

Exam Reminders- First Year Students

General Reminders

Location

- You do not have to take exams in the Law School.
 - If your professor allows you to do so, you may print out your exam on a home printer. **We strongly encourage you to avoid printing your exams in the computer lab. When hard copies are available, the Registrar's Office can distribute them to you. You will not be given extra time if you experience long lines or other issues while printing an exam in the computer lab.**
 - If you do not have a printer and would like to purchase one for the purpose of taking your Fall 2020 exams remotely, you may be eligible to receive reimbursement (up to \$75) for your purchase. Please contact glee@law.ua.edu for additional information.
 - If you experience problems printing your exam, please contact glee@law.ua.edu. We will make every effort to ensure that you can obtain a hard copy of your exam.
 - If you would prefer to receive hard copies of your exams (when allowed) via mail, you **must** confirm this preference with the Registrar's Office and update your Preferred Address on myBama no later than **November 20, 2020**.
- You *may* take an exam in the Law School if you choose to do so.
 - Every scheduled exam will have a designated room you may use to take your exam. When available, hard copies of exams will be distributed in these classrooms.
 - **If you are instructed to quarantine, you must not enter the Law School building.** Please contact glee@law.ua.edu if you were planning on picking up a hard copy of your exam in the Law School building but received instructions to quarantine, and we will make every effort to deliver a hard copy to you.

Video Proctoring

- If you are taking the exam in the Law School, you must take the exam in the assigned exam room. This room will be video recorded.
- If you are taking the exam outside the Law School, you must follow the instructions in the document called "Zoom & Exemplify Instructions."

Exemplify:

Institution Id= "alabamalaw"

User ID= Your CWID

Password= Password that you received via your crimson.ua.edu e-mail

Exam Number = Anonymous Number

Exam Password= Code that you will receive from your proctor immediately before the exam begins

If you experience a problem with Exemplify:

- 1) Perform a hard reset on your computer. Press and hold the power button until the computer shuts down and then press again to turn on. Exemplify will resume after the reboot; you should then select "return to the exam"
- 2) If Exemplify continues to malfunction, please contact the Technology Department at 205-348-4347. Someone will be available to answer your questions during the time that exams are being taken.
- 3) We will work with you to rectify any technical problems, and you will be given additional time equal to any time spent addressing technical issues. If we are not able to resolve any technical issues, you may be given an opportunity to complete your exam at a later date.

Timing

- All exams must be taken at the scheduled time and date except under extraordinary circumstances.
 - o Please consult the Student Handbook for what constitutes an extraordinary circumstance.
 - o Any exam taken at a time other than the scheduled time due to extraordinary circumstances will be graded Pass/D/Fail.
- All exam times are listed in Central Time and must be taken at their scheduled times.
- If you begin your exam late, you **will not** be given additional time.
- Barring prior approval due to extraordinary circumstances, if you fail to take your exam you will be given an "F." Should an extraordinary circumstance arise, please contact the Registrar's Office as soon as you are reasonably able to do so.

Other General Reminders

Hard Copies

- **YOU MUST NOT OPEN ANY HARD COPY EXAMS UNTIL INSTRUCTED TO DO SO BY THE REGISTRAR'S OFFICE.**
- All hard copies that are distributed prior to the scheduled time for an exam will have a tamper-resistant seal and must remain sealed until immediately before you begin your exam. You will be required to provide photographic or video proof that this seal is intact immediately before you begin your exam.
- **Exams that are opened early may not be graded.**

Multiple Choice Questions

Please note that the format of your multiple choice questions may vary depending on the course. In some exams, multiple choice questions may be answered directly through Exemplify. For other exams, you will be asked to write the answers to your multiple choice questions directly into your exam. If you would like to know how your multiple choice questions will be presented, you may contact the Registrar's Office for additional information.

Questions During the Exam

- If you have a question about your exam, please contact kfuell@law.ua.edu or ccharge@law.ua.edu. We will contact the professor and respond to you as quickly as possible. Please be aware that, due to changes in the administration of exams this semester, we will not be able to post answers to the entire class.
- Please do not contact the professor regarding any issue about the exam before grades have been posted for the class.
- Once you submit your exam, you are not allowed to return to it.

Problems During the Exam

- The rules regarding rescheduling an exam due to illness or emergency listed in the Student Handbook (<https://www.law.ua.edu/misc/handbook.pdf>) continue to apply. Please contact glee@law.ua.edu if you need to reschedule your exam due to illness or emergency.
- If you experience technical problems with your computer, printer, or secondary device, during the exam, please contact the Technology Department (205-348-4347). Someone from the Technology Department will be available to answer questions while exams are being taken. For all other problems, please contact the Registrar's Office at ccharge@law.ua.edu or kfuell@law.ua.edu. When warranted (with screenshots), we will allow students who lose time addressing technical issues to receive additional time to complete their exam.
- In extraordinary cases, we may allow students who are unable to complete an exam due to circumstances outside their control to retake the exam for a pass/ D/ fail at a later date.

Electronic Casebooks

- The same general rules that apply to accessing hard copy casebooks apply to electronic casebooks.
- When an exam requires use of Exemplify, but allows students to access their outlines, you will be able to access electronic copies of casebooks that have been downloaded to your computer.
- When an exam requires use of Exemplify but does not allow you to access your outlines, you will not be able to access electronic copies of your casebooks through your computer. In these instances, you will need a hard copy or printout of your casebook.
- If you have an electronic casebook and have questions about whether you will be able to access it during your exam, we encourage you to contact either the Registrar's Office or the Technology Department.

Honor Code & Pledge Sheets

- Every aspect of the examination process is subject to the provisions of the Law School Honor Code.
- Each exam will be accompanied by a Pledge Sheet for you to review.
- You must write the word “Pledged” at the beginning of your exam in order to indicate your agreement to the terms on your Pledge Sheet. **Exams that do not contain the word “Pledged” at the beginning will not be graded.**

Grades: The Registrar’s Office will work with faculty to release grades in a timely fashion. **Please keep in mind that no grades will be released prior to January 12th.**

Additional information: Please see the Student Handbook and <http://www.law.ua.edu/academics/curriculum/examinations/> for additional information on exams.