EXAM PROCTOR ANNOUNCEMENTS

ANNOUNCEMENTS BEFORE EXAM DISTRIBUTION

➢ Read only the instruction page(s) until told to “start work.” You may set up Exam4 until you reach the Wait prompt.

➢ Students leaving for the computer overflow or handwriting rooms, if applicable, must sign out and may not leave until dismissed by proctor. They must be back by the end of the exam time.

ANNOUNCEMENTS AFTER EXAM DISTRIBUTION

➢ There are ___ pages on this exam. You have ___ hours (and ___ minutes) to work on this exam. Check now to make sure your exam is complete. Does anyone need a new exam? (If yes, provide new exam)

➢ All student academic work is governed by the honor code of the School of Law. This also applies to late exam submissions, using your name on an answer page/exam envelope, using the wrong exam mode in Exam4 and leaving the exam room without turning in your exam questions back to the exam proctor.

➢ Read only the exam instruction page and listen to my instructions until you are told to start work/begin exam.

➢ You may set up Exam4 to the point within the program where you are told to WAIT until instructed to begin. Do not click Begin Exam until the proctor gives a start work announcement. You must click Begin Exam at that time. While the Exam4 program is opening, you should begin reading your exam questions during that time.

➢ Mark your exam number on blue books, answer sheets, your exam envelope if a handwriter, and on any other materials your professor will grade. You only need an exam envelope if you are handwriting any portion of your answers or using scantron sheets.

➢ Write and sign your name and write your exam number on exam questions cover sheet. DO NOT write or enter your name on anything else. You must turn in your exam questions at the end of the exam.

➢ Please respect the need for quiet; turn off cell phones and pagers. Cell phones must be turned off and may not be used as timing devices. Students may not use iPods or other electronic listening/communication devices during the exam.

➢ Official time is announced by the proctor and will be written on the board. However, it is your responsibility to keep track of time. The Exam4 program will not stop when your exam time is up so make sure to exit Exam4 on time.

➢ All students leaving the Primary Exam Room for any reason must sign out upon departure and sign in upon return.

➢ Handwriters must return to the Primary Exam Room and submit the exam answers/bluebooks and questions to the proctor within the allowable time and according to the clock in the Primary Exam Room.

➢ Exam4 users must end their exams within the allowable time and promptly submit their exam answers electronically. The Exam4 program will not shut off automatically so you must end the exam manually using the end exam button.

➢ Indicate on the exam questions whether the exam was taken electronically (all or in part). Indicate the number of bluebooks enclosed in the exam envelope only if handwriting any portion of the exam including Scantron sheets.

➢ Put only bluebooks and other materials to be graded into the exam envelope. Computer users do NOT use an envelope unless handwriting part of answer. Do not put exam questions in the envelope. Do not seal the envelope.

➢ Students completing exams early should turn in their exam materials to the Office of Registration and Enrollment (Suite 280). If you need administrative assistance during the exam, you must also go to Suite 280.

➢ Computer users who experience technical difficulties should immediately continue writing in bluebooks. No additional time is provided for technical problems.