Exam Checklist for Law Students

Note: This checklist is comprehensive, yet non-exhaustive. Students should refer to the following link for further review of examination details and policies (http://www.law.umaryland.edu/students/registration/exams/).

Prepare Semester’s Version of Exam4
- Download most recent version of Exam4 - every testing period
- Ask each professor whether exam is Closed, Open Computer, or Open Network
- Review Exam4 policies: http://www.law.umaryland.edu/students/resources/technology/exams/

Prepare Materials for Day of the Exam:
- Computer power & Internet cables
- Several pens & pencils
- Non-electronic earplugs (as necessary)
- Copy of professor’s exam instructions (if provided to students by professor)
- Outlines, books, checklists (as permitted)
- Check exam schedule on school Website

Prepare Computer for Exam4:
- Backup data files
- Update antivirus & run full virus scan
- Update operating system
- http://www.law.umaryland.edu/students/registration/exams

Arrive at Exam Room AT LEAST 20 MINUTES Before Exam Start:
- Plug in computer power & internet cables before turning on computer
- Turn OFF all programs running in the background which provide live data (weather, stocks, sports, etc)
- Test Exam4 internet connection
- Exam4 is open and ready for your exam no.
- Give your last name to the proctor to receive exam materials. Read announcements & instructions.

During & After the Exam
- After attendance & 2 minutes prior to “start work,” proctor will release students to overflow or handwriting rooms where students may begin work immediately.
- Proctor will give “start work” announcement and leave room. For any serious, non-Exam4 questions during the exam, go to room 280.
- In cases of Exam4 technical difficulty, IMMEDIATELY begin handwriting. NO extra time will be provided for technical difficulties. After the exam, bring computer to IT office, room 248.
- Students may leave & return to room during exam, but students MAY NOT bring materials outside with them.
- TIMING: Students using EXAM4 will be timed through Exam4’s log. Handwriting students will be timed by the clock in the primary exam room, not the alternate room. These students are responsible for returning the exam at the appropriate time to the primary exam room.
- ENDING: Grading will only include materials timely submitted from bluebooks, bubble sheets, and through Exam4 submissions.
- Any exam problems should be brought to the attention of exam personnel in room 280 after you have ended your exam and returned your exam envelope to the proctor.