

FINAL EXAMINATIONS

Administration of Exams

All examinations are taken subject to these procedures and subject to the college's Rules and Policies concerning Academic Misconduct. Each student is responsible for reviewing, understanding, and adhering to the Academic Misconduct rules, in addition to the examination policies and procedures below.

Anonymity

Students must obtain a unique exam number via STANLEY each semester. Students must write their confidential exam number on every exam. Use of any other identifiers, including names, on an exam could result in disciplinary action up to and including a failing grade or expulsion. Students are prohibited from disclosing their examination numbers to, or discussing examinations with, any faculty member until **all** grades for the semester have been posted.

Timeliness

Each student must sign in for an examination at the proctor's desk **no later than five minutes** prior to the scheduled start of the examination. Any student arriving less than five minutes before the scheduled exam start, regardless of the reason for the late arrival:

- Must wait outside the classroom,
- Will not be allowed to sign in and start the exam until after the proctor has given the "start" signal to the rest of the class, and
- Will not be given any extra time to complete the exam.

Allowed and Prohibited Items

ITEMS ALLOWED	ITEMS PROHIBITED
Laptops (For Blue Book and/or Write On exams ONLY) Must use ExamSoft.	Electronic devices, e.g. cell phones, pagers, iPads, tablets
Pens, highlighters, pencils, and pencil sharpeners*	Wristwatches with alarms or cameras, fitness watches
Wallet (money purse), keys*	Backpacks, purses
Earplugs that do not cover ears	Noise cancelling headphones
Eyeglasses, eyeglass cases*	Food
Non-alcoholic beverages	Alcoholic beverages
Tissues, cough drops, medicine*	Books (Unless Open Book exam)
Books and/or Notes for Open Book/Open Notes exams ONLY	Notes (Unless Open Notes exam)

*These items are permitted in the testing room but must remain in the student's pockets or in clear plastic bags under the student's chair when not in use.

Reporting Exam Misconduct

Violations of the law school's rules concerning cheating and/or other academic misconduct regarding examinations should be immediately reported to the exam proctor and/or Registrar's office.

Deferred Examinations

Questions regarding the meaning or application of these rules should be addressed to the Registrar. Students must not request a deferred examination from a professor or otherwise indicate to the professor that an exam might be or has been deferred as such communication jeopardizes the anonymity of exam grading. If a request is denied and the student does not sit for the regularly scheduled examination, the student will be considered to have withdrawn from the course after the last day to drop without receiving a failing grade, a "WF" will be entered on his/her permanent record, and the "WF" counted in computing the student's grade point average. Students will be charged a \$50 deferral fee for each approved deferred examination. A flat \$50 deferral fee will be assessed when a student is approved to defer **all** examinations.

Students must take exams at the scheduled time with the exception of compelling circumstances, as defined below. Students with a qualified circumstance should submit a [Deferred Examination Request](#) to the Registrar's Office prior to the scheduled examination time. **Submission of this form and accompanying documentation does not guarantee approval.**

An examination **will be** deferred, subject to proper documentation, under the following circumstances:

- Illness of the student actually prevents the student from taking an exam, as documented by a physician's written certification to the Registrar's Office.
- A member of a student's immediate family becomes critically ill during the examination period.
- A member of a student's immediate family or his/her significant other has died.
- The birth of a student's child.
- A Sabbath or other religious observance precludes a student from taking an exam.

- A student is to attend a wedding, graduation, or other such special ceremony of his/her immediate family member, and the student could not have known prior to the last day to drop a course that the exam and special ceremony were in conflict.
- Due to extenuating circumstances, preparing for and taking the examination at the scheduled time would be severely prejudicial to the student.
- A student becomes ill **during** an examination and is unable to complete the examination. The student must seek approval from the Registrar to defer said examination *prior* to leaving campus.

An examination **will not be** deferred under the following circumstances:

- Two examinations are scheduled on the same day or consecutive days.
- A student has a professional opportunity that conflicts with scheduled examinations, except in the case of a student employed full-time.
- A student is late due to oversleeping, traffic, and all similar circumstances. The student will be allowed to sit for the examination in the time remaining. No extra time will be allowed when starting an examination late.
- A student wishes to leave early for the winter or summer break.

Rescheduling a Deferred Exam

An "Incomplete" will be entered on the student's transcript until the deferred exam is taken and graded. Deferred examinations must be taken the next semester or session for which the student is registered and in which the course is offered, unless otherwise approved by the Registrar. Students should request advance permission from the professor to attend the class. Students attending class under this provision are not auditors.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with permanent and temporary disabilities, as defined by the Americans with Disabilities Act (ADA), will receive reasonable accommodations, including but not limited to adjustments or modifications to course loads, examinations, and auxiliary services, to minimize the effect of the disability on the student's educational opportunities.

To receive appropriate accommodations, students must submit the Student Application for Accommodations and the requisite documentation to the Office of Student Academic Affairs at least 30 days before accommodations are required. To obtain the form and more information, contact the Assistant Dean of Student Academic Affairs.

If your Student Application for Accommodations is denied, you can pursue two actions:

1. Submit new or additional information that the college will consider, provided the information is submitted prior to the deadlines described above. You can discuss the feasibility of this option with the Office of Student Academic Affairs based on the reasons for the initial decision; the submission of additional information in no way guarantees a different outcome.
2. Appeal the decision to an ad hoc committee consisting of three members appointed by the Dean. To appeal, submit a letter to Assistant Dean Singleton stating the specific reasons of your appeal. The appeal does not include a hearing at which new evidence or oral arguments will be considered. The committee will not consider, for the first time, information that was not previously submitted to and considered by the administration in making the initial decision regarding a request for accommodations. The decision of the committee is final.

In case of a medical emergency that results in a disability, please contact the Office of Student Academic Affairs as soon as feasible and prior to the program and/or examination accommodation. Emergency requests must include appropriate and sufficient documentation. Students who identify physical barrier concerns should immediately report them to the Office of Student Academic Affairs.