

## Pepperdine University School of Law Exam Policies

### Anonymous Grading

Pepperdine uses an anonymous grading policy. Please do not reveal your exam number to your professor either before or after an exam or in your exam answer. You must use your exam number on all midterm and final examinations and final papers. Your exam number changes every semester.

### Emergencies

For any emergency or illness occurring during the final exam period, please contact the Associate Dean for Academics. DO NOT contact your professor regarding your emergency as this may breach your anonymity. The Associate Dean for Academics will work with you regarding your emergency and scheduling your exam. A note from your doctor is required for all exam postponements due to illness. Be prepared to provide documentation for car accidents, speeding tickets and other emergencies.<sup>1</sup>

### Examination Room Logistics and Procedures

- Arrive at least 15 minutes before the start of your exam.
- Wait outside the room until the proctor calls you into the room.
- Sit where the proctor has placed exam materials.
- Exam questions, Scantron sheets, blank bluebooks and scratch paper will be provided by the proctor.
- **Do not write on any exam materials (multiple choice question set, scratch paper, exam envelope, or essay question) until the proctor starts the exam.** Writing on the exam materials before the start of the exam is considered an Honor Code violation and will be reported.
- Students are to checkout bluebooks from the proctor at the front table before the start of the essay exam. All bluebooks, used and unused, must be returned inside the exam envelope. Do not turn in the bluebooks separately to the proctor or put inside the exam box in the exam room.
- All scratch paper will be collected at the end of each part of an exam. Scratch paper cannot be retained from one part of an exam to another.
- The use of noise cancelling headphones or ear buds (wired or wireless) are not allowed in the exam room. You may use soft sponge ear plugs.
- Cell phones or other electronics devices (except laptops being used with SofTest) are not allowed in the exam room.
- The proctor's time is the official time. A 10 minute warning is the only warning that will be given before the end of an exam and the proctor will announce the official stop time.
- Laptops cannot be on or open during the multiple choice portion of the exam. The exception is if your exam is all inclusive with multiple choice and essay exam being given in one solid time block. During this type of exam you will be asked to start your laptop and launch SofTest first and let the laptop run for the full exam time and you may work on the multiple choice and essay exam as you like.

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<sup>1</sup> Refer to Academic Policy section 6.13 on rescheduling exams.

- Multiple laptops are **not** allowed in the exam room.
- No Post-it Notes or Flags are allowed in the exam rooms except for open book/notes exams.

### **Ending the Exam Logistics and Procedures**

- You must stop typing or writing when time is called. Typing or writing after the proctor calls time at the end of the exam is considered an Honor Code violation.
- All exam materials must be turned in at the end of each part of the exam. This includes the multiple choice question set, Scantron sheet, any scratch paper, essay questions and exam envelope.
- You must upload your exam file within 30 minutes of the end of the exam. You should receive an email from ExamSoft as confirmation of your file being uploaded. A second resource is for you to log in at [www.examsoft.com/pepperdinelaw](http://www.examsoft.com/pepperdinelaw) and go to your Exam History page under your personal login. This will show all your download and upload history.
- Please check your Pepperdine email account regularly during final exams. This is how we communicate with you if your exam does not upload successfully and on other matters.

### **Late arrivals**

Students who arrive late after the exam has started must report to the exam room. No extra time is given for being late to an exam.

### **Closed book exams**

Only the exam, writing materials and laptop for the essay exam are allowed at your desk for closed book exams. All personal items must be placed around the perimeter of the room.

### **Open book exams**

The professor will indicate on the exam cover sheet the instructions for a closed book/notes exam. All notes must be printed for the exam. You are not allowed to access your notes with a laptop, iPad, cell phone or any other electronic device.

### **Exam Dates and Times**

All final exams start at 8:30 a.m. or 1:00 p.m. Please refer to the exam schedule for your final exam schedule.

### **Room Assignments**

Room assignments will be posted daily at 8 a.m. on the assignments bulletin board outside rooms C/D.