

# General Procedures for Exams

Spring 2017 Exams: Wednesday, May 3- Friday, May 12

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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 "Spring 2017" link under the "Schedule" heading in the left hand menu.

## EXAM CONFLICT / RESCHEDULE REQUESTS

The Reschedule Policy only applies to fixed exams (those that are set with a specific time and date). The Student Handbook requires that you take your final exams at the times scheduled unless you have an exam conflict (as defined below), or you have a "serious illness or other extraordinary or compelling reason" beyond your control. If you have an exam conflict or believe you have other reasons justifying the rescheduling of an exam, please complete the Final Exam Reschedule form. If your request is approved, you will be notified later this semester of the rescheduled date, time, and location of your exam.

Under current policy, a student is deemed to have an "exam conflict" if the student has two exams at the same time, or has two or more exams within 24 hours (e.g., exams at 8:30 a.m. and 6:00 p.m., or at 6:00 p.m. and 1:15 the following afternoon). A conflict does not exist if two exams are scheduled exactly 24 hours apart (e.g., exams at 8:30 a.m. one morning and 8:30 a.m. the next morning).

## 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 anytime during the Examination Period (Spring 2017: May 3-May 12). 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).

- Monday-Friday: Between 9:00am and 5:45pm.
- Saturday: Between 9:00am and 11:00am
- No exams are given on Sunday

*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.

**Once you download the exam in SoftTest, you must complete the exam.** When you have uploaded your exam answer, return the exam questions to the Exam Administration Office (room 305).

### Take Home Exams

Take home exams are given through the Registrar's office. In many situations your professor may give you the exam during class and have you return it to the Registrar's office. In other situations, you will need to pick up and return the exam to the Registrar's office. Please speak with your professor regarding the rules around take home exams.

## **COMPUTER POLICIES**

1. Students are required to take all exams on a laptop computer unless instructed otherwise.
2. 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.
3. For additional information regarding computer policies, please refer to the ITS website here:  
<http://www.kentlaw.iit.edu/current-students/information-technology-services/exams>

## **GENERAL RULES**

During the Exam period (May 3-May 12) 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. Any violation of this policy will result in a formal complaint to the Dean resulting in a Code of Conduct hearing.

### **Exam Times**

While in the Examsoft program your download 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.

### **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).

### **Classroom Use**

The following rooms will be available for self-scheduled exams

- C20
- C25
- C35
- C40
- C50

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.

**A note about ear plugs and headphones:** If you are taking an exam in one of the designated classrooms, **you may not** use headphones or other electronic devices to block sound. To ensure a quiet exam environment, you may use earplugs.

**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 from an examination for a job-related reason.

A student must notify the Director of Academic Administration and Student Affairs 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 the Director of Academic Administration and Student Affairs or the Assistant Dean for Academic Administration and Student Affairs 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 the Director of Academic Administration and Student Affairs or the Assistant Dean before grades are submitted will result in the student receiving 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 this Handbook.