Important Notice: Law School students take examinations on laptops and/or write examinations in bluebooks in the same examination room. You may only use earplugs provided by the Law School Registrar’s Office to block out sound. The exam schedule will be available at www.duq.edu/law/registrar.

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. Violations of these regulations are also punishable under the Disciplinary Code.

Written examinations are held at the completion of all courses unless the Faculty has determined otherwise. Each student is issued an examination number by the Registrar’s Office to ensure all grading will be anonymous. Any student whose absences are excessive in a course will not be permitted to sit for the course examination. The student 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. Examination schedules will not be altered except for reasons stated in the Exam Conflicts Policy. Those students with a conflict must complete the Examination Time Conflict Request Form and return it to the Law School Registrar’s Office. The Law School Registrar’s Office will then contact the student when the decision has been made about which exam will be moved to a make-up day. All make-up exams will be administered on one of the make-up days listed on the final exam schedule. Requests for reasons other than those listed in the policy must be submitted in a formal petition to the Academic Status Committee. Make-up exam requests will not be granted based on employment-related conflicts or personal commitments such as weddings and vacations. 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 illness, request for make-up examinations, request for grades, rescheduling of examinations or any other matter regarding examinations until all grades are posted online. Contacting a professor will be considered a breach of anonymity and a violation of the Disciplinary Code. If you become ill before an exam, you must speak with the Registrar, not the professor. Once you begin an exam, you must complete the exam.

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. Smartphones or any other electronic devices including smart watches are not permitted on your person during any examinations. All devices must be turned off and placed in your book bag, locker, or purse.

6. Examinees are only permitted to use the restrooms located in the Student Lounge area and on the third floor of the School of Law. Only one person at a time is permitted to use the 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.

7. Examinees are not permitted for any reason to leave the School of Law during an examination.

8. Examinees are not permitted to converse with anyone except a proctor during an examination or a break.

9. Examinees must physically turn in his/her scantron, 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. Any examinee who fails to comply with this rule will receive a failing grade for the examination.

10. Examinees may not leave the room for a break during the last 10 minutes of the examination testing.

11. Examinees are not permitted to discuss any aspect of the examination with the professor who administered the exam prior to the grades being filed and posted by the Registrar. For any problems, you must see the Registrar.

12. Examinees typing their examinations must furnish their own laptop computer and computer plug. Students are required to have their laptop plugged into an outlet during the entire exam. You should arrive early to your exam room to ensure the system is working. In addition, for
examination purposes, all laptop computer memories will be locked out by the SofTest Secure Exam Software. Students must complete the following steps: (a) have the newest version of the Exam Software installed on your laptops and (b) complete and submit the Practice Exam by the established deadline. **If you do not complete the Practice Exam or miss the laptop deadlines, your account will be disabled for the entire examination period.**

14. **Students are not permitted to wear a coat, hat or cap during examinations.**

15. **All book bags** 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.

17. You will receive a new six-digit exam number **each semester.** You must place the number on every examination, scantron, bluebook, or paper in lieu of an examination.

18. Due to space limitations, students must pay attention to the **alphabetical breakdown** assigned to each course with large student enrollment. One exam may be scheduled in multiple classrooms.

19. If the exam is **open book,** all materials must be in clear sight of the proctors. If you use your laptop, you must always run the Exam software during the entire exam even after the laptop portion is complete. You may not view notes on the laptop during examinations. If notes are permitted, print them before coming to the examination room.

20. Do not open or begin to type or write anything until the proctor tells you to begin. All exams must be face down on the desk.

21. 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.

22. **If your laptop fails during the exam, you must immediately continue the exam in a bluebook. You will not be given any additional time to complete the exam.**

23. **Do not tear any pages out of the examination bluebook.** You will not receive any scrap paper from the proctors unless the professor has permitted scrap paper during his/her exam.

24. 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 immediately inform the Registrar of the violation.

25. If you wish to review exams, you must know your exam number and complete a form in the Main Office. **SAVE YOUR EXAM NUMBERS IN A SAFE PLACE!**