

General Procedures for Exams

Exams occur during a 13-day period following the reading period. The schedule is posted on the Academic Calendar and Daily Announcements.

We use **Canvas** to aid in the administration of our exams. You can access Canvas at canvas.northwestern.edu. **You will login to Canvas for exams using your NetID and password, the same way you would login to Canvas for your regular courses.**

Anonymous exam numbers will be provided to you via email before the start of exams. You will use this exam number in lieu of your name or any other identifying piece of information.

You are required to submit all of your exam answers electronically. You will upload your electronic file directly to the Canvas site. We will retrieve your answer from Canvas and provide a printed copy to the professor. We do not accept bluebooks, hand written exams, computer disks, or jump drives.

You should save your exam under the file name format: [Class Title][Anonymous Exam Number]. For each exam answer file you should create a header that contains the same information and a footer than contains page numbers.

Once you have submitted an exam answer through Canvas, DO NOT OPEN, REVIEW, EDIT, OR OTHERWISE ACCESS YOUR EXAM ANSWER FILE UNTIL AFTER YOU RECEIVE YOUR GRADES.

The time limits, terms, and instructions of each final exam will be on the professor's exam cover-sheet, and you are bound by the Honor Code to comply with these instructions.

ALL EXAMS MUST BE COMPLETED AND SUBMITTED BY 5:00 PM ON the last scheduled exam day. No exceptions.

Please review your email during the exam period for important updates about exam administration.

EXAMS

In general, there are 4 types of final exams:

1. First year – required classes – Scheduled exams
2. Faculty administered, proctored, and scheduled exams
3. Self-Scheduled Paper exams
4. Self-Scheduled Web exams

Please follow the guidelines below specific to each type of exam when determining the exam's availability.

First Year – Required Class – Scheduled exams

Exams in first year required courses are scheduled for specific times, days, and rooms, and **must** be written as scheduled. The schedule for these exams is posted on the Registration web page, <http://www.law.northwestern.edu/registrar>, under the “exams” menu item.

Faculty administered, proctored, and scheduled exams

Certain upper division exams are faculty-administered. These exams are scheduled for specific times, days, and rooms and must be written using the procedures each professor has established. The schedule for these exams is posted on the Registration web page, <http://www.law.northwestern.edu/registrar>.

Questions regarding upper division, scheduled exams should be directed to the professor.

Self-Scheduled Paper Exams

Self-scheduled paper exams will be in an exam envelope with a date/time stamp sheet attached.

Self-scheduled paper exams may be picked up in the Exam Center (**Lowden Hall**) during the following hours:

- Weekdays between 8:30 AM and 3:00 PM
- The first Saturday of the exam period (when the Exam Center is open),
between 9:00 AM and 11:00 AM

You must present photo identification to pick up your paper exam.

You must time/date stamp out when you leave Lowden Hall and again when you return your exam packet. It is your responsibility to see that the sheet is filled out properly and legibly stamped.

***Regardless of the time you check out an exam, all self-scheduled paper exams must be completed and returned to Lowden Hall by 2:00 PM on the first Saturday of the exam period and 5:00 PM on the weekdays.**

You must return the professor's examination when you upload your exam answer(s) to Canvas.

Self-Scheduled Web Examinations

Web exams may be downloaded from Canvas at your convenience. As soon as you download the exam file, whether you decide to print it (see below) or view it on your laptop, Canvas documents the download time and your exam time begins.

When you have completed your answer, you must upload your answer to the same site. You are responsible for keeping track of your exam time. Canvas documents the download and upload time, and it will keep track of time for you while you are working on the exam.

You are bound by the Honor Code to keep exam questions and answers confidential.

We will provide access to a printing station (computer and printer) in **Lowden Hall** for students who want a hard copy of a self-scheduled Web exam. You will need a student ID to use the printing station, but you will not need your laptop.

If you are printing a web-delivered exam on campus when the Exam Center is open, you should use the printer station in **Lowden Hall**. Using the printer station is the only way we can document any errors in the download/print process. If you choose to use another printer on campus or to print a Web examination when the Exam Center is closed, please be very mindful to maintain the confidentiality of the exam and realize that we are less able to help you document any difficulties in the exam administration process.

You may download an examination and print off campus at any location that is convenient for you, provided that you preserve the confidentiality of the examination content.

We can provide technical assistance for the download and upload process from 8:30AM to 5:00PM on the week days and 9:00AM to 2:00PM on the first Saturday of the exam period, (when the Exam Center is open). In case of an exam processing emergency off campus during these hours, please contact Registration and Records: **312-503-8464**.

A special note about deleting electronic copies of Web exams:

You are obligated under the Law School Honor Code to ensure the proper disposal of all downloaded exam materials. After you have successfully uploaded your answer file, you must delete the downloaded exam file from your hard drive.

A special note about disposing of printed hard copies of Web exams:

You are obligated under the Law School Honor Code to ensure the proper disposal of all printed hard copies of web-delivered exams. You must dispose of the exam in one of the following manners:

- Promptly turn in the exam to Lowden Hall for shredding;
- Promptly turn in the exam to Student Services (MC 166) or the circulation desk in the library for shredding; or
- Shred or otherwise destroy the exam yourself.

It is **not** acceptable to recycle or otherwise discard or trash the exam at the law school or in any public garbage can. ***If we find that an exam was improperly disposed of or discarded, we will be able to trace the exam to the printer and determine who was responsible for the Honor Code breach.***

Time

While Camvas will display a timer, you are responsible for knowing how much time is allotted for you to take your exam and for complying with that time. We strongly encourage you to bring your own timepiece and to synchronize any clock or watch you bring, or your computer, with the date/time stamp machines.

Date/time sheets and download/upload times will be reviewed for apparent time violations and those with apparent time violations will be referred to the professor. Professors may, in turn, refer time violations for investigation as potential Honor Code violations.

Classroom Use

You may write examinations in any place that you would like **except**:

- Classrooms reserved by time for first year, required exams, and professor-administered examinations
- Designated group study rooms
- Library study rooms (when designated for exam use)

A spreadsheet showing room availability and room use limitations will be posted in Lowden Hall and on the Registration webpage.

Rooms identified as **“Group Study Rooms”** may be used by students looking for a group study space. Group study rooms are not designated as quiet or private space. Group study rooms are open to students to enter and depart at any time during the examination period, and students may not reserve the group study rooms for their exclusive use. The following rooms are designated as group study rooms:

- Parillo Courtroom
- Levy Mayer 212
- Levy Mayer 310

All non-designated **classrooms** are **“unlimited access”** rooms and can be quietly entered into and departed from at any time during the examination period for the purpose of writing a final exam. **Exam rooms should not be used as quiet study space or to take practice exams.** Students who use the exam rooms for other purposes will be asked to leave.

A note about ear plugs and headphones: If you are taking an exam in one of the Law School classrooms, you may not use headphones or other electronic devices to block sound. To ensure a quiet exam environment, you may use earplugs (which we will provide, free of charge, in Lowden Hall!). Please be advised that the use of any electronic device, including headphones, during an exam is subject to the Honor Code and the limitations of the professor’s instructions.

Technology

Specific professor exam instructions on hard drive and internet access or other computer use must be followed.

To avoid problems, set your computer to automatically save your work as you write.

Your exam answer file must be saved in one of the following formats: MS Office (Word, Excel, PowerPoint), Adobe Acrobat (.pdf), Notepad (.txt), or html/html5.

We recommend the use of Chrome, Internet Explorer (IE), Firefox or Safari when uploading and downloading exam materials.

IT IS HIGHLY RECOMMENDED THAT YOU SAVE YOUR EXAMINATION TO THE HARD DRIVE OF YOUR COMPUTER. You should keep an UNOPENED copy of your answer until you receive your grades.

WEB Upload

You are required to upload your answer to the exam web site: canvas.northwestern.edu. Please bookmark this site in advance for ease during the exam period.

We will post a tutorial of this process on the Exams webpage:
<http://www.law.northwestern.edu/registrar/exams/>.

Canvas will accept only **one** upload per exam. If you upload the incorrect file, please contact the Exam Center staff immediately.

Exam Numbers

Exam numbers are assigned anew for each exam period. Use the exam number, not your name or student identification number, on examination papers, envelopes and electronic files. You may confirm your exam number in Lowden Hall. Exam administrators of administratively scheduled examinations and first year examinations will also be able to confirm an examination number.

All examinations, date/time stamp sheets, and examination envelopes must be labeled with your **exam number**, course, and professor.

A note about the Honor Code: By using your assigned exam number during law school exam administration, you are acknowledging that the Northwestern University School of Law Honor Code applies to the writing of your exam and agreeing to abide by all aspects of the Honor Code in your exam taking. By uploading your answer to Canvas, you are specifically certifying that you: (1) have complied with all of the Professor's instructions for the examination, (2) have not had any access to the contents of the examination prior to the time and date at which you downloaded the exam, and (3) have not undertaken an activity or course of conduct for the purpose of creating an unfair competitive advantage over other students writing the same examination.

Problems when writing examinations

ANY technical problems you encounter when writing an examination should be reported to the Exam Center (Lowden Hall). If you experience an examination problem when the Exam Center is closed, please contact the Exam Administration Team in one of the following ways:

Phone: Call 312-503-8464 and leave a message. A member of the Exam Administration Team will contact you when the Exam Center re-opens.

E-mail: E-mail law-registrar@law.northwestern.edu. A member of the Exam Administration Team will respond to your e-mail when the Exam Center re-opens.

In person: Report your examination problem to the Circulation Staff at the Law Library.

You may contact Canvas support 24 hours/day 7 days/week at 855-680-0126.

ANY OTHER problems you encounter when writing an examination should be brought to the attention of the Dean of Students **immediately**. Problems such as illness or computer failure will be documented **immediately** in order to protect your interests and exam integrity.

Discrepancy / feed-back reports

Students can use a short report form available in the Exam Center or the circulation desk at the Library, to document exam discrepancies or problems.

Any questions you may have may be directed to the Assistant Dean of Curriculum or to the Associate Dean of Students.