

EXAMINATION POLICIES AND PROCEDURES

- 1. EXAM NUMBERS.** Students are assigned a unique exam number each semester. Students will be notified by the Office of Student Services when exam numbers are available. Do not use an exam number from a previous semester. **Do not put your name or UIN on any examination or reveal your exam number to a professor; doing so violates the law school's Academic Standards and Honor System Rules.**
- 2. Open Book In-Class EBB Examination.** If the examination is an open book in-class EBB exam, students may use only hard copy materials and will not be allowed to use e-books or other electronic materials during the examination.
- 3. Electronic Devices.** No electronic devices other than one exam laptop with EBB software may be used during the examination. This includes cell/smart phones, smart watches, tablets, iPods, MP3 players, cameras, digital or tape recorders, headphones, earphones, earbuds or any other device that is capable of transmitting or recording information. All such devices must be turned off and stored in lockers or bags/backpacks at the sides or front of the exam room. Due to the similarity between "smart" watches and other watches, **no wristwatches of any kind will be allowed.** Any electronics visible during the exam will be confiscated by the proctor and turned in to the Associate Dean of Academic Affairs. Soft earplugs may be used.
- 4. Laptops.** The use of one personal laptop to take exams is provided as an option for students and is not a right. The law school is not responsible for laptop failure during an exam and will not provide a back-up laptop or power cord. Therefore, prior to the exam, students should make sure their laptops are in good working order and the latest EBB software has been downloaded and working properly. Students should bring a power cord for their laptops to the exam. Exam start times will not be delayed due to individual student computer issues.
- 5. Exam Preparation for Laptops.** Students are responsible for ensuring that their laptops are ready for EBB exams. If you plan to use Electronic Bluebook (EBB) for any of your exams, you must download the latest EBB software version through the law school [EBB website](#). If you need assistance with downloading software, malware/ virus scans, general software updates, or an overall laptop tune-up, please make an appointment with the IT department at least 7-10 days prior to your first EBB exam. It may not be possible for IT to honor last minute requests for services. Please consult [the system requirements for the EBB software](#) for more information.
- 6. Arrive Early.** Students should be in the examination room at least 15 minutes prior to the scheduled start of the examination. No extra time is given to students who are late for an exam.
- 7. Personal Items.** Backpacks, book bags, or bags/purses may not be at the table with you during the exam. They must be left in your locker, or if you are in a room with a proctored exam, at the sides or front of the exam room.
- 8. Food.** Food (small, quiet, odorless snack) and drink may be brought into the exam.
- 9. Exam Supplies.** Exam supplies such as Bluebooks, Scantron sheets, and scratch paper (if allowed) are provided in the exam rooms. Students must bring their own pens, pencils, earplugs and calculator (if permitted).
- 10. Late Arrivals.** Absent an emergency, a student arriving late will not be given additional time to complete the exam. Foreseeable circumstances, such as heavy traffic, are not considered emergencies.
- 11. Emergencies.** If you have an emergency involving you or a member of your immediate family, you may request to reschedule an exam. **Please refer to number 3 of the Rescheduling Exams section below** for additional details and contact information.
- 12. Unexcused Failure to Take an Exam.** If you fail to take a scheduled examination on the date and time specified on the exam schedule or you fail to timely turn in a take home exam in accordance with the governing instructions, you will receive the grade of F for the exam unless you have been excused in advance by the Associate Dean of Academic Affairs.
- 13. Attendance Roster.** Students must check in with the room proctor prior to the exam who will record the students' attendance. Students must have a University-issued or government-issued photo id (such as a student id card or driver's license) to check in with the room proctor.
- 14. Technical Difficulties.** Students who chose to complete the exam using EBB software should be prepared to write the exam in the event of a computer or software malfunction. If you have a technical problem during an exam, you must notify the proctor immediately. You should begin immediately writing your exam in a Bluebook and a member of the IT staff will be notified to assist with technical problems. If the problem cannot be resolved, the remainder of the exam must be written by hand. If the laptop problem is resolved, you should start typing at the point in your answer where you stopped writing in the bluebook. No extra time will be allotted for completing your exam in the event of an individual computer malfunction.

15. **Leaving the Exam Room.** Once you have received your exam packet, you may not leave the exam room except to use the restroom or in case of emergency. If you leave the room, you cannot remove anything from the room and you will not be compensated with extra time. If you leave the room during the exam, you must notify the proctor who will sign you in and out. Only one student may leave the room at a time to use the restroom.

16. **End of Exam.** When time has been called, you must stop writing/typing your answer, even if you are in the middle of a sentence. Failure to stop writing when time is called can result in grade penalties and a possible Honor Code investigation.

17. **Returning Exam Materials.** It is the student's responsibility to make sure that all testing materials are turned in to the proctor at the end of the exam. Professors may impose penalties (e.g., a failing grade or grade reduction) for any exam or portion of an exam that is taken out of the exam room. At the end of the exam, place all exam materials (examination, scratch paper, Bluebooks, and Scantron sheet), whether used or unused, in your examination envelope. In closed book exams, you may not leave the room with any paper that was on your desk.

18. **The Honor System.** Students are expected to follow the law school's [Honor Code and Honor System Rules](#) during the examination and grading periods. Failure to report a violation of the Honor Code and Honor System Rules is itself a violation of the rules.

19. **Post-Examination Discussions.** Students who have taken an examination may not convey information about a particular examination to a student who has yet to take the examination. Students have an obligation to determine whether another student has taken the examination before discussing the contents of a particular examination. Similarly, students who have not taken an examination may not receive or solicit information about the examination from a student who has already taken it. This rule applies not only to oral conversations but also to written discussions, including those in electronic form or on social media, e.g., Facebook. Such communications or electronic postings are subject to disciplinary action under the Honor Systems Rules.

20. **Anonymity.** To preserve anonymity, examinations shall be identified only by the exam number issued to each student. **Do not put your name or UIN anywhere on the exam packet, exam materials, or the exam itself.** During the exam and grading periods, do NOT contact your professor either in person, by phone, or by e-mail. Professors do not reschedule examinations and any attempt to contact a faculty member may jeopardize anonymous grading and violate the Honor System Rules. Once a take home exam has been distributed, do not contact the professor with any questions. Finally, once the exam period is over, do not contact the professor with any questions or concerns about the exam until the grades have been posted. Any questions may be directed to the Associate Dean of Academic Affairs (academicaffairs@law.tamu.edu) or the Registrar (law-registrar@tamu.edu).

ACCOMMODATIONS

Students seeking an exam accommodation must contact the Assistant Dean for Student Affairs and submit an [Exam Accommodation Request](#) by the fourth Friday in the fall semester, by the fourth Friday in the spring semester, and at registration for the summer and winter sessions. The law school cannot guarantee that a late request for an exam accommodation will be granted. Please remember that a request for accommodation must be supported by appropriate documentation and must be requested each semester.

EXAM CONFLICTS

An exam conflict is defined as:

- (1) more than one exam scheduled for the same timeperiod,
- (2) two exams scheduled in consecutive exam periods on the same calendar day, or
- (3) three exams whose start times are scheduled within one 24-hour period.

To reschedule an exam under this rule, the student must submit an [Exam Reschedule Request Form](#) to the Office of Student Services (law-registrar@tamu.edu) by the fourth Friday of the fall semester, by the fourth Friday of the spring semester, by the third Friday of the summer session, or by the second class of the winter session. The exam will be rescheduled for a time as soon after the originally scheduled exam as practicable. The Associate Dean of Academic Affairs determines which exam will be rescheduled and when. Students do not have the option to request rescheduled exam dates.

RESCHEDULING EXAMS

1. Exams will be rescheduled to a time only AFTER the originally scheduled exam, not before. All rescheduled exams must be taken before the end of the final exam period unless there are extenuating circumstances as determined by the Associate Dean of Academic Affairs.

2. Students are expected to be available during the entire examination period. Exams will not be rescheduled for personal convenience, travel, family, or work obligations during the examination period. In the event of inclement weather,

power failure, or other extenuating circumstance, every effort will be made to reschedule exams during the scheduled exam period.

3. **Emergencies.** If you have an emergency involving you or a member of your immediate family, you may request to reschedule an exam. An example of an emergency would be an unanticipated serious illness requiring medical attention. If an emergency arises, you must contact the Office of Student Services, law-registrar@tamu.edu (817-212-4001) or the Office of the Associate Dean of Academic Affairs, academicaffairs@law.tamu.edu (817-212-3819) as soon as possible and no later than the scheduled date and time for the exam. In the case of illness, a note from a doctor explaining your diagnosis and treatment must be submitted to the Associate Dean of Academic Affairs within a reasonable time. In all other cases, you must submit a written statement setting forth the nature of the emergency along with any available supporting documentation. The exam will be rescheduled for a time as soon after the originally scheduled exam as practicable. The Associate Dean of Academic Affairs determines when the exam will be rescheduled. Students do not have the option to request rescheduled exam dates. If you are a student receiving exam accommodations and have an emergency, you should also contact the Office of Student Affairs.

4. **Late arrivals.** Absent an emergency, a student arriving late will not be given additional time to complete the exam. Foreseeable circumstances, such as heavy traffic, are not considered emergencies.

5. **Unexcused failure to take an exam.** If you fail to take a scheduled examination on the date and time specified on the exam schedule or you fail to timely turn in a take home exam in accordance with the governing instructions, you will receive the grade of F for the exam unless you have been excused in advance by the Associate Dean of Academic Affairs.