

Examinations & the Code of Conduct

Examinations are subject to the Law School Code of Conduct as printed in the *Student Handbook* and the Exam Regulations printed below. In addition, the individual professor's exam instructions for each exam must be followed exactly. Be sure to take the time in each exam to read the instructions carefully and to count the pages of the exam once the Proctor starts the exam, ensuring that you have all the pages. Proctors do not remain in the examination rooms, although they circulate through the rooms periodically. Students are bound to follow all the applicable rules and to report to the Honor Board any violations of rules or procedures that they believe may have occurred. Honor Board representatives are available outside exam rooms and will be wearing blue Honor Board Tee Shirts. If for some reason you cannot find an Honor Board proctor, contact the Registrar in the Registrar's office.

Examination Regulations & Procedures

Amended 12/12

1. **CODE OF CONDUCT VIOLATIONS:** Students are bound by the Code of Conduct. It is published in the *Student Handbook available at the Quick Links on the VLS website*. All students must be familiar with the Code. Failure to report a violation of the Code of Conduct is itself a violation of the Code.
2. **IMPROPER DISCLOSURE:** Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the exam, and must not discuss this information in the Law School building or any other place where someone who has not taken the examination may overhear.
3. **EXAMINATION NUMBERS:** Random examination numbers are used instead of names on all exams. The student's random examination number, and not the name, must be written on bluebooks or answer sheets, and on every page of the examination.

Students must obtain their exam numbers through Novasis using their Novasis pins. A link to Novasis may be found on the Quick Links section of Villanova Law School's website or directly at

<http://novasis.villanova.edu>. If you have any problems the Registrar's office will help, but students **must** get their exam numbers **before the first day of exams** as Registrar's staff will not be available for assistance when exams are being given.

4. **TIME AND PLACE:**

All Exams: Students must be in the exam room and ready to start the exam at least 10 minutes before the designated start time published by the Registrar's Office. Students using laptops must allow enough time to start their laptops and properly launch their exam software.

RESCHEDULED AND SPECIAL CIRCUMSTANCE EXAMINATIONS will be conducted in rooms designated by the Registrar. These students should **not** report to the assigned room, and should instead, follow the Registrar's instructions.

5. **STARTING THE EXAMINATIONS:**

A. When the exam Honor Board proctor so instructs, students must place all materials that are not specifically designated "permissible materials" in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, ipods, headphones, purses, and bags. Nothing except an article of clothing (sweater, etc.) or food and drink as specified in paragraph 18, may be kept at the student's seat. Once all materials are in the front of the room, and students have returned to their seats, the Registrars office will distribute the exam packets.

B. Once the Proctor or Registrars office begins handing out the exams, students may not write anything (except if instructed by the Honor Board Proctor to write your examination number on the outside of the envelope).

B. Students must not open the exam packets until the exam administrator starts the exam and/or instructs them to open the packet. When the exam administrator starts the exam, students using exam software must click "Begin Exam" to lock down their computer. Students should remove the examination and other material from the packet and must check to ensure they have all pages of the exam, must fill out their examination numbers in the appropriate locations, and must read the instruction page(s) of the exam.

6. **EXAMINATION PACKETS:** The examination packet will be handed out by the exam administrators. Should students need scrap paper or bluebooks, initially these materials will be at the front of the room, after the exam is started, if more paper or another bluebook is needed students may pick them up from the Honor Board proctor outside the exam room.

7. **LEAVING THE EXAMINATION ROOM:** Students may leave the room during the examination but may go **only** to the restrooms, and, in appropriate circumstances, the Registrar's Office or the Academic Dean's Office. The library, student lounge, lockers, faculty or student organization offices, the dining room and Café, and cars are expressly off limits to students taking examinations. Students may not leave the building during the examination. Students **may not take any materials (including bluebooks, answer sheets, the examination, laptops, scrap paper, and permitted materials)** from the examination room during the examination. Books or other materials may not be placed in any area to which the students are permitted access during the examination. During the time the student is out of the exam room he/she may not talk with anyone except the Honor Board proctors, the Registrar and the Academic Dean or Tech Support personnel as appropriate.

8. **CONCLUDING THE EXAMINATION:** Students will be notified when there are five minutes and 1 minute remaining in the examination and when time has expired. Immediately upon the announcement that time has expired, all writing or typing must stop, all pens/pencils must be put down; and all students using computers must exit the program immediately. Students must save their exam answer and upload it to the exam server. A student should not leave the exam room, or immediate proximity of the exam room until they are sure their exam has uploaded. A student may not review the examination or make any additions or deletions to the answers after time is called. Students who need to perform an administrative detail, such as adding their exam numbers to the exam, envelope or bluebooks, **must ask the examination administrator for permission to do so.** Writing after time has been called is a violation of the Code of Conduct. Students may not remain in the room after completion of the examination. Time typically is not called in the accommodation/reschedule room.

9. **TURNING IN BLUEBOOKS, ANSWER SHEETS, EXAMS, AND SCRAP PAPER:** At the conclusion of the allotted time for the exam, or when finished before the allotted time, students must observe the following procedure:

A. The student must place in the exam packet, all examination materials, including **the examination, used bluebooks, answer sheets, used and unused scrap paper**, and all other materials provided to the student at the start of the exam; DO NOT seal the packet. Throw your earplugs in the trash.

B. Each student must write his/her exam ID number and the number of bluebooks used (if applicable) on the label of the packet.

C. Students completing the exam **before time is called** must turn in their unsealed packet to the Honor Board table outside of the exam room. Students turning in exams **when time is called** must turn in their unsealed packet as instructed by the exam administrator.

D. Once the examination has been handed in it may not be retrieved.

10. **EMERGENCY OR ILLNESS:** Should an emergency or serious illness arise preventing a student from getting to school to take an examination, he or she must immediately contact the Registrar (610-519-7002 or 7017) or, in her absence, the Academic Dean (610 -519-7005) or Honor Board representative. If a sudden emergency or serious illness arises during an examination, the student must contact the Registrar, Academic Dean or Honor Board representative as soon as possible. You **must not** speak to the professor whose examination may be affected, as this may interfere with the Law School's anonymous grading policy.

11. **LATENESS:** Students must report on time for examinations. In the event that a student is late for an examination, he or she must report immediately to the Registrar or, in her absence, to the Academic Dean and specify the cause for the lateness. **A request for full time to complete the examination will be granted only upon showing of truly extraordinary circumstances out of the student's control.** If permission is granted, the examination will be administered under direction of the Registrar. Otherwise, the student will begin the exam when he or she is ready, and will finish at the scheduled time. A student who begins the examination late and is given permission to remain after the allotted time will be responsible for submitting the examination on time to the Registrar.

12. **QUESTIONS ARISING DURING THE EXAMINATION:** Questions during an examination are handled only by an Honor Board representative, who may contact the Registrar or the Academic Dean. Honor Board representatives will be available throughout the examination and may be contacted through the Registrar. **Do not attempt to contact the professor directly.** For students taking computerized exams, technical questions should be directed to technology staff or the Honor Board proctor who will contact technology staff.

13. **MATERIALS:** Authorized examination materials are posted online on the Registrar's webpage where they are updated daily, the link will be listed in the *Gavel (Gazette) too*. Only the materials or equipment allowed by the professor may be brought into the examination room and may only be used by the student bringing them into the room. **Coats, books, bags, cell phones (and other electronic devices) and other items must be placed at the front of the room or in another specified location well before the examination is distributed.**

14. **ELECTRONIC DEVICES:** No electronic devices of any kind will be permitted at the students' seats including cell phones, PDAs, headphones, iPods, iPhones, or Android devices. Should the professor specifically permit a calculator in the "materials permitted," this refers **only** to a basic function, non-memory calculator. No other device will be permitted.

15. **BLUEBOOKS, ANSWER SHEETS AND SCRAP PAPER:** Unless otherwise specified by the professor, examinations must be hand written in a bluebook using only one side of the bluebook page, or typed on a computer using our exam software. Only the scrap paper distributed in the examination room may be used. Scrap paper and bluebook color may randomly change throughout the examination period.

16. **COMPUTERIZED EXAMS:**

A. All students who are taking exams on a computer are required to register and attend a training session each semester. Students who have not registered for and completed Exam4 training during the semester **will not be permitted to take their exams on computers.**

B. The exam software must be installed during training and must be tested by the student to ensure that it is working properly. If technology staff determines that the software is not working properly on a particular computer, that student is not permitted to take the exam on his/her laptop and may be required to write the exam in a bluebook.

C. Students using exam software to take their exams do so at their own risk understanding that if an electronic exam file becomes corrupted or irretrievably lost that there is a chance that the student will need to sit for the entire exam again.

D. Students should report any issues or problems during an exam to a technical staff member who will attempt to fix the problem. Should the problem prove unfixable, students may be required to finish the remainder of the exam via a bluebook.

E. Technology staff will consult with the Honor Board proctor to determine the amount of time lost dealing with a technical issue. If circumstances warrant, the Honor Board proctor will allow a student additional time to complete his or her examination commensurate with the time taken to address the technical issue problem.

17. **EXAM MATERIALS OPTIONS:** Students will be instructed by their professor regarding materials that are permitted into the exam room. Given these instructions, the registrar's office will specify the computerized exam mode that is appropriate and students are required to comply. The following materials options are available:

MATERIALS PROVIDED ONLY: Students may access only the materials provided by the professor that will be included with the examination (for example, the Federal Rules of Evidence pamphlet included with the Evidence exam) or are attached as an appendix (for example statutory provisions copied and attached to the exam). Students must operate the exam software in CLOSED mode.

LAPTOP CLOSED, BUT ALL OTHER MATERIALS PERMITTED: In this mode, the student operates the software in CLOSED mode but can use hard copies of all materials that the student brings into the examination room.

LAPTOP CLOSED, LIMITED MATERIALS: The student operates the software in CLOSED mode and may use only hard copy materials specified by the professor (for example, class assigned UCC Statutory Supplement).

LAPTOP OPEN: Students are permitted to bring all materials into the examination room and may operate the exam software in OPEN mode. Open mode allows students to have access to other materials on their laptop. Students may view and search their outlines while taking their exam. Students are required to draft their own original exam answer and may not “copy” material from their outlines. OPEN mode does not allow online access.

NO MATERIALS: The student operates the software in CLOSED mode and may not use any materials other than what is distributed with the examination.

18. **FOOD, DRINK AND SMOKING:** Beverages and food are permitted in the examination rooms, provided that students maintain basic standards of cleanliness, quiet and respect for those around them. Students are required to keep sounds of eating, rustling of papers and containers and other bothersome noises to a minimum, and to exercise care with respect to spills. No alcoholic beverages or containers such as coolers or ice chests are allowed in the examination room. **SMOKING IS NOT PERMITTED IN THE LAW SCHOOL BUILDING.** As noted above, students may not leave the building while taking an examination. Thus there can be no smoking breaks during the exam.

19. **TALKING:** Talking in the examination room is not permitted. Students taking the exam who leave the examination room during the exam may not speak to anyone except an Honor Board proctor, the Registrar, Technology support personnel, or the Academic Dean or. Upon completion of an examination students must quietly leave the examination room to allow those not finished to do so in silence. Students **must not** congregate outside the examination room.

20. **SEATING:** Whenever practicable, students should sit in every other seat, unless conditions dictate otherwise or at the direction of the Honor Board or examination administrator