

**Date:** November 27, 2023  
**To:** All Law Students  
**From:** Dean Johanna Bond  
**Re:** *Reporting Incidents of Cheating During Exams*

Should you need to report an incident of cheating during a daytime exam, the proper procedure requires you to come to the Dean's office (East Building, 3<sup>rd</sup> floor, E325) and report the problem to one of the secretaries. The secretary will put you in touch with the appropriate dean on duty immediately and he or she will then do everything possible to ascertain the facts in a discreet manner. The issue will then be dealt with either during or after the exam. If necessary, you will be given additional time (up to 20 minutes) to complete your exam.

Should you need to report an incident of cheating during an evening exam, the proper procedure requires you to come to Room 609 and report the problem to either of the two secretaries there. They will put you in touch with the dean on duty immediately and he or she will then do everything possible to ascertain the facts in a discreet manner. The issue will then be dealt with either during or after the exam. If necessary, you will be given additional time (up to 20 minutes) to complete your exam.

Should you need to report an incident of cheating on a web-administered exam (such as unauthorized collaboration), the proper procedure requires you to report the incident to the Dean on Duty at the earliest opportunity. Consult the *Dean on Duty Schedule*, posted on the webpage in the Exam Packet, which also has contact information for each Dean. If you do not know who the appropriate Dean on Duty is, you may contact and report the incident to any member of the Law School's Administration.