Students taking law exams are required to become familiar with, and abide by, the rules contained in this document.

**Honor Code:** Law school exams are conducted in accordance with the Law School Honor Code. See [http://law.wustl.edu/students/pages.aspx?id=1002](http://law.wustl.edu/students/pages.aspx?id=1002)

**Anonymous Grading:** Each semester students are assigned an exam number and must use their exam number to identify their exam. Students should not include their name or other personal information on anything turned in as part of an exam. Students must not contact their professors about problems related to taking an exam, including serious illness or death in the family. To discuss a situation concerning the administration of an exam, contact Elizabeth Walsh or Linda Coffin. (Contact info provided at end of this document.)

**Penalty for failure to comply with exam time limit:** Faculty Rules state that one point is to be deducted from the final grade for every minute or fraction of a minute a student wrote or typed after end time was announced for in-school exams, or after exam end time shown in MyLaw for take-home exams. Any student receiving the maximum 5 point deduction must also be reported to Associate Dean Elizabeth Walsh, who will decide whether to report the violation to the Honor Council. There are no exceptions.

**Exam Administration and Distribution**

Do not bring phones or other electronic devices into the exam room. Food is not permitted in exam rooms.

Students who plan to type an in-school exam must use Examplify software. Only those who have registered their laptops, properly installed the Examplify software, and downloaded their exam file(s) may use their laptops during in-school exams. **Required reading** for everyone planning to take in-school exam on laptop: [http://law.wustl.edu/Registrar/pages.aspx?id=2181](http://law.wustl.edu/Registrar/pages.aspx?id=2181)

**Exam Distribution:** Distribution times for in-school exams are strictly enforced. Those who arrive late to pick up an unscheduled exam must return at another time when unscheduled exams are offered. Those arriving late for a scheduled exam must go to the Office of Student Life, Suite 210. Photo ID is required when picking up in-school exam.

Take your exam envelope directly to your exam room. Students must not carry exam envelopes to the restroom, to the cafe, to study outside the exam room, etc. After you arrive in the exam room, you may leave briefly but you may not take your exam envelope outside the exam room. Do not open your exam envelope until instructed to do so.

Students are required to be seated in the assigned exam room at least 10 minutes prior to the start time. Room assignments will be listed at the distribution site and on the electronic sign across from Suite 303. Anyone entering the exam room after this time will not be permitted to remain in the room, and will be sent to the Office of Student Life (Suite 210). In the case of a scheduled exam, your start time will not be postponed due to tardiness.

An exam assistant will begin reading the Beginning Exam Instructions ten minutes before the exam start time. Place any items not permitted in the professor’s exam instructions, as well as backpacks, laptop cases, purses, and bags of any kind, at the side of the exam room before these exam instructions begin. Students may not make notes on scratch paper, or write on answer packets, until instructed to begin the exam. **Students for whom English is not a first language will be permitted to use language dictionaries during any exam. Electronic as well as printed copies of language dictionaries are allowed, but no Law dictionaries may be used. Electronic dictionaries must not have memory capacity and must not be an application on a laptop computer or on a cell phone.**

Computers must display the yellow Please Wait screen in Examplify by the time the exam assistant begins reading. Students whose computer screens do not display the yellow Please Wait screen in Examplify at least 10 minutes before
the exam start time must handwrite that exam. The exam assistant will instruct the student to put the laptop away and pick up a handwriting packet. If the student has any questions or concerns, they should be directed to the Office of Student Life.

Those who hand write essay answers must use answer packets, available in exam rooms. Final answers must be written in blue or black ink. Write your exam number, course title and professor name on the front of each answer packet and number them (1 of 3, 2 of 3, etc.) Students who hand write an exam may not have a laptop with them during the exam.

Students exiting the room for a break during an exam must leave all exam materials in the exam room. Those using laptops should also click “View” and “Hide Screen” when leaving your seat.

If you have computer problems during an exam that are not resolved by powering down/powering up your laptop, take your computer and all of your belongings to the Office of Student Life, Suite 210 immediately. DO NOT EXIT the Examplify program. The staff in the Office of Student Life will recalculate your remaining exam time, and you will handwrite the remainder of your exam, in a different room.

Upon announcement of exam end time, all work on exams must cease. Students may not even write or type an exam number at this point. Place all exam materials inside the envelope and deposit the envelope in the “Completed Exams” box. Those who used Examplify for the exam must completely exit the exam before returning exam envelope.

**Withdrawing from a course:** Withdrawal from an exam course must be made prior to the student opening the exam. After the exam has been opened, the student must take the exam.

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**Contact Information (Business Hours 8:30 a.m. – 5:00 p.m. Monday through Friday)**

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