressed in the Campbell School of Law Rescheduling of a Final Exam Policy. Students must consult the Rescheduling of a Final Exam Policy for all policies and procedures related to exam conflicts and rescheduling issues.

Illness; Emergencies; Religious Observances

All illness, emergencies, and religious observation conflicts are addressed in the Campbell School of Law Rescheduling of a Final Exam Policy. Students must consult the Rescheduling of a Final Exam Policy for all policies and procedures related to exam conflicts and rescheduling issues.

Failure to Appear

Any student who fails to appear for an exam during the scheduled time without having received prior, written permission from the Associate Dean for Student Affairs and Academic Success in accordance with the Rescheduling of a Final Exam Policy will receive no credit and the lowest failing grade permitted for the course. Any exceptions to the consequences associated with the failure to appear must strictly conform with the limited exceptions to these policies and guidelines as set forth herein.

DURING THE EXAM

Prohibited Items

All electronic devices of any kind are strictly prohibited, with the sole exception of a single laptop loaded with law school approved examination software. All cellphones, smart watches, e-readers, tablets, recording devices, radios, cameras, headphones, or any other electronic devices are prohibited within the examination room and may not be accessed at any time during an exam. Auxiliary computer equipment (wireless keyboards, mice, additional monitors, etc) are prohibited. Students are permitted to bring disposable ear plugs with.

All cell phones of any kind are prohibited within the examination room during exams and may not be accessed during the exam at any time. If a student needs to be accessible in case of an

emergency, that student must discuss the situation with the Associate Dean for Academic Affairs or the proctor prior to the start of the exam. Arrangements will be made for how the student's family member can contact the law school directly. As a general rule, the student will be informed immediately after the examination of any emergency. If a student elects to be removed from an examination if contacted, that student forfeits the remaining time on his or her examination.

To prevent distractions to other students, food items are prohibited within examinations of three hours or less. Small, unwrapped food items placed in clear plastic bags are permitted for examinations exceeding three hours. Sealable containers for liquids (water, juice, coffee, e.g.) are permitted within all examinations. Chewing gum and cough drops are not considered food items.

Students are strongly encouraged not to bring personal effects into the examination room. Backpacks, purses, briefcases, other similar items should be left at home or within student lockers. If any such items are brought into the examination room, they must **be stored in front** of the classroom while the examination is in progress and may not be accessed under any circumstances. When retrieving personal items from the front of the classroom, please minimize disruptive noise.

The prohibitions stated herein apply to all students, including those receiving accommodations or taking rescheduled examinations. For accommodated or rescheduled students, all electronic devices, cell phones, backpacks, purses, and related items shall be placed in the office of the Director of Academic Support or the Associate Dean for Student Affairs and Academic Success. No exam room shall include any prohibited items, unless a documented accommodation specifically requires otherwise.

Permitted Items

Students may have their photo-ID, pencils, erasers, hand-held pencil sharpener, pens, and highlighters. If a student is using a laptop computer with the law school's approved exam software, the student may have at his or her desk a laptop and power cord. The Associate Dean for Academic Affairs or the course faculty member will inform the proctors whether blank Bluebooks and scratch paper is permitted during the exam. If so, these items will be distributed by the proctor prior to the exam commencing. Under no circumstances shall any student write on any exam or exam materials until instructed to do so.

Students may also have liquids in sealable containers, cough drops and chewing gum. Small, unwrapped food items placed in clear plastic bags are permitted for examinations exceeding three hours. All other items are strictly prohibited unless an individual course professor permits an "open-book" examination or other specific materials to be included at a student's desk. Only

the Associate Dean for Academic Affairs or the course faculty member may inform the proctor of any additional materials permitted for students to use or access during the exam (such as open books, printed notes, outlines, non-wireless calculators).

Timeliness & Tardiness

The examination schedule reflects the time examinations begin, not the time a student should expect to arrive or begin putting away his or her things. **Students need to arrive twenty minutes before the exam is scheduled to begin.** The proctor may direct students to put away all unauthorized materials approximately fifteen minutes before the time scheduled for the examination. Distribution of examination materials and instructions will begin prior to the exam start time. Students who arrive late will be permitted to sit for the exam, but make-up time will not be granted.

Communications

Once distribution of the exams has started, all communications are limited strictly to the student and proctor, IT department personnel, and the Associate Dean for Academic Affairs and/or his or her representative. Students may **not** contact their professors about problems encountered within the examination. Students are directed to follow all examination instructions concerning perceived internal conflicts, discrepancies, or mistakes before contacting the Associate Dean for Academic Affairs.

Communications between students during an examination is prohibited irrespective of subject matter. This includes communications with students taking the examination at the time and students outside of the examination room when an examinee takes a restroom or other break. Any conversation or communication with another student during an examination, irrespective of the subject matter is prohibited.

Sharing Materials

The sharing of any materials permitted within the examination room between students for any purpose is strictly forbidden.

Seating

If possible, at least one full chair-width distance between each student is suggested in all examination rooms. Seating is available first come-first-serve and **may not be “held”** more than an hour prior to the exam start time.

Open / Closed book

All exams are presumed closed-book unless the professor explicitly states otherwise in the examination directive to the proctor or Associate Dean for Academic Affairs. **Students are responsible for knowing what materials** may and may not be brought into the exam room. Only print resources will be permitted.

Typing or Handwriting

Students are individually responsible for having all computer equipment and the law school's approved examination software in working order before the exam. Students are strongly urged to test their computers prior to the examination period commencing by taking the practice exam.

Personal breaks

Limited restroom or personal breaks are permitted during the examination. Students must leave all exam materials in the examination room. Students must sign out of the exam room by indicating the student's name and time out; students must check back in by indicating the time the student returned. Restrooms will be checked prior to and throughout examinations for anything unusual. Unattended items will be confiscated immediately.

Students may not leave the building in which the examination is being given under any circumstances. Students are equally prohibited from entering the library during an examination. When outside the examination room for any reason, students are strictly prohibited from accessing lockers, reviewing materials, sending or receiving electronic messages, speaking to or otherwise communicating with anyone, or using any type of electronic device. Examinees may not remove any materials from the exam room or bring any materials back into the exam room when they return.

Computer failure

If an examinee's computer fails, the examinee shall call the IT department's emergency phone line, **3911**, from the classroom phone and request assistance. While waiting for IT to repair the computer, the examinee should switch to handwriting his or her exam in a Bluebook. If IT is able to repair the computer, the examinee may resume taking the exam on his or her computer and also turn in the paper Bluebook so as not to duplicate his or her work. Extra time will not be granted.

If a student attempts to upload his or her electronic exam and receives a yellow screen indicating the exam has not uploaded, the student shall call IT unless it is within the last 10

minutes of the exam. If a student receives a yellow screen or experiences uploading problems within the last 10 minutes of the exam, the examinee shall wait until the conclusion of the exam for IT assistance. Under no circumstances shall a student leave the building without first receiving a green screen on his or her exam.

Emergencies

Examinee shall immediately inform the proctor if an emergency, such as a severe illness, occurs during an exam. The proctor will contact the appropriate law school officials. Students who leave an exam without informing the proctor will not be eligible to finish or otherwise retake the exam later.

Fire alarms or power-outages

If a fire alarm is activated or a power failure occurs while a final exam is in progress, the following procedure will be used.

1. Students will evacuate the exam rooms, leaving all exam materials, computers, and personal belongings in the exam rooms (students concerned about personal belongings should not bring these items into the examination room).
2. Students should not turn off their computers.
3. The exam proctor will note the time and lock the exam rooms.
4. Examinees shall not talk among themselves or to any other person while outside of the examination room, except as to those subjects strictly necessary to safety and evacuation protocols.
5. When re-entry to the exam rooms is authorized, a member of the exam administration staff will notify students of the adjusted times. The Associate Dean for Academic Affairs will determine if, and how much, additional time will be allowed for completion of exams due to the disruption.

AFTER THE EXAM

Exam Conclusion: The 10-minute rule

Students who finish their exams more than 10 minutes prior to the end of the examination period are permitted to quietly leave. Students permitted to leave early may not congregate outside the examination room. Students who finish their exams with 10 or fewer minutes remaining until the end of the exam must wait in their seats for the exam time to expire. If a

student attempts to upload his or her EBB answers and receives a yellow screen, that student is instructed to wait until the conclusion of the exam before contacting Information Technology.

Stop Writing

When the proctor calls time, students must immediately cease writing or typing. Any incidents of non-compliance will be noted by the proctor and submitted to the Associate Dean for Academic Affairs.

Returning Exam & Exam Materials

All examinations and examination materials must be returned to the proctor, or placed within a designated box, by the end of the examination period. Thus, unless the course professor has explicitly stated otherwise to the proctor or Associate Dean for Academic Affairs, students are prohibited from removing exams, scratch paper, Bluebooks or other exam-related materials from the exam room for any reason. This prohibition applies both during and after the examination. Students are responsible for writing their individual **exam** identification number at the top of the exam, all scratch paper and Bluebooks, and other testing materials. All testing materials, including examinations, must be returned by the end of the exam in accordance with the proctor's instructions.

Lost or improperly submitted exams

The examinee is responsible for signing into an exam, identifying him- or herself on the exam with his or her unique exam number, and submitting his or her exam and any other required paperwork (such as his or her copy of the exam), either in print or electronically. The student bears the burden of proving that he or she took the exam, properly identified him- or herself on the exam, and properly submitted it.

TAKE-HOME EXAMS

Some individual professors permit take-home examinations. These exams may be offered on a single day or over multiple days. Take-home examinations will be made available at specific start and completion times. Late submissions are subject to penalties or failing grades, as pre-determined by the individual course professor. Students are advised to carefully review all take-home examination procedures, rules, and requirements.

The policies concerning student exam anonymity apply to all take-home examinations. In addition, all prohibitions stated herein concerning exam content, information sharing, and post-exam communications equally apply to all take-home examinations. Unless expressly permitted otherwise in writing by the course professor, all take-home examinations are individual student examinations and no joint work with any other person is permitted.

After the commencement of the examination period (i.e., beyond the last class day), any inconsistencies in, or questions about, take-home examinations for an individual course must be directed to the IT Department or the Associate Dean for Academic Affairs and/or her or his representative. Students are directed to follow all take-home examination instructions concerning perceived internal conflicts, discrepancies, or mistakes before contacting the Associate Dean for Academic Affairs and/or her or his representative.

EXCEPTIONS

Law school faculty policy dictates that all students adhere to the policies and guidelines set forth herein. Exceptions may not be granted by individual faculty members. Any exceptions requested to these policies must be made not less than three days in advance to the Associate Dean for Academic Affairs, except where emergencies or personal circumstances beyond the student's control prevent prior advance requests. Personal preferences or matters within the student's control will not warrant exception or deviation from these policies.

ADA ACCOMMODATIONS

Pursuant to the Americans with Disabilities Act (ADA), students with a documented disability may receive exam accommodations as authorized and in accordance with the law school's Exam Accommodations Policy.

VIOLATIONS

Any violation of the policies set forth herein is subject to the offending student receiving no credit for the respective examination, failing the course, referral to the student honor court, reporting to any respective board of law examiners and/or dismissal from the law school. Students are advised to strictly adhere to the policies set forth herein. Any questions about interpreting these policies or questions about their application should be made in advance to the Associate Dean for Academic Affairs.