

**ST. JOHN'S UNIVERSITY SCHOOL OF LAW
STUDENT IN-CLASS EXAM INFORMATION**

THE CODE OF STUDENT PROFESSIONAL CONDUCT CONTINUES TO BE IN EFFECT DURING THE EXAM PERIOD

Prior to Exam

1. Look-up your [anonymous number through UIS](#) and save it for use on your exams. Your anonymous number can also be found once you open your exam in Exemplify.
2. Room assignments for the main exam rooms will be available on the Final Exam schedule prior to the exam period. Room assignments for any student taking an exam outside of the main room(s) are available the day of the exam from the Office of the Registrar.
3. Exams should be downloaded prior to entering the exam room.
4. Students must sign into the exam at the desk outside the room. **Photo ID is no longer required.** Sign in for the exams begins approximately 30 minutes prior to the start of the exam.
5. Students should plan to be in the exam room and ready to start the exam at least 15 minutes prior to the start of the exam. The exam is not delayed for late arrivals.

Once in Exam Room

1. Students must sit every other seat in the exam room or where instructed to sit by the proctors. All books, course materials and personal belongings including electronic devices (phones and watches) must be put to the side of the room. Only materials specifically allowed during the exam administration are permitted on the desk. Drinks and "quiet" snacks are allowed.
2. Earplugs are provided. Students are not permitted to use their own. Proctors will be checking to ensure that no student is using headphones, earbuds or non-St. John's earplugs.
3. Once the room is in exam mode there is no talking or accessing the internet until all exams have been submitted to the proctors at the end of the exam and the room is released from exam mode.
4. Proctors will read instructions prior to the start of the exam. Please pay attention to the instructions since some exams have special requirements. You must start the exam when instructed to do so. You should not start early or delay starting the exam.
5. Law school exams are anonymous. Self-identification of any kind is not permitted. Never put your name, class level or personal comments anywhere on your exam materials unless specifically instructed to do so. Students should **NEVER contact the professor** until grades have been posted.
6. Anonymous numbers should be put on all exams and used scrap paper submitted to the proctors at the end of the exam. Exam questions may not be taken from the exam room.
7. If the exam is open book, students can access their notes or electronic textbooks on their laptops.
8. Questions on multiple choice or true/false questions should be emailed to lawregistrar@stjohns.edu after the exam. Question on an essay should be addressed in the essay answer.
9. Students must notify a proctor before leaving the exam to use the restroom. Students must sign out with the hall proctor when leaving and sign back in upon return. Only one student may leave the exam room at a time. Students may not take any materials with them when they leave the exam room. Students cannot visit their locker, the library, the cafeteria or to speak to anyone when they have left the exam room.
10. Students must notify the proctor if they have completed the exam early and wish to leave the room. No one may leave their seat in the last 15 minutes of the exam.

11. Report problems or complaints to the proctor during the exam. After the exam, problems or complaints should be made to the Registrar. **Do NOT contact faculty.**

Laptop Instructions

1. Students must provide their own power cord for their laptop. Access to an electric outlet during the exam is not guaranteed; therefore it is recommended that all laptops be fully charged.
2. An email will be sent indicating exam(s) are ready for download.
3. Disable antivirus software and close any other software prior to the exam.
4. When the proctors begin the exam, they will provide a password to access the exam file. Once the exam file has been opened, all other areas of your laptop will be locked to prevent use and the exam timer will start. You must open the exam as soon as you are instructed to do so.
5. While the exam is in progress the software will save data to a primary file every 60 seconds and to a secondary file every 4 minutes.
6. When the exam is ended you must submit your exam as soon as possible. Depending on your ability to connect to WiFi, you will either see a green screen that reads, "Your exam has been successfully uploaded," or a screen that reads "Unable to upload." Students with this screen must retry uploading after establishing connection to WiFi. You will receive an automated email confirming that your answers were successfully uploaded. If you have problems uploading your exam, you should contact Exemplify Technical Support (866) 429-8899.
7. If your computer crashes and cannot be restarted after one try, the proctors will provide books so that you can write the rest of your exam.
8. Confirm that your laptop meets the software requirements for Exemplify before you download the software. Students should NOT update their operating system until receiving notification from the Registrar's Office or Exemplify that Exemplify is compatible with the new operating system. Students should never update their operating system once they have begun downloading their final exams.

Handwriting Instructions

1. Books will be provided for written exams. Please write on only one side of the page and use only blue or black ink.
2. Your Anonymous number needs to be written on all books. Do not write your name or any other identifying information on the books.
3. If any part of the exam was completed on a laptop, indicate this on the cover of the writing book.

Special Situations/Exam Accommodations

The Regulations governing Exam Scheduling, Conflicts and Hardship are found in the student handbook. If a student is unable to take a scheduled exam due to an emergency, they should contact the Office of the Registrar or the Assistant Dean for Students as soon as possible. **Do NOT contact faculty.**

Students with disabilities who are seeking accommodations must register with the University Disabilities Services Office as early as possible in the semester so that there is sufficient time to provide the necessary accommodations.