

Schedule for Midterm Exams Originally Scheduled as In-Person Exams, Now Being Administered as Take-Home Exams

Fall 2020 Midterm Examinations

Due to COVID-19, **ALL** in-class proctored exams are now open-book, take-home, and non-proctored. Students will now need to download, complete, and upload their exam file on the originally scheduled exam date (see subsequent pages for 2020 Fall midterm examination schedule). Exam files will be available for download starting at 7:00 a.m. Pacific Daylight Time (PDT) on the day of the exam date. Your professor will let you know how much time you have to complete the exam. You must upload your completed exam by 11:59 p.m. (PDT) on the exam date.

Your individual exam assignments will be viewable in PROWL by Wednesday, September 16, 2020. You will receive an email to your Loyola Law School email account when they are available in PROWL. Any rescheduled exams will be noted in PROWL; you will also receive an email.

How To View Your Exam Schedule

1. Log into [PROWL](#)
2. Click on the **Student Services** tab
3. Click the **Registration** link
4. Click the **My Exams** link

If your exam schedule is not visible in PROWL after September 16, email the Office of the Registrar immediately (registrar@lls.edu). For PROWL login assistance, email the Loyola Law School Information Technology Services Helpdesk (helpdesk@lls.edu).

Before the Start of the Examination Period

1. **Download and test the examination software [Exemplify](#)** to minimize problems during your exam. The test file is “Mock-Take-Home-2020-21” (the passcode is LOYOLA1). You will have 10 downloads to fully test the software. **Tip:** Type a paragraph in Exemplify, copy the paragraph, and then rapidly paste it many times in succession. This will stress your computer beyond the typical typing speed. If you notice any issues, contact ExamSoft Technical Support at (866) 429-8889 (Option #3). You may also email the Office of the Registrar (registrar@lls.edu).
2. **Read the [Exemplify instructions for Take Home Exams](#).**
3. **Download your exam files only when you are ready to begin.** An Internet connection is needed to download and upload the examination files.
4. **Check your Loyola Law School email account daily** during the examination period to avoid missing important notices.

EXAM DATE	COURSE	PROFESSOR	ENROLLED
Wednesday, September 23, 2020	Law and Process: Privacy Torts (LAWJ 1005 E1)	Levinson, Jessica	24
Monday, October 5, 2020	Contracts (LAWB 1001 D2)	Aragaki, Hiro	74
	Contracts (LAWB 1001 D3)	Brain, Robert	71
	Contracts (LAWB 1001 E1)	Pratt, Katherine	55
	Property (LAWL 1001 D1)	Hull, Bryan	75
	Torts (LAWK 1001 D4)	Nockleby, John	79

Note: The law school employs the software, Exemplify, to administer examinations. Exemplify will be available to students to download, register, and test by September 10, 2020. The specific date of your individual midterm examinations will be available in PROWL by September 16.

If you have questions regarding your midterm examination, please email the Office of the Registrar (registrar@lls.edu).