

## Saint Louis University School of Law Exam Rules and Procedures

Students are required to become familiar with, and abide by, the procedures explained in this memo.

To preserve exam anonymity, at no time should a student inform a professor of a problem related to the taking of an exam, including serious illness or death in the family. If you have any exam administration issues you wish to discuss, please contact Dean Baris, 977-3675; Dean Stinebaugh, 977-2728; Felisha McCaster, 977-2769; Keesha Cobbs, 977-3309; or Faethia Hawthorne, 977-3955 – these offices are located in Morrissey Hall, Suite 101.

All law students are bound by the **HONOR CODE** included in the Student Handbook. It is imperative that all students review the Honor Code. Permission of the professor and/or Dean Baris is required to withdraw from any course after the withdrawal period has expired. **In order for the request to be considered, the request to withdraw must be made prior to the start of EXAMS.**

All first year exams are scheduled; these dates are available on the exam schedule. Scheduled exams must be taken on the date shown on the exam schedule, which is available on the School of Law website.

Self-scheduled exams may be taken on any day according to the times shown on the exam schedule. **No advance notice is required.** All exams are ready for students beginning on the first day of exams. In class exams are usually 2, 3 or 4 hours in length. Knowing the length of your exam is important in determining when you will be able to take an exam because the exam schedule shows times and days for all exams, with the exams indicated only as 2, 3, 4 hour and take-home exams.

- **2 hour time blocks for exams lasting 2 hours or less**
- **3 hour time blocks for exams lasting between 2:15 and 3 hours**
- **4 hour time blocks for exams lasting 3:30 on up**

**Take-home exams using TWEN will be administered by Lynn Hartke** ([hartkelk@slu.edu](mailto:hartkelk@slu.edu)) (See “Upper-Class Self-scheduled Final Exam Information” to find the time length for specific exams.)

### **All Exams are Distributed in Exam Packets:**

You must present a photo ID when picking up an exam in the Lobby in front of the Office of Student Services. Students receive exam packets containing a hard copy of exam questions. **DO NOT OPEN the exam envelope until instructed to do so by the proctor at the start of the exam.** The outside of the exam envelope bears a label with course title, professor name and your exam number. Receipt sheets are attached; the white copy is the office copy (you will tear off this copy and leave with staff when you pick up your exam) the canary copy is yours to keep. **Please verify that all information is accurate prior to removing the receipt.**

**In-Class Exams:**

Distribution times for in-class exams are strictly enforced. (See exam schedule on the School of Law website for days/times). Note that the exam distribution carts are removed from the Lobby fifteen (15) minutes before the exam start time.

**IMPORTANT:** Students who arrive after the carts have left the Lobby by the Office of Student Services **will not** be allowed to take the exam at that time and must return at the next exam time.

NOTE: Students taking in-class exams are prohibited from having a pager, i-pod, or any other electronic communication device, **cell phones must be turned off** during the exam. Violations of this rule will be reported to the Honor Council.

Non-alcoholic beverages are permitted in exam rooms, however, the container must have a lid.

**Exam rooms:**

After picking up an in-class exam, proceed to the appropriate room according to the length of the exam as indicated, the room assignments will be posted throughout the law school. Students must take in-class exams only in rooms designated by the Registrar's Office.

Exam supplies such as scratch paper, answer packets for hand writers, #2 pencils, earplugs and Extegrity Exam4 instruction sheets are provided in the exam rooms.

**Exam instructions:**

An exam proctor begins reading exam instructions 10 minutes before the exam start time. Students must be in the exam room with their exam at this time. If taking the exam on a laptop, it must be booted up, and passed the security check. Hand writers must not have a laptop with them in an exam room.

When instructed by the exam proctor, write your exam number on the cover page of your exam, bluebooks, computer scantron sheets and any scratch paper you turn in as part of your exam. Handwritten exam answers must be written in blue or black ink. Pencils are to be used only for scantron answer sheets. Number the bluebooks used. Example, (1 of 1 **or** 1 of 2, 2 of 2, etc.)

**IMPORTANT:** Students who have received their exam but delayed entering the exam room after the exam proctor has begun reading instructions will not receive additional time for booting up laptop and reading exam instructions. The start time will not be delayed due to your tardiness.

Because of the possibility of information being accessible through earphones, no personal stereos, i-pods or personal earphones will be allowed during any exam. Only Registrar approved earplugs are to be used and it is the student's responsibility to listen for time being called.

When taking a closed book exam, no books, book bags, purses or scratch paper (other than that provided), may be at the table with you during the exam. These items must be left in your locker or to the front or sides of the exam room. Students may not begin to write anything, even on scratch paper, before a closed book exam begins.

**Start of exam:**

After the exam instructions have been read and the proctors start the exam, the proctor will leave the room. The proctor, however, will remain in the halls on both the third floor and in the basement (rooms 02, 03, 04). Any student who has a question or problem during an exam should see the proctor.

Students may go to the restroom or take a break during an exam; however, all exam materials must be left in the exam room and no additional time will be given.

**End of exam:**

A 5 minute warning and final time are announced in each exam room. If you finish your exam before time is called place all exam materials (e.g. scantron sheets, bluebooks, supplements, flashdrives, etc.) in the envelope put inside of the "Completed Exam" box in the front of the room. Extegrity Exam4 users must completely exit the exam before returning the exam envelope.

When time has been called, you must stop writing/typing your answer, even if you are in the middle of a sentence. Do not continue writing after time has been called or penalties may apply. Put your exam questions and answers (e.g. computer scan sheets and/or bluebooks) inside your envelope and close it. If you are an Extegrity Exam4 user, you must completely exit the exam before returning your exam envelope. Place your exam envelope in the "Completed Exam" box in the front of the exam room. Laptop users will upload exam files. Instructions are provided in each exam room.

**Penalties for failure to comply with time limits/deadlines and submission of exams will be at the Dean of Students' and Professor's discretion.**

**Laptops:**

**All students taking an in-class exam on a laptop must use Extegrity Exam4 software.** Only students who have registered their laptops, properly installed the Extegrity Exam4 software, and downloaded their practice exam file will be allowed to use their laptops during in-class exams. (For specific Extegrity Exam4 software instructions see the URL below.)

**Required reading for all laptop users:  
[technology FAQ exam install](#)**

**Study rooms during the exam period:**

Classrooms are reserved by the Law School Registrar's Office during the exam period. Note the days and times specified on the sign outside each classroom door. During the times when the room has been reserved, you must not enter that room *or even open the door to see if someone is using the room, as you may disturb someone taking an exam, which is a violation of the Honor Code.* To request permission to use the room, go to the Office of Student Services, Morrissey Hall, Room 101. If you wish to use the room during times other than those specified on the sign, you must contact Dianne Morris ([morrisd@slu.edu](mailto:morrisd@slu.edu)) or Julie Orr ([jorr5@slu.edu](mailto:jorr5@slu.edu)).

**Office of the Registrar  
314-977-3312**