

Exam Schedules & Deadline Information

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VALPARAISO LAW EXAM PROCEDURES AND EXAM REGULATIONS

All Law Students - PLEASE READ CAREFULLY!

The following regulations apply to all exams. See the exam schedule for dates and times of scheduled exams.

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, used and unused scratch paper, pencils and pens. If you complete your exam prior to the end of the exam period, you will turn in your exam materials to the Head Proctor in the Atrium. Proctors in the classroom DO NOT collect 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. Emailed and faxed answers to take home exams are not acceptable. All exams 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). Makeup exams must be taken ASAP and no later than 2 weeks after the exam period. **SPECIAL ACCOMMODATIONS (Not Exceptions):** Students who have applied for special exam accommodations must report to Linda Canada, Assistant Registrar, on the designated date and time to pick up their exam. Please see Linda 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 exceptions of upper-level students using ExamSoft and special accommodations). No pagers, cell phones, electronic devices, briefcases, large purses, book bags or headsets are allowed. 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 with both the ExamSoft website and Karen Koelemeyer, ExamSoft Administrator, before the designated deadlines. ExamSoft exams will be administered by Karen Koelemeyer. For the Fall 2009 semester first-year exams taken on ExamSoft will be in the classroom with handwriting students. 1L students using ExamSoft should sit in the back of the classroom and handwriters should sit in the front of the classroom. When possible, one empty table should separate the ExamSoft students from the handwriting students.

BLUEBOOKS/EXAM NUMBERS: All bluebooks used for exams will be provided by the Registrar's Office with date stamped on the front cover. You will receive two marked bluebooks and 1 sheet of scratch paper with each examination. Additional bluebooks and scratch paper will be available in the exam room. Pencils will be provided in the classroom for scantron exams. Extra pens and pencils will be available at the Exam Center table. Unused bluebooks and all used and unused scratch paper must be returned with your completed exam. Exam numbers are available in the Registrar's office (at the Exam Center table during the exam period) and 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 affixed to the bluebook cover 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 nor received 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 exam labels and 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 are never allowed.

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 seat. If you become ill during the exam, go immediately to the exam table proctor with all exam materials (do not go to the professor!) If you suspect a typo on the exam go to the exam table proctor in the Atrium and the proctor 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. **CAUTION WHEN DISCUSSING EXAMS:** Once you have completed an exam, please leave the exam area. Be cautious in discussing it with your professor or a fellow student. Please be certain that students who may not have taken the exam are 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.