

## **I. The Academic Program**

### **C. Final Examinations**

#### **2. Computer-Based Examination Policy**

Students enrolled in courses in which the professor has decided to allow computer-based examinations may elect to take their examinations using laptop computers. Please note that not all courses in any given semester will offer a computer-based examination option.

Unless otherwise permitted by the professor, computer-based examinations require the use of specific computer examination software (“Examination Software”).\*

Therefore, interested students must decide whether to pursue the computer-based examination option well in advance of the examination.

Students who indicate their intent to take an examination via laptop may, at any time, later elect not to take an examination on computer, but to be eligible to take a 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. By the date specified in an Orientation Session, notify the Director of Admissions and Records of their intention to take specific examinations using a laptop computer and comply with all policies set forth in an Orientation Session.
- c. As specified in an Orientation Session, 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).

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) 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 bluebooks. The Examination Software automatically backs-up every minute; therefore, answers written prior to the malfunction should be recoverable from the computer's hard drive. As such, students taking examinations on computer must report to the examination room with writing implements (bluebooks will be provided).

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.

- d. Be prepared to hand write their answers in bluebooks if they experience problems with the Examination Software or their computer.
- e. 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 his or her completed examination answer, or in extraordinary circumstances make other appropriate arrangements for doing so, before leaving the law school building. Administrative penalties for violating this rule include a notation in the student's file and/or suspension of Examination Software privileges. In addition, the faculty member teaching the course retains the discretion to impose non-administrative penalties.