

EXAMINATION PROCEDURES 2007-2008

EXAM NUMBERS

Law School examinations are graded anonymously. At the start of each academic year, each student is assigned an examination number, which will be distributed prior to Autumn Quarter exams and used for the entire year. Non-law students will receive their numbers from the exam proctors on the day of the exam. If you forget your exam number, your proctor will have it for you.

Law School examinations are either proctored (in-class) or take-home. All exams are taken on laptops unless the format of the exam prevents laptop use (in which case the professor will so instruct). All exams are turned in via email.

Exam schedules and schedule change petitions for each quarter are posted on the Law School website, under Academics/Exam Information.

ALL EXAMS

Prior to picking up your take-home exam or reporting to your exam room, you should create and save a document, in Word or WordPerfect (If you use a different word processing program, it must be able to be read by Word. *If it is not possible to open and print your exam, the result may very well be the same as your having not taken the exam*). This document should contain a page on which you have set up headers (not footers) containing Exam #, Course Name, Professor Name, and Pagination (1 of 6, 2 of 6, etc.) [and for students graduating at the end of the quarter, the word GRADUATING]; this is done by going to View, Header and Footer, and typing in the information. Format your answers in a 12-pt common font (Times New Roman, Courier, etc.). Double space your answers and set one-inch margins.

All exam answers must be turned in via email, to lawexams@law.uchicago.edu (both take-home exams and proctored exams). The Subject Line must be “[5-digit Course Number] [2-digit Section Number] [Student Exam number].” The body of the email must contain your name, student ID number, and the title of the course for which you are taking the exam. Your exam answer document must be attached to the email. You will receive return notification that the system has received your exam.

TAKE-HOME EXAMS

Take-home exams are to be turned in within eight hours of distribution, inclusive of travel time, unless a different time is specified. **Take-home exams must be picked up between 8:00 a.m. and 9:00 a.m. If an exam is picked up after 9:00 a.m., the time for taking the exam will be reduced accordingly.** Exams should be picked up from Classroom A, unless otherwise posted. Take-home exams may be taken at home, in assigned or open classrooms, or in the library.

Take-home exams are due no later than eight hours after the exam was picked up, or by 5:00 p.m. for any exam that was picked up after 9:00 a.m. (unless a different time is specified). Problems emailing, traffic or car problems, etc., will not be accepted. If an exam is late, this will be noted to the faculty member. If problems of any kind arise during the exam process, DO NOT contact the faculty member directly. Contact the Dean of Students' Office or the Registrar's Office.

IN-CLASS/PROCTORED EXAMS

Proctored exams are usually 3 hours in length. They may be open or closed book. In some cases a faculty member may limit the specific types of materials and study aids that can be brought to the exam. Proctored exams take place in the classroom wing. Exam room assignments are posted in the classroom wing the day before the exam.

Prior to reporting to your exam room, you should print out any outlines and notes you need, in case of a computer failure. See below for what to do in case of a computer failure during an examination.

Report to your assigned exam room no later than 15 min. before the start of the exam. If you arrive late, go to Room A to find Amy or Pontus. On arriving in the exam room, pick up and fill out one index card according to the proctor's instructions. Scratch paper will also be available. Plug in your laptop and open to the file you have created in advance for the exam. After a brief introduction, the proctor will distribute exams, face down, in exchange for your filled-out index card. Once all exams have been distributed, "Start" will be called and the time written on the board. Your proctor will announce 15 minutes remaining and 5 minutes remaining.

Save your work frequently to your hard drive. Get in the habit of hitting "Ctrl-S" at regular intervals, or visit our IT department and have them help you set your laptop to save frequently.

When STOP is called, the exam is over. You must stop working. You will be given a few minutes to save and email your exam answer document. All documents must be closed prior to sending. Students working past the stopping time will be noted as late by the proctor. Failure to stop in a timely fashion is construed as cheating and may result in a disciplinary proceeding.

IN CASE OF COMPUTER FAILURE DURING AN EXAMINATION

If your computer crashes during the exam, immediately notify your proctor. The proctor will notify us and then escort you to the IT department, who will address the problem. Once the problem is resolved, you will resume your exam in a different room (on a new laptop if necessary). You will not lose any time for the crash, and if your previous work on the exam cannot be recovered, you will be given back the time it took to write it.

IN CASE OF ILLNESS

In case of illness during the exam, please notify your proctor, who will notify us. Arrangements will be made for you to complete your exam in a separate room. **If you become ill prior to the exam, do not start the exam. Once started, exams must be completed.** Contact the Dean of Students' Office or the Registrar's Office if you become ill prior to the exam.

FOR YOUR COMFORT

You may bring food and drink in to the exam room. Be considerate: no stinky or noisy food, please. Be sure to turn off cell phones and all other audible alarms. You may listen to music with headphones, as long as you and only you can hear your music. You may leave the exam room quietly as needed during the exam, but please be respectful of the needs of your fellow test takers.

Please Note: This document is subject to change. Produced: 5/9/2008 8:48 AM

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