

EXAM PROCTOR ANNOUNCEMENTS

ANNOUNCEMENTS BEFORE EXAM DISTRIBUTION

- Read only the instruction page until told to “start work.”
- Students leaving for the computer overflow and handwriting rooms must sign out and may not leave until given permission.

ANNOUNCEMENTS AFTER EXAM DISTRIBUTION

- There are _____ pages on this exam. Check now to be sure your exam is complete. Does anyone not have all of the pages? (If only one or two students do not have all pages, collect the original exam and give them one of the extras. If many students do not have all pages, inform the students you must talk to the exam supervisor and they may not start the exam until the issue is resolved.)
- All student academic work, including examinations, is governed by the Honor Code of the School of Law.
- Mark your exam number on Exam4 answers, blue books, machine-graded answer form and envelope.
- Sign your name legibly and print your name only on exam questions.
- Exam materials for all students will be collected only in this room. However, if you finish early, turn in all exam materials to Suite 280, Office of Registration & Enrollment/Office of Student Affairs. Please also be considerate of your classmates and leave quickly and quietly.
- Handwriters must complete and return to the primary/distribution room and submit the exam to the proctor within the allowable time and according to the clock in this room. Handwriters (and computer overflow room users, if any) will be dismissed to the handwriting room two minutes before the “Start Work” announcement.
- Computer users may wish to use the Exam4 timing function as detailed in instruction # II.5 on the Student Exam Procedures page I have distributed to you.
- If you are using Exam4, at the conclusion of the exam indicate on the exam questions and exam envelope that you took the exam electronically and promptly (no more than 2-3 minutes) return exam questions and envelope to the proctor. Computer users, please do not seal the envelope.
- At the conclusion of the exam, do not put the exam questions in the envelope. Hand the exam questions and exam envelope to the proctor.
- Sign out and in when you leave the room (including students using the handwriting or computer overflow rooms).
- Please respect the need for quiet; turn off cell phones and pagers. Because cell phones must be turned off, they may not be used for time keeping.
- Students may not use iPods and other electronic listening/communication devices during the exam.
- If you need an exam proctor, go to the Office of Registration & Enrollment/Office of Student Affairs (Suite 280) .