In-Class Exams: an Overview

1. Exams are administered by the Registrar's Office and other Law School staff serve as proctors. After the examination questions have been distributed, the proctor supervising the examination will leave the room. If you finish your exam examination early, you must bring your exam promptly to the Registrar's Office (GK 103).
2. After initial instructions, the proctor will distribute the exam face-down. Leave it face-down as the proctor goes through all instructions. Once you are given the ok to turn the exam over, write your exam number on the upper-right hand corner of the exam.
3. The proctor will make an announcement when you have five minutes and one minute remaining on the examination. These warnings are provided to allow you time to complete whatever thoughts or sentences you wish to complete before the end of the examination. When it is announced that time is up, you must discontinue writing or typing. You may not finish a sentence or even a word. *Continuing beyond this point is a violation of the Code of Student Conduct and Responsibility.*
4. **When the examination is over, you must return the test questions to the proctor or Registrar's Office if you finish early.**
5. When you leave the exam room, do not throw out exam notes made on scrap paper. Please turn in all scrap paper to the proctor collecting exams.
6. Your completed examination will consist of only what is turned in to the proctor at the end of the examination or what is uploaded to the network. No additional material shall be accepted as part of your answers to the examination after the staff member leaves the room with the examinations.
7. If you have any questions or problems during the examination, go directly to the Registrar. or the Dean of Students. Do not seek out the professor.
8. If, after the close of the examination, you realize that you have made a basic mistake in following the examination instructions, have entirely ignored a question by accident, or have a similar misfortune, do not discuss the problem with the professor. Instead, explain the situation to the Registrar, who will, in appropriate cases, pass on an explanatory note (identified only by your examination number) to your professor.
9. Examinations are deemed "open book," "partial open book," or "closed book" by the faculty member. The nature of the material allowed in an "partial open book" exam is determined by the faculty member. In a "closed book" exam, students are not permitted to make any outlines or other notes whatsoever before the exam proctor announces that students may begin.

Starting an Examplify Exam

1. Click the yellow and black *Examplify* icon on your desktop.

2. Select the desired exam from the *Exams List* on the left-hand side of the screen. If you do not see your exam, then click "*Refresh Exam List*" in the bottom left-hand corner of Examplify.

3. Your unique numeric exam number will be prepopulated for you when you download an exam. Please confirm that your exam number matches the one given to you by the Registrar. If it does not match, then manually enter the exam number the Registrar gave you.

4. Enter the exam password, a single English word that is written on the whiteboard.

5. Click Start.

6. When you reach the STOP sign, check the box next to the phrase "By checking this box, you will be able to start the exam."

7. Wait for the proctor's instructions before clicking *"Start Exam"* so that everyone begins simultaneously.

Ending the Exam

1. When time is called, *immediately click "Exam Controls"* in top left corner and then *"Submit Exam"*.

2. Select the checkbox next to "*I am ready to exit my exam*" and then click "*Exit*".

3. Examplify will automatically upload your exam. You will then see a window with a green checkmark that says "*Congratulations*" and "*Your exam has been successfully uploaded*".

Word Count in Examplify

Examplify provides a word count for essay questions just above the answer area. To see the word count, click on the paper symbol next to the character count.
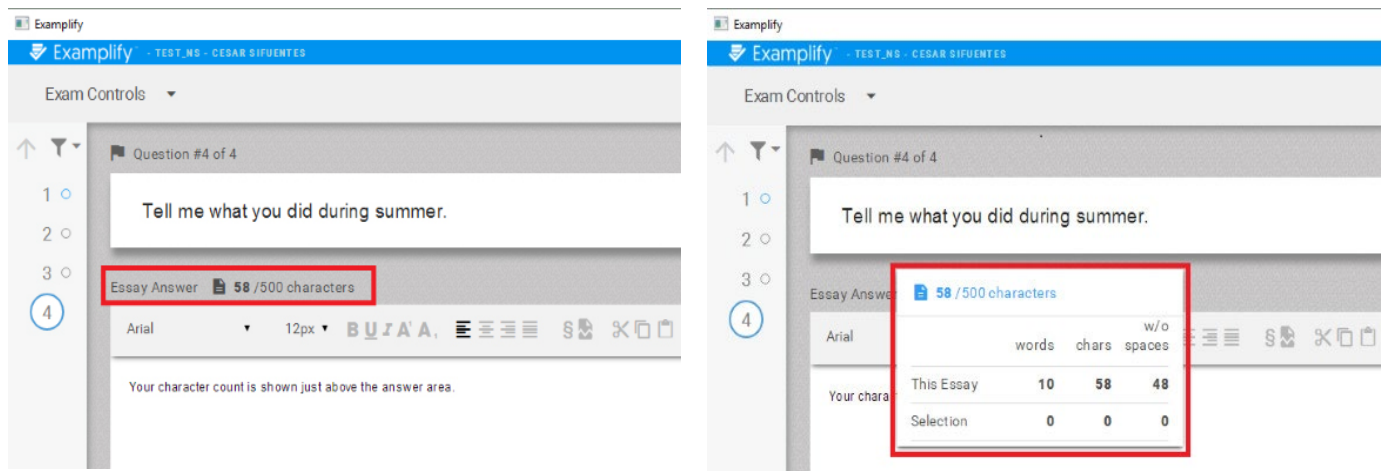
Multiple Choice Exams

To select your answer to a multiple choice question, click the letter choice on the left-hand side of the answer box. Your answer will only be recorded if you select one of the letters on the left-hand side.

One of the useful features of Examplify is that you can cross out answer choices to help you narrow down your response. Simply hover over an answer choice and an eye will appear on the right of the answer. Clicking the eye will "cross-out" that particular choice. To undo this, click on the crossed-out text in the answer choice. Do not use this to select your answer.
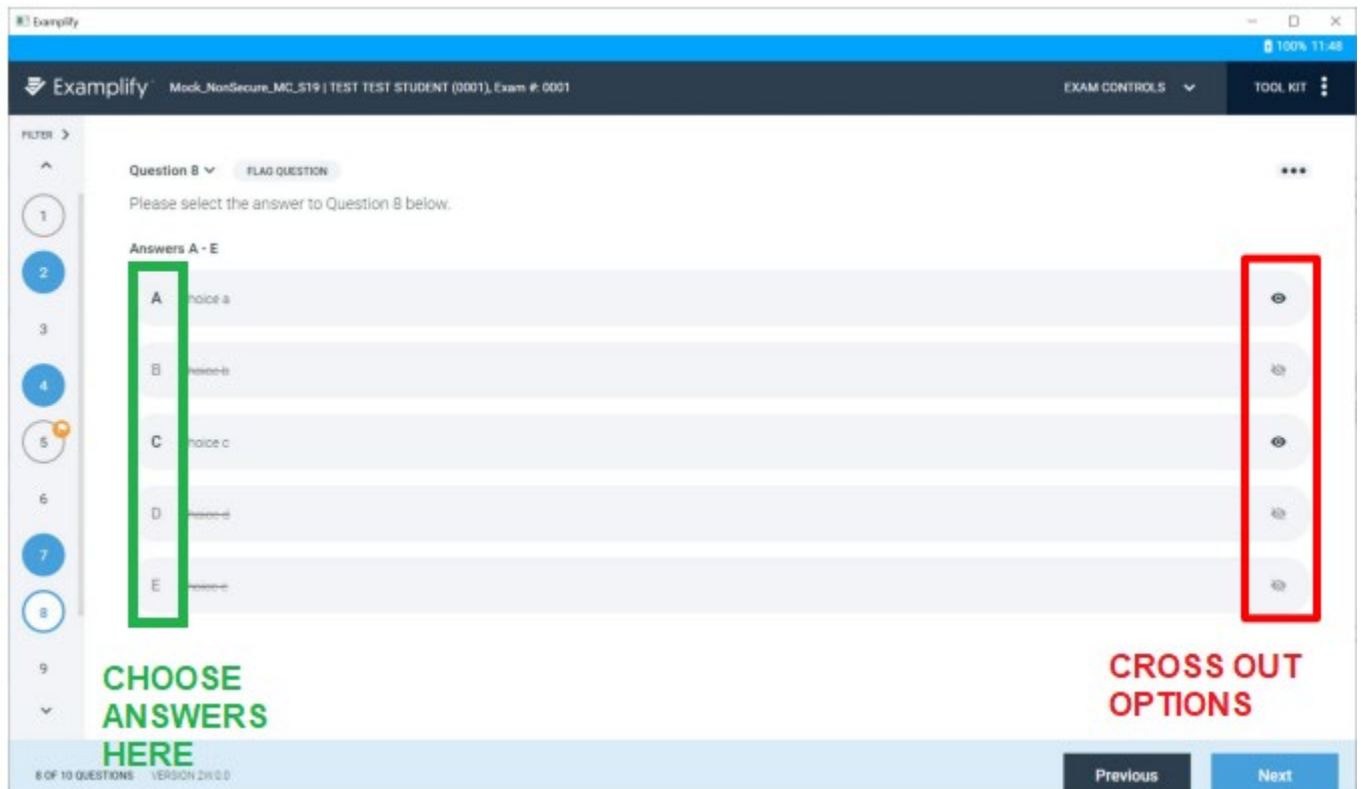
Copy/Paste Formatting

Copy/pasting from Microsoft Word and other word processing software, which may be possible in the case of non-secure (N) and non-secure block internet (NBI) exams, is not supported by Examplify. Copy/pasting from Word can cause issues with the formatting of your exam. It is recommended to write all answers directly into the Examplify application. You will not have extra time to fix any copy/paste formatting issues.