

Law School Final Exams
Spring 2023
Frequently Asked Questions

Q: When is my exam?

A: All exams will take place at the time indicated on the published Final Exam Schedule, and students are expected to complete the exam at the scheduled time. All exams will be in person at the School of Law. Please reference the exam room schedule for location(s) of your exam(s). The exam room(s) will open up 20 minutes prior to the scheduled exam start time to allow you to get settled, have your computer ready to go in Exemplify, and be ready to begin at 8:30 AM or 1:30 PM. A member of the School of Law staff will start and stop your exam as scheduled. Exams will start at the scheduled exam time.

Students must be on time for their exams. If a student arrives more than 15 minutes late, the student must get the exam from the Office of Student Life. Except in extraordinary circumstances, an exam that starts late must be turned in at the scheduled conclusion of the exam.

Students should not make plans for travel to begin until **AFTER** the end of the exam period. We schedule a make-up day at the end just in case of school cancellations or unforeseen circumstances.

Q: Something came up and I don't think I'll be able to take my exam as scheduled. What should I do?

A: Under the exam rescheduling policy (<https://law.und.edu/files/docs/policy-manual/section-l-c/l-c-3-examination-rescheduling-policy-reformatted.pdf>), students may request a rescheduled exam in the event of "a bona fide emergency or unplanned event affecting the student, beyond his/her control, which makes it impossible or unduly burdensome to take the exam at the regularly scheduled time."

If after reviewing the exam rescheduling policy you feel you have experienced or are experiencing circumstances because of which you would like to request a rescheduled examination, please contact Dean Parrish as soon as possible to discuss your situation.

Students should not make plans for travel to begin until **AFTER** the end of the exam period. We schedule a make-up day at the end just in case of school cancellations or unforeseen circumstances.

Q: How will I receive my exam?

A: The exam will be fully administered through Exemplify. All question text and answer choices for multiple choice or matching questions will be within Exemplify. Essay and short answer questions will be provided as a hard copy in the classroom, however students will type their responses within Exemplify. Prior to the exam day, you will receive an email to download the Exam File within Exemplify for any of your scheduled final exams. Please make sure to download the Exam File prior to exam day. All hard copies of the exam must be turned in at the conclusion of the exam. Do not remove any pages from the exam.

Q: Can I handwrite the exam?

A: Students are strongly encouraged to take their exams using Exemplify; your exams will be easier to read and understand if taken in Exemplify rather than handwritten. If you have concerns about taking the exam using Exemplify, please contact Dean Parrish prior to your exam(s).

Q: How will I get the exam password for my Exam(s)?

A: The exam password will be provided by the Office of Student Life on the white board in the exam testing classroom.

Q: What is my exam number?

A: Each semester, students are provided with an exam number to provide anonymity with grading of exams. Please pick up your exam number in the Office of Student Life PRIOR to your exam(s). Do NOT write your name on any exam materials. Students may request their exam number electronically by emailing Pam Shea from their UND account.

Q: What can I bring into the classroom with me for the exam?

A: Please consult your faculty member regarding permitted materials that they allow during the exam.

Cell phones, smart watches, and any other smart devices must be stored in your backpack or outside of the exam room, and completely turned off. All backpacks, purses, jackets, etc. must be placed at the front of the classroom or outside of the exam room. For open book exams, the use of e-books is not allowed. If you chose to bring food or beverage with you during the exam, please be mindful of what you are eating (noise, scent, etc.)

Q: Am I able to open/close Exemplify during the exam or access other files on my computer?

A: Once you open Exemplify, you will need to keep the software open until you submit the exam. Your exam will automatically close when the time limit has expired. You will not be able to exit and re-enter the exam. While in Exemplify, all other applications and access to files on your computer will be locked and the internet will be disabled until you exit out of Exemplify. This includes that you will not have access to electronic books on your computer.

Q: I finished my exam early. Can I leave?

A: If you finished the exam prior to the scheduled end of the exam, you may upload your exam within Exemplify. Please ensure that you get the screen showing your exam has successfully uploaded prior to leaving the exam room, and bring the exam and any other materials required to be submitted directly to the Office of Student Life.

After completing and submitting the exam, students must leave the testing areas and corridors IMMEDIATELY.

Q: What version of Exemplify should I have?

A: All students should make sure to update their Exemplify to version 2.9 prior to the Final Exam period.

Q: I'm worried my computer won't support Exemplify. What at the minimum system requirements?

A: To view the most up to date minimum system requirements for Exemplify, go to:

<https://examsoft.com/resources/exemplify-minimum-system-requirements>

[For instructions on how to check your computer's specifications, click here.](#)

[For instructions on how to update your device to be within these guidelines, click here.](#)

[For instructions on how to check your version of Exemplify, click here.](#)

Note: We do not support iPads for our School of Law exams.

Q: What happens if I have technical difficulties during the exam?

A: Don't panic! Your work is saved every 60-seconds! If technical issues occur during the exam go to the Office of Student Life immediately for assistance from Pam. If for some reason we are not able to get your computer up and running again, students will switch to Green Book to complete the remainder of their exam.

Q: I am unclear on part of the exam. Should I reach out to my professor with questions on exam specifics?

A: No. Unless otherwise directed in the exam instructions, if you have any questions during the exam please reach out to Dean Parrish or Pam Shea. If needed, we will clarify with the faculty member.

Q: I previously received an accommodation on exams. Will I receive this again?

A: Per UND School of Law Policy IV.A, the School of Law seeks to provide all students with an equal education opportunity. If accommodations are necessary for any reason, it is the individual student's responsibility to contact UND's Disability Services for Students (DSS) office as soon as possible to ensure that reasonable services will be available. As a reminder, accommodation requests must be renewed **each semester**. DSS will issue a memo to the student with details on the need for accommodations and the recommended accommodation. It is the student's responsibility to provide the Office of Student Life with a copy of that memo. This should be done as soon as possible, but at least 30 calendar days prior to any examinations. For questions on accommodations, please contact Dean Parrish.

Accommodated students will receive individual communication from the Office of Student Life regarding testing arrangements.