

EXAMINATION RULES – SPRING 2018

1. Absence from Examinations: Scholastic Regulation Six reads, in part: "A student who is absent from an examination without being excused by the Dean, either before or reasonably soon after the time of the examination, will automatically receive the grade of "F" in the course for the purpose of determining his/her eligibility to continue in the School." A student wishing to be excused from a regularly scheduled examination must see or telephone Dean Regina, Room 170, telephone number (973) 353-3066 (or, in an emergency, any dean). **He/she is not to speak about the matter directly with the instructor, for this will violate the anonymity system.** A request to be excused must be made PRIOR to the time the examination is to begin, unless an emergency or compelling circumstances makes prior notice impossible. Students should consult Dean Regina as soon as the need for a deferment becomes apparent.

Permission to defer an examination will be granted only in the event of a student's illness on the day of the examination, for religious reasons, or for a sudden and unavoidable emergency or other compelling circumstances; inadequate exam-preparation time for any reason will not excuse absence from an examination. Medical deferrals are granted conditionally upon the presentation of a physician's note. In the dean's discretion, a student seeking medical deferral may be required to consult with the Student Health Services Office, Student Services Building, Blumenthal Hall, 249 University Avenue, first floor, Newark. For further information, see the Student Handbook.

2. Late Arrival: Examinations are seldom canceled because of inclement weather, and have not been in many years, so do not assume that an exam has been canceled. Information concerning cancellations or late starting times in case of inclement weather will be announced on the law school web site. Cancellations are also announced over radio stations, WOR, WNEW, WCBS, WMCA, WVNJ, WHWH, WBRW, WCTC, WTTM, WJLK and WRNJ.

All students must arrive at the designated exam room **prior** to the time given on the examination schedule. In the event that a student is detained (for instance, by car trouble or bad weather), the Dean's Office at (973) 353-3066 or (973) 353-5396 must be notified as soon as possible.

IN NO EVENT IS THE INSTRUCTOR TO BE NOTIFIED.

3. Conduct During Examinations

a. All students must report initially to the rooms assigned on the examination schedule. All examinations must be taken in the assigned exam room. You may leave the examination room to go to the restrooms or to the cafeteria; however, bluebooks and examination questions are not permitted out of the examination room.

THE FOLLOWING AREAS MAY NOT BE USED FOR WRITING EXAMS:

Offices: faculty, student organization, library, and clinic offices
and rooms; administrative offices and rooms;

Classrooms: classrooms or seminar rooms which are not being used for an
examination;

Note: all small study rooms including those in the library;

Library: all floors including offices and study rooms;

Auxiliary Rooms: student, faculty or staff lounges; corridors; restrooms;
locker area; cafeteria (see Sec. 3k);

REMEMBER: Under no circumstances may a student leave the building during the course of an examination, without having turned in all examination materials.

b. Students are permitted to use laptop computers in writing examinations; however, prior to each exam Extegrity Exam 4 Software must be downloaded. Instructions on laptop use will be sent under separate cover. Storage of material that could be used on an examination, whether open or closed book, in a laptop computer is considered cheating.

c. In closed book examinations, no books, notes, papers or bluebooks may be brought into the examination room. Coats are to be put in student lockers; they are not to be brought to an examination room.

d. In limited-open book exams, the University Student Disciplinary Code prohibits consulting unauthorized materials. To avoid needless misunderstandings, students should not bring unauthorized materials into the exam room.

e. If using a bluebook, the bluebook is to be legibly marked with the student's correct examination number. In no way is the student to identify himself or herself, by use of name, comment or otherwise. If more than one bluebook or sheet of paper is used, number each, indicating the number of bluebooks (or pages) on the covers (1 out of 4, etc.), and insert the subsequent books inside the first before turning them in. Bluebook examinations are to be written in blue or black ink -- pencil is not to be used. However, **students are to bring a number 2 pencil to all examinations for use on Scantron forms which may be a component of the examination.**

f. Sharing of authorized material is prohibited. The use of carbon paper, or the like, including pressure sensitive paper, is prohibited during examinations.

g. If a student becomes ill or is otherwise unable to continue at any time after receiving a copy of the examination, Assistant Dean Garbaccio should be notified immediately. In the absence of this individual, the student should go to the receptionist's desk, in the main lobby, and ask to see any available dean. Under no circumstances is the student to leave the building without contacting one of the administrative officials. Any student who violates this rule will have a grade of "F" entered for the course, with a transcript notation that the grade was administratively entered for failure to complete the examination. **The student is also not to contact the instructor.**

h. Smoking is not permitted in the building nor may students leave the building to smoke while they are taking an examination.

i. Restrooms are located on the lower level and on floors 2, 3 and 4.

j. Students will be permitted to go to the cafeteria during an examination, but must leave all materials in their exam-taking area. While food and drink is not prohibited in exam rooms, eaters are asked to be unobtrusive and to remove all food wrappers and cups from the room when finished. Eaters who disturb other students in the room may be asked to stop eating.

k. All examination papers are due in the box provided in the designated examination room at the time indicated on the blackboard at the beginning of the examination. When time is called all answers must immediately be submitted on the Exam 4 system. If using bluebooks, the administrative staff will collect bluebooks immediately after time is called on the examination and may not accept bluebooks after that time. Late bluebooks are to be turned in as promptly as possible to Dean Regina in Room 170, who will note such lateness on the bluebooks. Handing in an examination late for a second time will result in disciplinary charges.

4. Honor Code: Examinations at the law school are conducted under the University Student Disciplinary Hearing Code and the Honor Code adopted by the student body in December, 1967. That code prohibits the following conduct in regard to examinations:

- a. Obtaining unauthorized knowledge or knowing possession of examination questions prior to the time that the examination is to be administered, except that a person innocently gaining such knowledge or possession may exculpate him/herself by reporting such knowledge or possession to the Dean of the School of Law.
- b. The giving or receiving of unauthorized aid during the administration of any examination.
- c. The use during an examination of any materials not specifically authorized.
- d. The taking of examinations anywhere but in the designated areas of the law school.

A violation of the Code subjects the violator to dismissal from the law school. The Code is enforced by the procedure prescribed by the University Student Disciplinary Hearing Procedure. Further details may be obtained from the Student Handbook and Dean Regina in Room 170.

A complaint about an Honor Code violation is to be reported promptly to Dean Garbaccio or Dean Regina or, in an emergency, any dean. If an on-the-spot investigation should be necessary, it will be as brief and unobtrusive as possible, and, in appropriate cases, all students involved (complainants, witnesses, accused students) will be given additional time as necessary to complete their examinations.