

POLICIES AND PROCEDURES GOVERNING FALL 2009 MID-TERM EXAMINATIONS AT GW LAW SCHOOL

Please read this handout carefully before the exam. If you need additional information or have any questions, please contact Records, or Deans DeVigne, Johnson or Monroe in Student Affairs at (202)994-8320.

CIVIL PROCEDURE/TORTS/CONTRACTS MID-TERM SCHEDULE

The Fall 2009, Civil Procedure/Torts/Contracts mid-term exams are scheduled for *Tuesday, October 20, 2009* according to the following schedule:

<u>Tuesday, October 20</u>	<u>Laptop Rooms</u>		<u>Laptop Rooms</u>
9:30-10:30 a.m. - Civil Procedure I		2:00-3:00 p.m. - Torts	
212-1A Colby	L301	206-4A Grodsky	LL101
212-1B Raven-Hansen	L302	206-4B Duffy	L401
212-1C Smith	LL101		
		4:00-5:00 p.m. - Civil Procedure I	
11:30-12:30 p.m. - Civil Procedure I		212-3A Abramowicz	L201
212-2A Gutman	L301	212-3B Abramowicz	L201
212-2B Trangsrud	L401	212-3C Morrison	L302
212-2C Tyler	LL101		
		6:30-7:30 p.m. - Contracts I	
		202-15/21 Swaine	L301/L302

All exams will be ESSAY, ONE HOUR in length and OPEN BOOK. Each exam will count 15% of the student's final grade. Your professor will grade your exam either by assigning it a letter grade or in some other equivalent manner, and will return it as soon as possible but no later than the week before Thanksgiving.

EXAM ADMINISTRATION – The Records Office and Office of Student Affairs administer exams. During the mid-term exams, the Records Office is open from 9:00 a.m. until 8:00 p.m. A Dean for Student Affairs is available to students at all times when exams are administered. The Records Office telephone number is (202) 994-6261, and the number for Student Affairs is (202) 994-8320.

RESCHEDULING EXAMS – Students may not reschedule their mid-term exam. *Professors cannot reschedule exams for individual students under any circumstances. All questions regarding exam scheduling must be addressed to Student Affairs.*

EMERGENCIES – Emergencies Before the Exam. In the event an emergency (such as hospitalization or a death in the family) prevents you from taking an exam, to be excused from the exam you must immediately contact Students Affairs by telephone at (202) 994-8320, e-mail at rdevigne@law.gwu.edu, djohnson@law.gwu.edu, or mmonroe@law.gwu.edu, fax at (202) 994-3696, or in person. Documentation will be required. Students who are absent from an exam *and are not officially excused* will receive a grade of F. *Student misunderstandings about the date or time of an exam is not a valid excuse for missing an exam.* Please note that the *Failure to Take an Examination* section of the Law School Bulletin only applies to final exams and, as such, may not be applicable to mid-terms.

Emergencies in the Exam Room. Immediately inform the proctor if an emergency, such as a severe illness, occurs during an exam. The proctor will contact the appropriate Law School officials. Students who leave an exam without contacting the proper Law School officials will not be eligible to finish or otherwise retake the exam at a later time.

ACADEMIC INTEGRITY MATTERS (integrity violations may result from non-compliance)

Identifying Exams. All exams will be graded anonymously. Do not convey your name anywhere on bluebooks or via laptop. A proctor in your exam will provide a confidential student exam number to identify your exam.

Materials. *For the purpose of accessing notes or an outline, laptop computers or any other electronic data storage devices are not allowed in an exam room under any circumstances. This means that if you want to consult your notes during the exam, you must bring a hard copy. Cell phones must be turned off, stored away from the desk, and under no circumstances may be used during an exam. Please sit in every other seat in the exam room to the extent possible.*

Breaks. If you need to leave the exam room, you may not take any materials with you and you may not bring any new materials back into the exam room. You may not confer with anyone about the exam or consult materials while you are outside the exam room.

Questions. Proctors will contact the professor, via the Records Office, to ask any questions about the content of an exam question. Under no circumstances should you ask for assistance from another student taking the exam or from deans or other officials.

End of Exam. Each student is responsible for monitoring the time during the exam. Proctors are not required to remind students of elapsed time. At the conclusion of the exam, as announced by the proctor, *all keyboarding and writing must stop immediately*. Students may not continue to keyboard or write after time has been announced except to exit the Extegrity program. Specifically, do not finish a sentence or write on the outside of the exam books. Numbering books or adding your student exam number can only be done in the presence of the proctor. In addition, students must ensure that all items for collection are turned into the proctor. Proctors are not responsible for checking materials that students submit.

Controlled Exams. "Controlled" exams MUST be returned to the proctor at the end of the exam. Students who fail to return controlled exams risk receiving a F.

USE OF LAPTOP COMPUTERS FOR MID-TERM EXAMS - To use the exam software for your Fall 2009 mid-term exams, please download Exam4 from www.extegritty.com in order to become familiar with the program. The software will be available beginning October 12th. Please look for a notice posted on the portal. Exam4 software is available for Windows XP, Windows VISTA, or Apple Macintosh.

Exam ID - Use your full GWID number (e.g. G12345678). You can find your number on the web portal.

Exam Mode - While practicing or during an exam, type CLOSED at the prompt. If you need assistance with the software, please stop by the Records Office.

At the completion of your exam, you will be asked to submit your answers through the law school network. The autosave on Exam4 saves your exam every 10 seconds, with an additional five minute backup so there is no risk of losing your work. **Make sure your PC is connected to the wireless network (GWLAW) before launching Exam4.** In order to test your ability to access the law school network, please complete a **PRACTICE** test submission (select Practice Exam from the pull down menu). If you cannot access the network, please bring your laptop to the Student Computer Help Desk located in Room B204. If you do not have wireless access, you may save your exam on a USB drive provided by the proctor.

Laptop exams are the default. If you wish to write your exam in provided booklets, please request this via the law school portal at least 24 hours in advance of your exam (beginning October 12). To do this, go to the "Fall 2009 Mid-Term Exams" announcement on the web portal and click on SIGN UP. Students writing their exams will be in the same exam room as laptop users.

Please e-mail Jack Heaton at rec@law.gwu.edu if you have any questions about Exam4.

The Law School is *not* responsible for any equipment failure during an exam, will not provide a back-up laptop, and will not allot extra time to enable students to address equipment failure. Students who experience equipment failure will simply continue by writing in exam booklets in the laptop room. All other exam rules above pertain to laptop users. Best wishes for a successful mid-term exam!