EXAM INSTRUCTIONS TO ALL STUDENTS

After reading these instructions, if you have any questions, please do not hesitate to ask anyone in the Registrar’s Office.

IN TAKING ANY EXAMINATION, YOU ARE REQUIRED TO COMPLY WITH THE SCHOOL OF LAW RULES AND PROCEDURES FOR FINAL EXAMINATIONS. DO NOT UNDER ANY CIRCUMSTANCES, REVEAL YOUR IDENTITY ON YOUR EXAMINATION PAPERS OTHER THAN BY YOUR EXAMINATION NUMBER. NEVER CONTACT THE PROFESSOR ABOUT AN EXAM. ALL REQUESTS MUST GO THROUGH THE REGISTRAR’S OFFICE. ACTION BY A STUDENT TO DEFEAT THE ANONYMITY POLICY IS A MATTER OF ACADEMIC DISHONESTY.

Cell phones and smart watches must be turned off during an exam and they must be placed on the desk in front of you. They cannot be left in your backpacks, purses or pockets. You may never take the cell phone or smart watch out of the room during an exam. While your exam is in progress, phone calls are prohibited.

Earbuds and headphones are strictly prohibited. You may use ear plugs.

If there is only one proctor in a room, at times the proctor may have to leave the room; we remind you to act in accordance with the rules and regulations of the Honor Code.

*We would like students to remember that any violations of the Honor Code will be reported to the Honor Board for appropriate action.*

**Accommodations for Exams:** If you have had or feel that you need special accommodations for your exams, please contact the Office of Disability Services at 914-773-3710 to be granted special services during exams. Please contact them as soon as possible to ensure that you get the accommodations you need. This process may take some time to complete.

Following are rules to follow during exams:

**CLOSED BOOK EXAMINATIONS**

During Closed Book Examinations, all books, papers, notes, backpacks, etc. must be brought to the front/side of the room. Pocketbooks may be kept at the desk unless otherwise requested by the Professor. However, they should be kept in plain sight of the proctor(s) and access should be limited.
**OPEN BOOK EXAMINATIONS**
During Open Book Examinations, only the materials approved by the professor are to be allowed during the examination. Calculators are allowed only if professor agrees. Backpacks must be placed in the front of the room. Students are not allowed to share books or notes with other students.

**EXAM NUMBER**
Since Pace Law School follows an anonymous grading policy, prior to final exams and after you have completed your SCATES (class and professor evaluations), you will receive your final exam number by e-mail. An e-mail reminder will be sent when the exam numbers are released.

You will put this number on your bluebooks or your Exam 4 answers, exam envelopes, and scantrons. **NEVER PUT YOUR NAME ON ANY EXAM MATERIALS.**

Please keep the e-mail link of your exam number for the exam review period. You must provide your exam number and ID to review any exams.

**Exam 4**
Laptop Computers are NEVER allowed in the examination room unless a student is using Exam 4. Exam 4 is a program which allows students to type exams on their laptops. Information on how to download and use this program will be given to you at a later date. **Only one computer with the proper program of Exam 4 will be allowed per student.** You may not bring any other electronic device to the exam room.

Exam 4 is a program that locks down other applications and records your actions while it is running. Any attempt to “break out” of the program will be recorded and may be considered a violation of the Honor Code.

If your computer crashes during the exam, alert the proctor and he/she will notify the IT techs. No additional time will be allotted for your exam, so if this happens, continue to work on your exam in a bluebook until the IT tech arrives. The IT tech will try to log you back in but if this fails, they will copy the exam from your laptop, print, and return it to you. **No attempt to fix your computer will occur during an exam.**

**BROWN ENVELOPE**
You must complete all the information requested on the brown envelope, including your exam number. The brown envelope will hold all your materials to be turned in at the end of exam. **If you are using Exam 4 please write a big E4 on the exam envelope. DO NOT PUT YOUR NAME ON ANY EXAM MATERIALS.**

**ANSWER SHEETS (Scantrons)**
If answer sheets are used, put your exam number, **not your name**, on the answer sheet provided. Remember to put the version (A or B, if applicable) of the exam on the answer sheet. Also, please bring #2 pencils for your exam. Pencils will not be supplied for students. **NEVER PUT YOUR NAME ON ANY EXAM MATERIALS.**

**GENERAL INSTRUCTIONS**
Students are to write the examination in ballpoint pen (no felt tip pens or pencils unless using a scantron). Do not write in the margins of the exam booklet.

After the exam packets are distributed and prior to the beginning of the exam, the proctor will instruct you to remove everything from the brown envelope:

1) Put the exam face down on the desk,
2) Complete the information on the brown envelope,
3) If you are using bluebooks, put your exam number on the cover of every bluebook and also number each blue book.
4) If you are using Exam 4, log on to the program up to the opening screen. No typing is allowed before the exam begins.
5) Complete scantron (when necessary for exam). Remember your exam number goes where it says name.
6) Never write on scrap paper before exam begins.
7) When the proctor instructs you to turn over your exam, the proctor will allow you to count all pages and write your exam number on each page.
7) The proctor will then read the "Anonymous Grading Policy Rule" to you.
8) You will then be allowed to silently read the Professor's instructions.
9) When everyone is finished reading the instructions, the proctor will instruct you to begin your exam.

DO NOT BEGIN THE EXAM UNTIL INSTRUCTED TO DO SO.

NO OTHER WRITING OR TYPING IS PERMITTED PRIOR TO THE COMMENCEMENT OF THE EXAM.

Students are reminded to keep their eyes on their own examination. It is the responsibility of all proctors to safeguard against cheating. Any requests by a proctor pertaining to the exam (seat assignments, scrap, unnecessary noise, snacks, etc.) should be taken seriously by the student. During the course of the examination, the proctor is the person in authority and should be treated as such.

Passing blue books, books, papers, snacks, etc. between one another is strictly forbidden. If you require additional bluebooks or scrap, just silently signal to the Proctor or you may come up to the desk.

The Proctor will put the current time on the blackboard every half hour or so. Ten minutes before the exam ends, the Proctor will announce that you have ten minutes to conclusion.

BATHROOM
If you must leave the room during the exam, please only one student at a time and only to the bathroom (please print your name and time you leave on the “yellow bathroom sign out sheet” and time when you return to the exam room). If the proctor is not in the room, you may leave the room, again one at a time, (do not forget to print your name on “bathroom sign out sheet”). Under no circumstances may a student leave an exam room unless they are going to the restroom. (Cafeteria
trips, smoking breaks and phone calls are strictly forbidden during an exam.) Please see chart on next page for the specific bathrooms you are allowed to use.

<table>
<thead>
<tr>
<th>If an exam is held on:</th>
<th>Then use bathrooms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th floor Preston</td>
<td>Men &amp; Women - on the same floor</td>
</tr>
<tr>
<td>3rd floor Glass - Problem Room</td>
<td>Men &amp; Women - 2nd floor Glass</td>
</tr>
</tbody>
</table>
| 1st floor Aloysia      | Men - 1st floor Ottinger Building  
                          Women - basement floor Aloysia or 2nd floor |
| 2nd and 3rd floor Aloysia | Men - 3rd floor Aloysia  
                                Women – 2nd floor Aloysia |
| Ottinger Building- all rooms | Men & Women - 1st floor Ottinger Building  
                                 (Do not go to Aloysia) |

**CONCLUSION OF EXAM**
A 10 minute warning is called prior to the end of the exam. When the exam is over the proctor will tell you to put your pens down IMMEDIATELY. All exam materials, including used scrap, should then be put into the envelope provided and then submit the sealed envelope to the proctor.

Before leaving the exam room, all students MUST sign out on the pink sheet provided by the proctor at the conclusion of the exam. No talking is allowed until all students have turned in their exams.

Since there may be other exam rooms in progress when you complete your exam, please do not talk in the corridors when you leave the room. You are to leave the floor immediately after signing out of your exam.

GOOD LUCK IN YOUR EXAMS

Revised: 01/28/2016