



DUQUESNE UNIVERSITY  
SCHOOL OF LAW

GENERAL POLICIES AND PROCEDURES  
FOR EXAMINATIONS  
(rev. 4/8/2009)

**Important Notice:** Law School students take examinations on laptops and/or write examinations in bluebooks in the same examination room. Earplugs are approved for all examinations and will be provided by the Registrar's Office. You may use earplugs to block out sound, but you may not use any headphones, bluetooth earphones, or other devices that produce or emit sound. The Exam Schedule is available at [www.law.duq.edu](http://www.law.duq.edu). Click on the Law School Registrar's link.

- A. Duquesne University School of Law Disciplinary Code applies to all students and their conduct during the examination period. The Disciplinary Code addresses conduct involving dishonesty, use of law school property, and other offenses. Violations of the Disciplinary Code may lead to penalties that include a failing grade, reprimand, suspension, or permanent expulsion from the School of Law. In addition to the provisions of the Disciplinary Code, the following particular regulations apply to examinations. Violation of these regulations is also punishable under the Disciplinary Code.

Written examinations are held at the completion of all courses unless otherwise determined by the Faculty. Each student is issued an examination number by the Registrar's Office to ensure that all grading will be anonymous. A student whose absences are excessive in a course will not be permitted to sit for the course examination.

A student who is not permitted to take an examination because of excessive absences from class will receive no credit and will receive a failing grade in the course. Failure to take an examination or to submit any papers required at the scheduled time in any course shall constitute a failure of such course. All requests to alter an exam schedule, for any reason, **must** be typed (e-mail or fax requests are unacceptable) to the Academic Status Committee, c/o the Office of the Associate Dean. In addition, examination schedules will not be altered except for compelling reasons such as serious illness or serious family emergencies. Certification for illness or serious family emergencies must also be presented to the Academic Status Committee (as stated above) for any make-up examinations. Make-up examination requests will not be granted based upon employment-related conflicts, other final examination conflicts or personal commitment conflicts. The fee for all make-up examinations, without exception, is \$50.00 per examination. Make-up examinations must be taken when scheduled by the Registrar.

**Very Important:** For the purpose of maintaining anonymity, students are not to contact individual professors regarding requests for make-up examinations, rescheduling of examinations or any other matter regarding examinations until all grades are posted.

The following regulations apply to all examinations. Violations of these regulations are considered infractions of the Disciplinary Code.

1. Examinees are not permitted to sit next to one another in any examination room but are to use alternate seating.
2. Examinees may only have the following items with them in the examination room during the course of any examination: laptop computers (refer to #13), writing pens, pencils, one copy of the examination, one copy of the examination bluebook or answer sheet; and, such materials as may be specifically permitted by the professor administering the exam.
3. Examinees, when outside of the examination room, are not permitted to make reference during the course of an examination to any books, notes, outlines, or any other materials.
4. Examinees are not permitted to smoke, eat or drink any beverages in the examination room. Smoking is prohibited in the School of Law and examinees are not permitted to leave the School of Law in order to smoke. (Only bottled water is permitted.)
5. Examinees are not permitted to make or receive telephone calls during an examination. **Pagers, blackberries, cellular telephones, or any electronic devices are prohibited in any examination room. Watches must be set to emit no sounds.**
6. Examinees may not remove their examination, examination bluebook, answer sheet or USB (if problems) from the examination room. Removal will constitute an infraction of the Disciplinary Code.
7. Examinees are only permitted to use the restrooms located in the **Student Lounge area and those located on the third floor of the School of Law.** Only one person at a time is permitted to use restroom facilities. Proctors are seated near the facilities to enforce this policy. Examinees **are not** permitted to use any restrooms located in the Law Library.
8. Examinees are not permitted for any reason to leave the School of Law during an examination.
9. Examinees are not permitted to converse with anyone except a proctor during an examination or break.
10. Each examinee must physically turn in his/her USB (if problems occur during the exam), bluebook, answer sheet, and examination to the assigned proctor in each examination room.

An examinee may not exit the examination room until he/she has witnessed the logging-in process of his/her examination, bluebook, answer sheet, or USB (if problems). **Any examinee who fails to comply with this rule will receive a failing grade for the examination.** If we do not have your examination number, **we will be unable to print your examination from the Secure Exam website.**

11. Examinees may not leave the room for a break during the last 10 minutes of the examination testing.
  12. Examinees are not permitted to discuss any aspect of the examination with the professor who administered the exam prior to the grades being filed with the Registrar. For any problems, you must see the Registrar.
  13. Examinees wishing to type their examination must furnish their own laptop computer. (Bring a USB flash drive for emergencies only). In addition, for examination purposes, all laptop computer memories will be locked out by the “Secureexam Lockdown System” Program. Students must: (a) Have the newest version of Secureexam Student software installed on their laptops; (b) Secureexam Installation Verification Waiver Form and practice exam must be completed on line; and (c) Any problems with your laptop during the exam may result in you completing the exam in a bluebook. (Go to [www.law.duq.edu](http://www.law.duq.edu), click on Law School Registrar, and click on examination schedule for more information.) **If you do not complete the Waiver and the practice exam, your account will be disabled for the examination period.**
  14. **Students are not permitted to wear or bring a hat or cap into the examination room.**
  15. All bookbags must be placed in the front of the exam room near the proctors. Purses must be placed on the floor near your seat.
  16. Proctors are hired by the School of Law to administer scheduled exams. Proctors are under the supervision of the Registrar.
- B.** Examinations are designed to test your understanding of the subject matter concepts.
1. You will receive a six-digit exam number each semester which you must use for every examination or paper in lieu of an examination instead of your name. You must save your examination number if you wish to review any exams.
  2. **\*\*Due to space limitations, students must pay attention to the alphabetical breakdown assigned to courses with large student enrollment.**

3. If the exam is open book, all materials must be in clear sight of the proctors. Regardless, you must run the Secureexam Software too. You may not use your notes on the laptop during examinations.
4. Do not open exams until the proctor tells you to begin.
5. Carefully read all instructions as stated by the professor.
6. You must complete a Secureexam Installation Verification Waiver Form on line at [www.lawlib.duq.edu](http://www.lawlib.duq.edu)
7. If your laptop fails during the exam, you must continue the exam in a bluebook. You will not be given any additional time to complete the exam.
8. Failure to be present at the beginning of an examination will not result in any additional time being granted for the completion of the examination.
9. Do not tear any pages out of the examination bluebook. You will not receive any scrap paper from the proctors.
10. Proctors will give a 15, 10 and 5 minute warning as the exam comes to closure. When the proctor says “stop writing or typing”, all students must stop. Failure to stop will be considered a violation of the Disciplinary Code. The proctor will inform the Registrar of the violation.

### **Examinations and Papers:**

**All papers and papers submitted in lieu of examinations in courses where that is authorized, shall be due, on or before the last day the examinations are administered in each semester.**

Professors who offer “take home” exams that do not appear on the examination schedule will inform students where and when to return your exams. The “take home” exams must be submitted no later than the last day exams are administered. If the student does not meet the deadline for papers and examinations, the professor may award a grade of failure for such papers and/or examinations. The Registrar’s Office will not accept exams submitted by fax or email.

April 8, 2009