I. The Academic Program

C. Final Examinations

2. Computer-Based Examination Policy

Students enrolled in courses in which the professor has a scheduled examination will take that examination via computer. Unless otherwise permitted by the professor, examinations require the use of specific computer examination software ("Examination Software").

Prior to their first computer-based examination, students must:

a. Attend an orientation session to obtain all necessary information and policies regarding computer-based examinations ("Orientation Session"). Dates for Orientation Sessions will be determined and distributed by the Office of Student Life;
b. Register for, download, and install the Examination Software, and comply with any start-up requirements of the Examination Software (e.g., completion of a qualification examination), as specified in the Orientation Session;
c. Complete a mock exam as directed and as provided in the Examination Software; and
d. Ensure that their computer meets the School of Law Technology Requirements.

Students are advised that they are solely responsible for any technical problems that may arise during an examination and that malfunctioning equipment (including, but not limited to, the following: software problems, loss of power, and faulty hard drives) is not grounds for examination relief or additional time. In the event of any serious malfunction, students should complete the remainder of the examination in handwriting using standard green books as provided by the Office of Student Life. Students must report to the examination room with writing implements for their use in case of malfunctioning equipment. The Examination Software automatically backs-up every minute; therefore, answers written prior to the malfunction should be recoverable from the computer's hard drive.

On the day of the examination, students must:

a. Bring a laptop with the Examination Software already installed, registered, and ready for use;
b. Bring a laptop power cord and charged battery pack;
c. Arrive at least twenty (20) minutes prior to the examination start time to set up the laptop; and
d. Be prepared to hand write their answers in green books if they experience problems with the Examination Software or their computer.

Students must upload their completed examination answers before leaving the examination room. If that is not possible, the student must immediately proceed to the Office of Student Life, obtain any necessary assistance, and upload or otherwise submit their completed examination answers before leaving the law school building. Administrative penalties for violating this rule include a notation in the student's file, suspension of Examination Software privileges, and/or proceedings under the Honor Code. In addition, the faculty member teaching the course retains the discretion to impose non-administrative penalties.