SANTA CLARA LAW
EXAM POLICIES AND PROCEDURES

(Spring 2021Remote Assessment -Integrating Student Bulletin AY20-21)

Below are some guidelines you must follow when taking your law school exams this fall. As a result of distance learning, administration has been forced to make some supplemental changes to the published Exam Rules listed in the Student Bulletin. This list is not all inclusive, however, it does address the most frequently asked questions and concerns.

Floating Exams
Spring 2021 Exams will occur over a 14-day period this spring. May 4th through May 18th.

ExamSoft's Examplify software will be the primary mechanism for all final exam administration. All exams will be administered and graded using Anonymous Grading ID numbers as assigned to you. These numbers can be found in your eCampus Profiles. Examsoft auto-populates these numbers into your exam files.

The instructions of each final exam will be provided to you via an "exam cover sheet" for each course. You are to comply with all instructions based on the cover sheet provided.

First Year Exams
All first-year students are required to take their exams on the days specified on the published final exam schedule. Students exams will open at 9:00AM PST on the day of their scheduled exam and automatically close for uploads at 9:00PM PST.

Upper Division
All upper division exams will be available for download on Tuesday, May 4th, and remain open through Monday, May 18th. Daily exam administration hours are 9:00AM-9:00PM PST **This includes weekends**.

Scheduling Exams
Students will set their own exam schedule over the dates listed above within those administrative testing hours.

Exam Support
Santa Clara Law provides emergency and technical assistance for the exam process 5/4-5/18 daily from 9:00AM-9:00PM PST. In case of a personal emergency, call Nicole Maxwell at (408) 554-4677. In the event of a technical issue call (408) 554-5762 for Law Technology Help.

If for some reason you are unable to immediately reach a member of the law school exam team, you may call ExamSoft at 866.429.8889 to timestamp and document your issue.

Academic and Exam Integrity
The Covid-19 outbreak has changed the way we traditionally administer exams and has raised some concerns around exam integrity. However, we are confident that the students of Santa Clara Law will abide by our Code of Professionalism and the Academic Integrity Policy. We have several safeguards in place to monitor exams and can quickly detect exam integrity breaches.

Accessing Your Exams
Exams may be downloaded from Examplify at your convenience following the release date/time.

Once you enter your exam password and click "start" your exam clock begins. The Examplify clock is the official time, you are responsible for keeping track of it. Once an exam has been opened, there is no way to suspend the exam, regardless of reason.

You are bound by the University Code of Conduct and Academic Integrity Policy to keep the exam questions and answers confidential. Any breach of these policies will result in reporting to the Dean of Students as well as the California Bar Moral Character Investigators.

Remote Exam Rules
These rules apply to all exams. Exceptions may be posted by the instructor. It is the student's responsibility to check for posted notices prior to an exam.

1. All students who take exams remotely sign an academic integrity pledge for each exam taken. This statement is also a part of the MOU signed at admission. Any breach to the Exam/Academic Integrity will result in a report to the Dean of Students and the California Bar.
2. All students must type their exam in Examplify. The only exceptions to this are made by the Director of Assessment or Dean of Students.
3. Students may not use or have any cell phones or other programmable devices in their exam testing space. This includes programmable watches, calculators and other devices that can connect to the internet.
4. Students may not discuss the exam questions with each other during the exam. Faculty will not be available to answer questions directly during exams. Faculty will only be available to answer questions from the Director of Assessment or dean on duty.
5. Students are responsible for being aware of instructions given by faculty, which are stated under "Professor's Instructions" on the exam cover sheet. In the event that you feel there is an issue with the exam as written, follow these instructions:

"Answer the examination as written. If you believe a mistake in drafting the examination has been made or that a question is ambiguous, state your assumptions in your answer. Your professor will review your stated assumption in grading the examination. Do not attempt to contact the professor to secure a clarification. If an examination problem appears to have no solution, contact the proctor."

6. Students may not refer to notes, casebooks, textbooks, study aids, or other references during exams unless approved by the professor on the exam instructions. If class notes are permitted, students may or may not use laptops, tablets and/or e-readers to access notes depending on the professor's instructions. Students may utilize the Internet only with the permission of the professor on the exam instructions. Please note that if electronic/computing devices such as laptops, tablets, e-readers etc. are allowed and utilized for access to notes and other materials, technology support is not available for those devices. Students are responsible for making sure that these devices, should they be allowed, are in working order.

7. To protect anonymity, students should use only their SCU School of Law Anonymous Grading ID number on exam questions and answers. Prior to the posting of final grades on the eCampus system, students may not reveal their Anonymous Grading ID number to their professors. Students should not include their names on any exam materials. In the case of Research Papers where the nature of the course requires self-identification names may be used.
8. You may use blank scratch paper, but you must shred following the close of your exam.
9. When finished writing an exam, it is the student's responsibility to verify that the exam has successfully uploaded in Examplify.
10. If it is detected that a student is using unauthorized materials, looking at another student's work, talking with another student, or otherwise behaving in a manner suggestive of cheating, a written description of the behavior observed or reported will be given to the professor, director of assessment and the senior assistant dean for student services for further action.
11. Exams must start at the published time or as instructed by the professor. No extra time will be given to launch their exam software or complete the exam. Students who begin significantly late for an exceptional reason should petition the director of assessment immediately to reschedule the exam.

Rescheduling Exams
Visit https://law.scu.edu/bulletin/examinations/ for more information on rescheduling exams

Use of Laptop Computers
The law school encourages students to use laptops for taking exams. To do so, students must use the Examplify program, from ExamSoft, which provides a simple and secure word processor. Some exams require the use of Examplify to take the multiple-choice portion of the exam. All students are provided an account that allows them to download Examplify and use the "Drop Box" (Performance Assessment) feature for take-home exams. Each year in the fall students must login to the ExamSoft website at www.examsoft.com/sculaw, download and install the latest version of Examplify, then register their copy using the credentials they are emailed early in the semester. The software vendor may require updates or re-installation at any time during the school year.

Students who wish to use their laptops for exams are responsible for installing the latest version of Examplify ahead of time. These files may be downloaded from www.examsoft.com/sculaw. Support for installation and setup for exams is available from Law Technology and/or the vendor, Examsoft.

Any attempt to disable or tamper with the security features of Examplify will be prosecuted as a violation of the Academic Integrity Policy. The software itself records all keystrokes, and any attempts to override the system's security will be noted. Attempts to start the exam before the proctor starts the exam or to continue after the official time has elapsed are also recorded.

Students must be familiar with their equipment by the time of the exam. Students are not permitted to delay the start of an exam due to computer problems. In the event of a computer malfunction, proctors and other support staff will provide a limited amount of support. It is the student's responsibility to ensure that she or he is familiar with Examplify, the software used to take exams, by taking one or more of the mock exams that are available. The mock exams all have a password of "bronco5," not including the quotes or comma.

Students should make sure their computer's battery is well-charged. While wireless network connectivity is available in our exam rooms, we strongly recommend that students bring their own network cables, as connectivity is required at the conclusion of each exam and a wired connection is the most reliable.

All computers are subject to inspection before and after an exam.
See law.scu.edu/lawtech/santa-clara-law-school-exams/ for more information about laptop use and support.

To view this section in its entirety, please visit: https://law.scu.edu/bulletin/examinations/

LL.M. in U.S. Law Student Exams

LL.M. in United States Law students for whom English is a second language in which they have not reached academic competence may request additional time, up to time and a half, for exams. These students may also request the use of a translating dictionary. No legal dictionaries or electronic dictionaries are permitted.

Absent an approved request for language accommodations, students are required to follow standard exam rules. Language accommodations may only be requested for exams in courses that are being graded on a Pass/No Pass basis. Students taking exams in courses on a graded basis are not eligible to petition for language accommodations. Students are required to follow standard exam rules.

IMPORTANT: For the fall and spring semesters students must request language accommodations within the first eight weeks of the start of the semester. Summer students must request language accommodations within the first week of the start of the session. Summer session deadlines will apply to off-cycle and short-term courses.

Accommodated Exams

Students with disabilities may receive accommodation in the exam process. Students must submit requests for accommodation to the Office of Accessible Education in a timely manner, no later than the end of the fourth week of classes. Late requests may not be possible to accommodate. All requests must be supported with appropriate documentation in keeping with the law school's Americans with Disabilities Act (ADA) policy.

Distribution of Graded Materials

Faculty members individually determine how their graded exam materials may be accessed by students. They may distribute the materials to the students, meet with students on an individual basis to review the exam, or return materials to the students by appointment only through the Law Administrative Services Office through Exam Return Review. Exam materials are retained for a period of one year only. Part-time students are able to make arrangements to review outside Law Administrative Services normal business hours.

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