

Exam Reminders- Second and Third Year Students

What's New This Semester:

- 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, 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**. In some cases, you may be able to pick up a hard copy of your exam beforehand. If you are interested in this option, please contact the Registrar's Office.
 - **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.**
- You *may* take an exam in the Law School if you choose.
 - 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.
 - We will have rooms designated for the taking of floating exams. When available, hard copies of floating exams may be picked up from the Registrar's Office at the times listed below.
 - You may also take your exam in other permissible locations within the Law School, although you must follow social distancing protocols.
 - If you wish to take the exam in the computer lab, you must make arrangements beforehand through the Registrar's Office.
 - **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.
- Some exams require video proctoring. Please refer to the document called "Zoom and Exemplify Instructions" for additional information on video proctoring.

- 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 have a question about your exam, please contact kfuell@law.ua.edu or ccharge@law.ua.edu. *Do not contact your professor.* 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.
- All exam times are listed in Central Time and must be taken at their scheduled times.

Exemplify:

Note: If you are interested in writing your exam answer in Exemplify, you will have the option to do so, even when this is not required by your professor. We will provide you with an Exemplify password for all scheduled exams. For floating exams, please just let the Registrar's Office know that you are interested in using Exemplify when you request your exam.

Login Information:

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.

Scheduled Exams

All exams are scheduled exams **unless** designated a floating or take-home exam by the professor. **If you are unsure whether your exam is scheduled or floating, please check with your professor.**

Timing

- Scheduled 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.
- 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.**

Location

- All scheduled exams will be assigned a room number. If you are taking your exam on campus, please report to this room in order to pick up your exam.
- If your professor allows you to take the exam outside the assigned room, you may take the exam in any part of the Law School that is freely open to students generally, with the following exceptions:
 - o Area outside the Dean's Office
 - o Area outside the window of the Registrar's Office
 - o Area outside Room 187 and 188

Floating & Take-Home Exams

Timing

- Floating exams may be picked up from the Registrar's Office (or by e-mail) Monday – Friday during the following time periods. Please e-mail glee@law.ua.edu in order to request a floating exam by e-mail.
 - o 8:15 – 8:30 am
 - o 1:00 – 1:15 pm
- If you request a floating exam by e-mail, the start time for your exam will be when your exam is sent to you. You will be given 10 additional minutes to print your exam.
- If you receive a hard copy of a floating exam, you must contact the Registrar's Office during the above times before opening and beginning your exam (see section entitled "Hard Copies" below).
- Take home exams may be picked up anytime the Registrar's Office is open, from 8:00am to 4:30pm. You may also request a take home exam by e-mailing either ccharge@law.ua.edu or kfuell@law.ua.edu during these hours. We do suggest you avoid picking up take home exams while floating exams are being distributed in order to avoid congestion.
- You are responsible for submitting your exam within the time limit specified on the exam. Exams submitted late are subject to penalties.

Location

- Classrooms have been designated for students taking floating exams. Please check with the Registrar's Office for the locations of these classrooms.
- Except as listed below, you may take the exam in any part of the Law School that is freely open to students generally.
- Students are prohibited from taking exams in the following areas:

- Area outside the Dean's Office
- Area outside the window of the Registrar's Office
- Area outside Room 187 and 188

Other General Reminders

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 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 19th.**

Multiple Choice Questions

- 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.

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