

## Spring 2021 Final Exam Procedures – Covid-19 Revised Protocols In-Person Exams Only

Scope: These protocols are in effect for Spring 2021 in-person exams only and supersede the normal exam policies posted at: <https://www.stmarytx.edu/policies/school-of-law/law-school-exam-policies-procedures-students/>

New Policies:

1. All students, proctors, and staff must wear facial coverings in accordance with St. Mary's University policy at all times.
2. Students are not allowed to enter the exam room until 15 minutes before the scheduled exam time (7:45 am for an 8:00 am exam; 12:45 pm for a 1:00 pm exam; 5:45 pm for a 6:00 pm exam), in keeping with the past rules. Students arriving late to the exam will not be given any additional time to complete their exam.
3. There will be:
  - A. NO Exam Seat Assignments for the students;
  - B. NO initial check-in by the proctors;
  - C. NO pencils available for student use.
4. Seat Number Cards will be taped on the tables by the seats. All exam materials will be placed by each seat prior to students being allowed to enter the exam room. Students may sit at any seat that has the exam materials. The materials will include:
  - A. Pledge Sheet
  - B. Copy of the Exam, numbered to match the Seat Number
  - C. 2 sheets of scratch paper
  - D. Scantron, if required for test
  - E. Blue book, if required for test; a student who chooses to handwrite an exam that is prepared for laptops can request a blue book before the start of the exam.
5. **Pencils will NOT be provided by the Law School under any circumstances- STUDENTS MUST BRING THEIR OWN PENCILS.** Students are required to bring all their own writing materials, which includes pencils, pens, erasers, or highlighters.
6. **Students must place their ID Card - either St. Mary's University Student ID card or valid Driver's License - face-up next to the Seat Number Card on the table in front of their chair.**
7. All belongings - backpacks, purses, bags, computer bags, coats, jackets, hats, scarfs, etc. - are to be placed on the floor by their chair. **All cell phones or smart watches are to be TURNED OFF (not just silenced) and placed INSIDE THE STUDENT'S BAG AND PLACED ON THE FLOOR.** No electronic devices are to be kept in a student's pockets. Students are not permitted to access a phone or a smartwatch during the exam. Students are not permitted to access personal backpacks or purses once the exam has started.
8. In accordance with past rules, no drinks in any sort of container, food, or candy are allowed in the testing area.

9. In accordance with past rules, students will need to sign out, and back in, for restroom breaks, with only one student allowed to leave the exam room at a time.
10. Students are not to approach the proctors or staff at any time, to maintain social distancing.
11. **WHEN A STUDENT HAS COMPLETED THE EXAM, OR WHEN TIME IS CALLED, the student will leave all exam materials - pledge sheet, exam, scantron, scratch paper, blue book - FACE DOWN at their seat** for pick-up by staff at the conclusion of the exam.
12. Students are to quietly leave the room when they have completed their exam, and to exit the building. **Students are not allowed to remain in the hallways once their exam is over.**

### **Spring 2021 Final Exam Procedures – Policies Still in Effect**

Proctors will NOT have access to the students' exam numbers at any time during the exam administration. It is the responsibility of the student to have her/his exam number prior to entering the exam room. **Please do not approach a proctor to try to obtain a pin number.**

Students can have only their photo ID, pencils, erasers, a pencil sharpener, pens, and highlighters at their seat. If a student is using a laptop computer with ExamSoft already loaded, the student may also have the laptop and its power cord at their seat. If a professor permits certain materials, such as a statutory supplement or textbook to be used during the exam, those materials will be permitted. While we discourage bringing personal belongings into the exam room, if you must bring a purse or a backpack, it should be stored beside you during the exam. Students cannot access these belongings during an exam.

Hats, caps, sunglasses, keys, etc. must be placed in the students' bags OR on the floor by their seat. These items may not be on the desktop.

#### **EXAM PLEDGE AND HANDING OUT EXAMS**

Students will be required to complete the *School of Law Exam Pledge*, placed by their assigned seat prior to check-in, for each exam in each course. By completing the *Exam Pledge*, the student certifies that he/she does not have a cell phone or other banned electronic device accessible during the exam, and acknowledges that the student will submit all required exam materials at the end of the exam. The *Exam Pledge* will be kept in the Office of the Associate Dean and will NOT be given to the professor.

Other material that may be placed at each assigned seat, depending on the type of exam and instructions by the professor, include a scantron, blue book (if laptops are not allowed and answers are to be handwritten only), or scratch paper (if allowed by the professor).

#### **PREPARING TO START THE EXAM - HANDWRITING AND LAPTOPPING**

Students must place their **4-digit Law School PIN (exam number)** on all exam materials, to include the exam questions, scantron, blue book or scratch paper. Student names must NEVER be written on any exam materials.

For exams using a scantron, the student must write and bubble-in their 4-digit Law School PIN (exam number) once they are at their assigned seat. The student must write and bubble-in the 2-digit number on the exam. The 2-digit test number is printed on the colored cover sheet of the exam.

All laptop users **MUST** bring and use a power adapter for their computer. If they do not bring it with them, they must write their exam in a blue book.

Students planning to type their exam must run the law school's prescribed exam software regardless of whether the exam is open book or closed book. Students must download ExamSoft (for exams where allowed) prior to the start of the exam period.

Students who intend to laptop must immediately launch ExamSoft when they enter the exam room and shall not turn on their computers and pull up their notes, outline, etc. to study in the exam room. Students cannot connect to the internet except for the SoffTest website.

Students who are lapping must get to the "Stop" (PC) or "i" (Mac) screen and wait for further instructions from the professor. The "Spell Check" feature is available for ExamSoft users.

**Students planning to type using ExamSoft who are not able to successfully launch SoffTest at the start of the exam must handwrite. Any lost time will not be given back to the student to complete the exam.**

The start of an exam will not be delayed to wait for a laptop user to finish uploading or launching the exam. A laptop user **MUST** be ready and at the "STOP" (for PC) or "i" (for Mac) when all other students in the exam room are ready to begin. If there is a malfunction in the launch of the software, the student will be given a blue book and **MUST** handwrite.

We will not provide technological support for any late arrival.

Blue book writers and laptop users will begin their exams at the same time.

### **DURING THE EXAM**

Proctors will use the on-screen stopwatch to post the exam time for the room; it will provide a countdown of the time remaining on the exam that all students can see.

In rooms where there are 2 proctors, 1 proctor will be at the back of the room and 1 proctor at the front throughout the exam.

Students who are **laptops** will not have IT support once the exam begins. If a laptop crashes or freezes during an exam, the student must raise her/his hand and the proctor will bring a blue book and allow the student to complete the exam by handwriting the remainder of the exam. However, no extra time will be allowed to finish the exam. The Administration will ensure the professor receives both the portion of the exam completed on ExamSoft, if any, and the portion completed in a blue book.

After the exam begins we cannot entertain student questions. If a problem arises with an exam question, please note your question on the exam for your professor to consider. If a non-substantive exam issue arises, such as a technological issue, please obtain a blue book and continue your exam by handwriting it. All other questions should be reserved until after the exam and communicated by email to Ms. Yvonne Olfers and/or Associate Dean Ramona Lampley.

Students are permitted to use the restrooms only in the building where they are taking the exam; **only one student is allowed to be out of the exam room for a restroom break at a time**. Students must leave their student ID and all exam materials face down at their seat and **may not take any materials with them during an exam break**. The proctor will log the departure and return time of the student on a log sheet. Students must return within five minutes and will not receive additional time on their exam.

Students are not permitted to leave the building where they are taking an exam for any reason until they have completed their exam.

Students are **NOT** permitted to leave their seats during the last 5 minutes of the exam.

### **EXAM CONCLUSION**

No student is allowed to leave the room, or turn in her/his exam, during the last 5 minutes of the exam. The proctor will announce when 5 minutes are remaining and that all students are to remain in their seats until time is called proctor will loudly announce “STOP WORK” at the end of the exam time. Any student who continues to write or type will be noted on the Exam Manifest by the proctor and reported to the Administration, with the exact amount of time the student continued to write or type.

**Students using ExamSoft must upload their completed exam at the end of the exam administration once time has been called by the proctor. A green “Congratulations” screen will appear after a successful upload. A student shall not leave the classroom until she/he has received this notice. If a student fails to upload their exam immediately after the exam has ended and before leaving the exam room, the professor will be notified of the delay and the extent of the delay by the law school administration. **The professor may lower the student’s grade based on the reported delay.****

Once the student has turned in the examination and any required supporting materials (scantron, blue book, scratch paper) he/she must leave the room as quickly as possible and proceed outside.

Students must leave the building once they have completed their exam and are not to remain in the hallways where they could cause a disturbance to other students still taking an exam.