The following highlights some issues related to the administration of examinations at the Law School. Please also refer to the section on examinations in the *Student Handbook* for more detailed information.

I. Acknowledgement of Loyola Law School Examination Rules and Procedures
To administer examinations more effectively, all examination takers are required to electronically complete the newly adopted acceptance form. Failure to comply with this requirement may disrupt your ability to sit for your examinations. **You only need to complete this form once for each academic year**.

Computer Users
After you have logged on to your SofTest account, select the "Download SofTest" button and the acceptance form will appear. By selecting the "I accept" button, you are confirming that you agree to abide by those rules. You will be unable to download the examination software if you decide not to accept the conditions in the form.

Students who elect to use their computer to compose their essay and/or short answer responses are required to use the examination software to record their multiple choice responses.

Handwriters
Handwriters MUST go to the ***Acknowledgement of Loyola Law School Examination Rules and Procedures*** page located at https://webdb.lls.edu/examrules/ and accept the terms. If you are not able to access the site, please send an email to registrar@lls.edu for assistance. **You may not be allowed to sit for your exams until you have accepted the terms of the acknowledgement form.**

1. Anonymity
Anonymous grading is paramount to Loyola's grading system. You must take care not to reveal your identity when communicating with a professor, both before and after an examination, and in an examination answer. If an issue occurs which you believe affects your examination performance, please raise the matter with the Office of the Registrar or the Office of Student Affairs. The Office of the Registrar or the Office of Student Affairs will help preserve your anonymity while addressing the particular issue. A breach of anonymity may be considered a violation of examination rules and result in an administrative penalty being assessed or adjudication through the Law School's Disciplinary Code.

2. Exam Dates and Times
Please refer to the Examination Schedule for the 'Regular' examination dates and times.

3. Examination Room Assignments
Room assignments for the entire examinations period will be posted two weeks prior to the first day final (end of semester) examination period. To view your individual examination room, first log in to PROWL, then click on the Student Services tab, then select the Registration link, and then click on the Law School Exam Schedule to view the room location of your examination. If you have problems viewing your examination room information, please contact the Office of the Registrar at registrar@lls.edu for assistance.

4. Examination Room Logistics
1) Arrive at your exam room at least 30 minutes prior to the scheduled start of your exam.
2) Upon entering the exam room, check in with the proctor.
3) Sit only where exam materials have been placed, plug in your computer, and turn it on.
4) Open a web browser and visit a web page as a test of a good, working Internet connection.

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5) Open the examination software, enter your LLS student ID number for the exam ID, and enter your password which was assigned during SofTest registration.
6) Select the course for which you are taking an exam, and **click** "Begin Exam."

7) Proceed through the information screens until you arrive at the screen displaying **one or two "Stop"** signs.
8) **Wait there for instructions from your examination proctor. Students are not allowed to view any screens other than those directly connected to the examination answer file.**

5. Closed Book Examinations

Only examination and writing materials will be allowed at your desk for closed book examinations. You must place all other personal items, including handbags, at the front of the room. If you leave a cell phone or any other noise-emitting device at the front of the room, it must be turned off. If you are concerned about leaving personal items unattended, you should not bring them into the examination room. Please consider using the lockers in the garage.

Other Items Allowed in the Examination Room
You may bring only the following items into the examination room in a small, clear plastic bag without prior approval. **All items are subject to inspection.**

• Pencils and pens; • Rulers; • Paper clips; • Highlighters (must not be used on answers); • One pillow (without a case); • Back support; • One bookstand; • One foot rest; • Casts; • Hearing aids; • Inhalers (non-mechanical);	• Eyeglasses; • Ear plugs or plastic material normally associated with the sport of swimming (must not be connected); • Feminine hygiene items; • Medicine; • ID; • Keys; and, • Laptop accessories: separate keyboard, wireless mouse, laptop riser/stand no higher than 4" and solid color mouse pad with no writing on it. (Must be Quiet Keyboard).

Any item <u>not</u> listed above must be first approved by the Office of Student Affairs.

6. Electronic Devices

No personal electronic device -- except a laptop and the laptop accessories used in connection with SofTest -- is allowed at your desk or on your person during any type of examination. These include, but are not limited to, cell phones, alarm clocks, calculators and watches with data storage capability. If requested by a professor, the Law School will provide calculators. There are official examination clocks in all examination rooms. <u>You should not rely on your personal timepiece</u>.

7. Late Arrival

<u>Do not report to the examination room if you are late.</u> Students who arrive after the scheduled start time of an examination must report directly to the Office of the Registrar.

8. Food and Drink
Food and drink, including water, are prohibited in examination rooms.

9. Examination File Upload
At the conclusion of the examination, log in to the wireless network to access the Internet to upload your examination answer file(s). **You are required to confirm your upload before you leave campus. That confirmation will be in the form of an <u>email</u> to you stating that your uploaded exam was received.**

In the unlikely event there is some disruption to the wireless network, your completed examination may not upload. However, the completed examination will be saved to your device in an encrypted folder. You will get a prompt on your screen if this happens. If you see this prompt, notify the proctor or IT personnel for assistance with uploading your examination. If the upload fails, you may obtain a USB drive and copy the file from your desktop to the drive. <u>Turn in the USB drive along with your other examination materials.</u> **<u>Please make sure the USB drive can be seen in the plastic envelope.</u>**

10. Examination Penalties
Last year several cases involving examination irregularities were reviewed. While none of the cases necessitated/resulted in adjudication through the Law School's Disciplinary Code, administrative penalties were assessed. Point reductions most often result from the following: possession of a cell phone in an examination room; electronic device ringing/beeping in an examination room; late arrival for an examination; failure to mark answers on the Scantron form; failure to heed proctor instructions to stop writing or typing after time was called; possession of non-authorized material/objects at the desk; removal of examination materials from the examination room; and food and/or drink violations; failure to successfully upload examination answer file(s). Violations may result in the assessment of assessment of administrative penalty points to your FINAL grade for the course, or for year-long courses, the grade at the end of the semester. Grades for mid-semester examinations will be assessed the penalty to grade assigned at that time.

11. Grades, GPA, and Access to Academic Transcripts
On **Tuesday, January 3 2017,** the Office of the Registrar will begin posting fall grades that will be viewable on PROWL, as they are processed. Grades will be posted daily at 12:00 PM and 4:00 PM   **Note:** Grades, grade point averages and unofficial transcripts in PROWL are **unofficial** until they have been applied to your academic history, which will occur **after all grades for the fall semester have been posted**, which typically occurs in the last week of January. Subsequently, grade point averages and official transcripts that include the fall grades will be officially available for distribution.

12. Email
You should check your <u>Law School email account</u> frequently during the examination period as important examination matters might be sent to you. In addition, other administrative offices may contact you by email.

13. Crisis
For any issue, emergency, or situation needing attention not covered in this communication, students must see the Office of the Registrar or Office of Student Affairs. **You should not contact individual professors as it may constitute a breach of anonymity and result in an administrative penalty or adjudication through the Law School's Disciplinary Code.**

14. Examination Software "SofTest™"
If you are planning to use your laptop computer to take your examinations, you must download, install, and register the examination software, SofTest. Access **http://www.examsoft.com/llslaw,** log in and follow ALL the screen prompts to **download**, **install** and **register** your software. <u>IMPORTANT</u>: Once these steps

have been completed, we strongly recommend that you confirm that your laptop computer can run SofTest successfully. To do this, select, complete and upload the examination named "**SURVEY__2016-2017.**" **The pass code for the Survey__2016-2017 is** <mark>1234567</mark>. It is not possible to take exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment.

> **Remember: Students who elect to use their computer to compose their essay and/or short answer responses are required to use the examination software to record their multiple choice responses.**

15. Minimum Computer System Requirements

- **Windows Requirements:**

  ❖ Operating System: English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista, Windows 7, and Windows 8. Only genuine versions of Windows Operating Systems are supported.
  ❖ ExamSoft does not support Tablet or Convertible devices other then Surface Pro 1 & 2. See below for those Minimum System Requirements.
  ❖ CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
  ❖ RAM: highest recommended for the operating system or 2GB
  ❖ Hard Drive: highest recommended for the operating system or 1GB of available memory.
  ❖ Internet connection for SofTest Download, Registration, Exam Download and Upload.
  ❖ Screen Resolution must be 1024x768 or higher.
  ❖ Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments.
  ❖ Administrator level account permissions (Instructions)
    ➢ **Surface Pro Minimum System Requirements:**
    ➢ **Surface Pro 1, 2 & 3 (Non-Pro Surface devices are NOT supported)**
    ➢ External Keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired prior to launching exam.
    ➢ Hard Drive: Minimum of 1GB available space.
    ➢ Adobe Reader XI is required for exams containing PDF attachments.
    ➢ Internet connection for SofTest Download, Registration, Exam Download and Upload.
    ➢ Screen Resolution must be 1920 x 1080.
    ➢ Administrator level account permissions.

- **Mac Minimum System Requirements** **Only genuine versions of Mac Operating Systems are supported.**
  o Operating System: OS X 10.6 (Snow Leopard), OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks), OS X Yosemite (10.10) and OS X 10.11 (El Capitan).
  o CPU: Intel processor.
  o RAM: 2GB
  o Hard Drive: 1GB or higher available memory
  o Internet connection for SofTest Download, Registration, Exam Download and Upload.
  o Administrator level account permissions (Instructions)
  o Server version of Mac OS X is not supported.

  IPads
    The Law School does not allow the use of IPads or E-Book readers for examinations.

We wish you the best of luck on your examinations.

Office of the Registrar