LAPTOP USERS

CAREFULLY READ ALL INSTRUCTIONS. IGNORANCE OF ANY RULE OR PROCEDURE WILL NOT BE ACCEPTED AS AN EXCUSE FOR VIOLATION.

Your name is NOT to be used on your LAPTOP, SCANTRONS, and/or EXAMS.

In preparation for exams, all students using a laptop during exams must complete the following tasks by the set deadlines before being permitted to use your laptop during the exam period:
- Perform a Preliminary Computer Maintenance
- Complete a mandatory Practice Exam

For more information, please visit the following websites.
- www.duq.edu/law/Registrar
- www.duq.edu/law/technology

You MUST meet all deadlines as stated in order to utilize your laptop during exams. If you miss the required deadlines, you will NOT be permitted to take your exams on a laptop. Students are required to have their laptops plugged into an outlet during the entire exam so you must bring your power cord with you.

Students who are using a laptop and/or who have an open book exam are advised to print out any class notes or other allowable documents from your laptop before coming into the exam room. You will not have access to any files on your laptop once the exam begins.

Students who are using a laptop and experience hardware or software problems are to notify the proctor of the problem and then immediately begin writing their exam in a bluebook. No extra time will be provided for completion of the exam.

WRITING UTENSILS

You MUST have your own writing utensils during exams. Pencils are only provided by the professors when a scantron accompanies the exam. The Registrar’s Office does not supply pencils or other necessary tools for exams.