

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW
EXAMINATION POLICIES AND PROCEDURES

THE INFORMATION CONTAINED IN THESE EXAMINATION POLICIES AND PROCEDURES COVERS THE FOLLOWING ACADEMIC ISSUES:

- Instructions for sitting for Law School final examinations
- Use of Laptop Computers
- Using your examination number
- Completing examinations as scheduled
- Eligibility and instructions for rescheduling an examination due to conflict or illness
- Deadline for completing coursework
- Deadline for filing a Petition for Incomplete

I. Final Examinations

A. Examination numbers

Student examinations, in class and take home, are identified by number rather than name, and therefore, are graded in anonymity. Random examination numbers are assigned each semester and are sent via e-mail to each student's USFConnect e-mail address prior to the commencement of the examination period.

B. Completing examinations as scheduled

Students must take final examinations in courses in which they are enrolled at the assigned times, except in the case of "take home" examinations, in which event the examination is due as designated by the instructor. A final examination schedule is posted on the Registrar's web page before the end of each semester.

C. Inability to complete scheduled examinations

1. Examination conflicts – requests for postponements must be submitted to the Registrar at least two (2) weeks prior to the beginning of the examination period.

- In the event of a conflict between examinations, one examination will be postponed.
- Re-scheduled examinations are not administered prior to the published examination date and time.
- A conflict is deemed to exist when a student has examinations that are scheduled for the same time and date; when there are four (4) or fewer hours between the scheduled end of one examination and the scheduled commencement of the next examination that a student must take; or when a student has three examinations scheduled within two consecutive days.
- Two examinations on one day do not necessarily result in a conflict.
- Any student with a conflict must complete an Individual Examination petition (available in the Registrar's Office) in a timely manner to arrange for the postponement of an examination.
- STUDENTS SHOULD NOT CONTACT OR OTHERWISE DISCUSS POSTPONING AN EXAMINATION WITH THE INSTRUCTOR OR OTHER STUDENTS.

2. Illness or emergency circumstances

- In the event that any student is unable to take a scheduled final examination because of illness or other emergency circumstances, it is necessary that the Office of the Registrar (415-422-6778) or the Office of the Assistant Dean (415-422-6304) be contacted prior to the examination and as soon as the situation arises.
- In the event that circumstances prevent a student from contacting either office prior to the scheduled commencement of the examination, the student must contact the office as soon as practical thereafter.
- Any student who has not contacted the Registrar or the Assistant Dean within 24 hours after the scheduled start of an examination will not, under any circumstance, be permitted to make-up the examination.
- PLEASE DO NOT CONTACT OR OTHERWISE DISCUSS POSTPONEMENT OF THE EXAMINATION WITH THE INSTRUCTOR OR OTHER STUDENTS. To do so is a violation of the Honor Code.
- Upon satisfactory demonstration of inability to complete the examination as scheduled, the student will be permitted to make-up the examination without the imposition of any academic sanctions. Illness must be verified in writing by a physician stating the diagnosis and the period of incapacity. Acceptable proof of other emergency circumstances will be required.

- In the event the student is unable to present an acceptable excuse for the inability to complete the scheduled examination academic sanctions will be imposed and, under some circumstances, a student may be precluded from making-up the examination, resulting in a grade of "F".

D. Re-scheduled examinations

Students who do not take an examination by reason of conflict, or other approved reason will, subject to the foregoing paragraphs, have their examination re-scheduled by the Registrar. Re-scheduled exams are not administered prior to the published examination time; they are only *postponed*. Except in unusual circumstances, the Registrar will schedule make-up examinations as close as possible to the original date of the examination without creating another conflict.

Students who re-schedule examinations may, at the instructor's option, be required to take an examination different from the examination administered to the rest of the class.

II. Examination Procedures

A. In-Class Examinations

All students must follow these examination procedures, failure to do so may result in an Honor Code violation:

1. **Examinees must bring a photo ID and their own pens and pencils to each examination.**
2. Except for *approved* laptop computers and calculators in the specified rooms, electronic devices are prohibited from both open book and closed book examinations. Materials permitted for open book examinations of any type must be brought to the examination room in hard-copy form. (see # 21)
3. **Students are encouraged to leave unneeded personal belongings outside of the examination room.** Unauthorized materials (e.g., books, notes, blank or scratch paper, etc.), which are brought into the examination room, must be immediately placed on the floor out of view. *All cell phones, pagers, wristwatch alarms, and the like must be turned off.*

We strongly advise that students do not wear perfume, cologne, or aromatic lotions, deodorants or similar items in the examination rooms. The odors from these products can be distracting or disturbing to other students.

4. A room schedule for examinations will be posted on the Registrar's web site and on each classroom bulletin board showing which rooms are assigned to each examination. Students are assigned alphabetically to a specific examination room and must sit every other seat.
5. The proctor will collect student ID cards (or other photo ID) as the examinations are distributed. The proctor will return the ID when the completed examinations are submitted. Student ID cards will be preferred, but any photo ID may be used. Any student without a photo ID will be accommodated with a sign-in and sign-out process after the examinations have been distributed to all other students with appropriate ID. When an examination has separately timed, multiple parts, the ID will be collected before the beginning of the first part, and it will be returned as the last part is collected. There is no scheduled break between the parts of an examination; the second part of the examination will be distributed as the first part is collected.

Students with ID cards will be called first to turn in their examinations. As the examination envelope is submitted, the proctor will return the ID card. Students without ID cards will then be called by the proctor to submit their exams and sign-out.

6. Examinations will be distributed in envelopes with the exam questions, Scantron answer sheets if applicable, and scratch paper. Examinees may not open the examination envelopes, nor write anything before the proctor announces the beginning of the examination.
7. The labeling of the bluebook must be completed during the examination time. The examination number, name of the course and professor must be written on the outside front cover of each examination bluebook. The examination number must also be written on the examination paper and on any other related documents. All documents are removed from the examination envelope and sorted before they are given to the instructor. Students must number their bluebooks consecutively (i.e., 1 of 3, 2 of 3, etc.) **This must be done within the allotted examination time.**

8. Examinees **must not** write their name, student ID number, or social security number on any bluebook, scratch paper, or exam.
9. **Once the proctor begins reading the examination instructions, there is to be no communicating of any form between students in the examination room until the examination has been completed.** Students are prohibited from discussing anything concerning the examination in the halls or lavatories. Students may not leave the examination room with any of the examination materials.
10. The proctor or any member of the Registrar's staff may, at any time, examine a student's examination materials and any other items that a student may bring into the examination room, or may take any other appropriate action.
11. Examinations will begin and end promptly as scheduled. A student who arrives late for an examination forfeits that portion of his or her examination time.
12. If an urgent, safety situation arises during the exam, stop working on your examination immediately, place everything inside of your examination envelope and leave the envelope on top of your desk. Examinees may not discuss the contents of the examination with anyone. The Honor Code governs student conduct during an examination that is in progress. If necessary, students should exit the building but remain near the front doors for further instructions.
13. The proctor will give a ten (10) minute warning and a three (3) minute warning prior to the end of the examination. **Once the ten (10) minute warning is given, no students may leave the examination room until the examination has ended. Students must remain seated until the proctor calls their row to hand in their exams.**
14. Each student must stop working on his or her examination when the proctor announces that examination time has ended. No student may add to or amend his or her examination after the end of the examination has been called. No student may complete the filling out of a Scantron answer sheet after the end of the examination has been called. The proctor has authority to mark any paper "late" if deemed necessary. Academic penalties will be imposed on such papers.
15. When the "end of examination" announcement has been given, each student must insert all examination materials, used and unused, into the envelope. Students must remain seated until the proctor calls their row to hand in their exams.
16. When your exam is completed please leave the rotunda area quickly and quietly to avoid disturbing others who are still working in either the same classroom or in other rooms. Please do not congregate in the rotunda, or on the stairs leading to the rotunda during the examination periods.
17. Students are advised that more specific instructions may be posted prior to any given examination.
18. For those specific examinations where the instructor is permitting the use of calculators, only simple calculators will be permitted. A simple calculator is an electronic device that has the only function of performing mathematic calculations, and has limited memory capacity. Calculators with extended memory capacity or other devices that include calculators (PDA's, laptop computers, etc.) will not be permitted.
19. **Students are prohibited from contacting an instructor from the time the examination commences until the final grades for the course have been posted. Contacting an instructor before the final grades have been posted may constitute a violation of the Honor Code.** If an issue arises in regard to either the content or the administration of an examination, the issue must be brought to the attention of the Law Registrar, not the instructor.

The following procedures, in addition to those listed above, govern the use of laptop computers in taking final examinations:

20. Students are permitted to use laptop computers to take the essay and short answer portions of their final examinations. This requires the installation of the approved examination software, information regarding the software is available in the Registrar's office. The Registrar's office will provide the instructions to save your examination answer.
21. If the examination is an open book examination you must bring with you to the examination room any permitted

materials in hard copy form. You are not permitted to access any course materials stored on your laptop computer during an open book exam of any type. This applies to an open book, multiple choice only examination as well as an open book essay or multiple type examinations.

22. *If a laptop computer fails to operate before or during an examination, the examinee must complete the examination by hand writing.* The proctor will have bluebooks available for this purpose. No extra time will be given to the examinee whose computer malfunctions before or during the examination.
23. All students using laptop computers must be set up and have the examination software running at least 10 minutes prior to the start of the examination. No assistance for students having problems will be initiated after this point. Students who are not able to have the software operational at least 10 minute prior to the start of the examination will be required to hand write the examination.

B. Take Home Examinations

1. The instructor of a course where a take home final examination is given determines the duration of the examination and the final deadline for the submission of the examination. Durations of take home examinations may be as short as 3 hours, or may cover the entire final examination period.
2. Examinations may be distributed by the instructor, or may be available for pick up in the Law Registrar's office. Students are required to sign out examinations picked up from the Registrar's office, noting of the date and time the examination was signed out.
3. All take home examinations are to be submitted to the Registrar's Office. The student must sign in the examination, noting the date and time the examination was submitted. It is the responsibility of the student to know the posted office hours, so that the student does not lose time to complete the examination. Examinations submitted after office hours should be slid under the door of the Registrar's office. These examinations will be signed in as of the opening of business the next morning.
4. Examinations that are submitted after the duration of the examination have expired or after the final submission deadline will be marked "late". Absent compelling circumstances, sanctions will be imposed on late examinations by the Registrar's office.
5. Take home examinations may have rules specific to each examination. It is the students responsibility to know and to follow these specific rules.

III. Fulfilling Course Requirements

It is the policy of the faculty of the School of Law that students complete all course requirements in a timely manner.

All students enrolled in a course for which there is a final examination are required to take the examination at the time it is scheduled. If the course does not require an examination, but rather the completion of a paper, a series of papers or reports, etc., students are required to submit the material at the time specified by the instructor for the entire class.

If any student does not complete the requirements (as explained above) for a course in which he or she is enrolled, and has not been granted an "Incomplete" (see below), the instructor will not report a grade for that student and the Registrar's Office will automatically enter a grade of "F".

IV. Incompletes

Students are required to complete all course work within the time allotted by the instructor for the entire class. Where unusual circumstances arise which create hardship and prevent a student from fulfilling these requirements, it may be possible for the student to receive an "Incomplete" and to thereby extend the deadline for completion of the course.

In order to receive an "Incomplete", students must file a petition, securing the approval of the instructor and the Assistant Dean. The forms to petition for an "Incomplete" are available in the Registrar's Office. In order to be considered, any petition must be approved and filed on or prior to the official last day of classes of the semester in which the "Incomplete" is taken. Failure to file the petition will result in a grade of "F" or "No Credit" (as appropriate) being recorded by the Registrar even when a verbal agreement has been made between the student and the instructor.

If the petition is granted, the designation "Incomplete" will be entered, temporarily, on the student's official transcript of

record in lieu of a grade for the course. The student shall not receive unit credit, for any purpose, unless and until the course is satisfactorily completed in a timely manner.

In order to remove the "Incomplete" and receive credit for the course, the student must complete all work to the instructor's satisfaction and the grade for the course must be received by the Registrar's Office by the last official day of the grading period in the succeeding semester following that in which the "Incomplete" is taken. In the event that a grade is not reported to the Registrar, for any reason, by said date, a grade of "F" or "No Credit" (as appropriate) shall be entered for the course upon the official transcript of record.

Except in unusual circumstances, a student will not be permitted to take an "Incomplete" in more than one course in a single semester.