

# General Procedures for Exams

Fall 2019 Exams: Wednesday, December 11- Friday, December 20

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## EXAM SCHEDULE

Exams occur during a 9-day period following read period. To find your current final exam schedule, go to your [Web for Students](#) account and navigate to "Fall 2019" link under the "Schedule" heading in the left hand menu.

## EXAM TYPES AND DISTRIBUTION

There are 3 types of Exams

### Fixed Exams

First-year courses and other selected courses will have fixed exams. Students will report to designated classrooms on specified days and times for the exam. The date and time are listed on your Exam Schedule in Web for Students.

### Self-Scheduled Exams

Self-Scheduled exams can be taken at any time during the Examination Period. You will choose the date and time that you wish to take the exam. **You do not need to preschedule the exam time.**

Self-Scheduled exams may be picked up from the Exam Administration Office (room 305).

- Wed., December 11 - Fri., December 13: 9:00am to 5:45pm
- Sat., December 14: 9:00am to 11:00am
- Sun., December 15: No exams are given on Sunday
- Mon., December 16 - Thurs., December 19: 9:00am to 5:45 pm
- Fri., December 20: 9:00am to 12:00 noon

*Please note:* These times are pick-up times, not return times. For example, if you pick up a 3-hour exam at 5:45pm on a weekday, you will have the full 3 hours to complete the exam and must return it by 8:45pm.

You must present photo identification to pick up your paper exam. Your exam will be time stamped and you will then proceed to one of the designated Self-Schedule exam rooms to take your exam using SoftTest. SoftTest will record a download time for the exam as well as an upload time for the exam.

You must download all of your exams in Exemplify ahead of time. You should not begin or start the exams-only download. This relates specifically to self-scheduled exams. **Once you open the exam in Exemplify, you must complete the exam.** When you have uploaded your exam answer, return the exam questions to the Exam Administration Office (room 305).

### Exam Times

- While in the Exemplify program your start time and upload time will appear and be documented, you are responsible for knowing how much time is allotted for you to take your exam and for complying with that time.
- 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.
- All students must abide by the rules stated in each exam; this includes the time of the exam (number of hours) as well as the items that you are allowed to use during an exam. Failure to abide by the rules governing each exam will result in a formal complaint to the Dean resulting in a Code of Conduct hearing.

### Classroom Use

- The list of rooms available for Self-Scheduled exams will be listed at the Exam Administration table each morning. Please pay attention as the rooms may change each day.
- The fifth floor will only be used for fixed exams. Students will not be allowed to use the 5th floor for self-scheduled exams

- All designated self-scheduled 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.

## Take Home Exams

In many situations your professor may give you the exam during class. In other situations, you will need to download the exam yourself. All take home exams will be uploaded online. You can use any word processing program that you like, but all exam answers must be uploaded in pdf format. All take home exams should be uploaded at the instructed due date and time. Please speak with your professor regarding the rules around take home exams.

If you have a take-home exam that must be downloaded, you will be emails a specific password for your exam and the link where you can download it. In terms of 24 hour or limited take home exams, your download time will be recorded and compared against your upload time. This allows us to make sure that you have completed the exam within the proper time limit.

## **TAKE HOME EXAM UPLOAD INSTRUCTIONS:**

- Upload your exam by the due date and time: [Exam Upload Site](#)
- You must be logged into your [kentlaw.iit.edu](http://kentlaw.iit.edu) account in order to upload your exam.
- Please upload your exam answer document in PDF format.
- The name of your answer document should be your five-digit Fall exam number.
- Your exam number should also be placed on the first line of your answer document; do not put your name in your answer document.
- Your exam will be time stamped when it is uploaded.

If you have problems uploading your answer document using this form, please email your answer document to: [exams@kentlaw.iit.edu](mailto:exams@kentlaw.iit.edu)

The last day of exams is Friday, December 20. If you have a take-home exam that allows you to choose when to take it during the exam period, or a take-home that is due on the last day of exams, **please note that all such exams must be submitted no later than Friday, December 20, at Noon.** You may not pick up an exam on December 20 and return it after that date.

## **GENERAL RULES**

During the Exam period you are not allowed to communicate with anyone about any aspect of the examination. Students will be asked to sign an Affirmation of Non-disclosure for Self-Scheduled and Rescheduled exams. Any violation of this policy will result in a formal complaint to the Dean resulting in a Code of Conduct hearing.

## **Computer Policies**

- It is the student’s responsibility to have all computer equipment in good working order at each exam. Students should reboot their computers and scan for viruses before the exam period begins.
- For additional information regarding computer policies, including supporting operating systems, please refer to the ITS website here: <http://www.kentlaw.iit.edu/current-students/information-technology-services/exams>

## **Exam Numbers**

- Exam numbers are assigned anew for each exam period. You must 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 Web for Students. Proctors will also be able to confirm exam numbers during fixed exam times.
- A student must not identify himself or herself by name, social security number, or any other designation or symbol anywhere on the examination questions or answer book or sheet; only the examination number assigned to the student should be used. A student should not disclose the examination number to the instructor, either directly or indirectly, until the instructor has submitted the final grades for the course. Failure to comply with these provisions may be a violation of the Code of Conduct, which appears in Section XIX of this Handbook (see §2-1 (e) of the Code).

### Missing an Examination

- Students are expected to take examinations when scheduled, even though ill or inconvenienced. However, for serious illness or other extraordinary or compelling reason beyond the control of the student, a student may be excused from taking the exam at its scheduled time. Day Division students will not be excused for a job-related reason.
- A student must notify Jenna Abhijeet ([jabhijeet@kentlaw.iit.edu](mailto:jabhijeet@kentlaw.iit.edu)) or Dean Sowle at ([ssowle@kentlaw.iit.edu](mailto:ssowle@kentlaw.iit.edu)) at the earliest possible time in advance of the exam, if the reason for missing the exam is known to the student in advance. When prior notice is not possible, the student must contact Jenna Abhijeet or Dean Sowle as soon during or after the examination as possible to explain the failure to take the examination and, when permitted, to arrange for a makeup examination and/or an Incomplete. Failure to notify before grades are submitted will result in a failing grade.

### Student Conduct During Examinations

- Student conduct during examinations is subject to the Chicago-Kent Code of Conduct, which is set forth in Section XIX of the Student Handbook.