

UNIVERSITY of MARYLAND SCHOOL OF LAW

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

<http://www.law.umaryland.edu/students/registration/exams/>

Arrive at Exam Room AT LEAST 10 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)
- Turn OFF firewall
- Turn OFF screen saver
- Test Exam4 internet connection
- Have Exam4 open and ready for exam # / ID
- Give your last name to the proctor to receive exam materials. Read announcements & instructions.

Prepare Computer for Exam4:

- Backup data files
- Update antivirus & run full virus scan
- Update operating system
- Uninstall the Yahoo! Widget Engine
- Set internal network card to stay ON
- Set power options to NEVER turn off

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 in the exam envelope and through Exam4 submissions.
- Any exam problems should be brought to the attention of Dean Forsyth in room 280 after the exam administration.