

**Spring 2020 Exam
Questions and Answers for Students
May 3, 2020**

NOTE: If any of the hyperlinks are broken, you can find this Q & A and relevant schedules on the website. Go to Academics => Academic Affairs, Newark => Spring '20 Course and Exam Schedules. For your Exam ID number and the web-based portal, go to Info=>Current Students=>Newark Campus Specific Resources.

When is the exam period?

The first day of exam is Friday, May 1, 2020 and the last day is Saturday, May 16, 2020. Please refer to the Academic Affairs, Newark Section for the Spring '20 Exam Schedule. Unless stated otherwise, Professors will give the exam on their scheduled exam date.

How will exams be given?

Unless your professor told you otherwise, essay exams will be made available on the [web-based exam portal](#). You will need to log-in using your Net ID and password. (NOTE: You should log-in to the portal and submit a practice exam to get comfortable with the system).

You will download/view your exam via this portal. However, you do not need to type your exam in it. You can write your exam in a word document and then upload that word document when you are ready to submit.

You do not need uninterrupted internet access while you are working on your answer/s. You only need access to download the exam and again to submit it.

Some professors are giving multiple-choice exams. Most of these will also be available via the exam portal, except for a few, which will be made available through Canvas. You should assume your exam will be on the exam portal unless your professor tells you to look on Canvas.

We will not be using Exam4 so you will not have to download any software to take your exams remotely.

When will exams be available?

Unless your professor told the administration otherwise, all regularly scheduled, time-limited exams will be available on the web-based portal for viewing, exam-taking and uploading **between 8 AM and 12 midnight** of the scheduled exam date. Some professors have opted to have their exams available for viewing, exam-taking, and uploading for several days before and even after the published exam date.

How do I view my exam? How do I submit my exam?

We suggest that you practice taking a web-based exam so that you will know the steps needed to view and submit your exam using this portal.

1. Go to the [exam portal](#).
2. Click on Sample System.
3. Go to the Exam tab in the top bar.
4. Click on “Retrieve Exam.”
5. Then view or download your exam. (This is the point at which the clock will start ticking).
6. To submit your exam, go back to the Exam tab, and select “Submit Exam.”
7. You can submit in two ways.
 - a. Cut-and-paste your answers to the portal itself.
 - b. Upload your exam (should be a Word document)

Do I need to need to put my Exam ID number on the document that I am uploading?

No. You do not need to put your Exam ID number anywhere on the document.

Of course, you should not put your name or any identifying information on your answer that would violate the anonymity policy.

Does it matter what name I use for the file or exam that I am uploading to the web-based portal?

It does not matter what you name the file. The system renames the file to your Exam ID number upon submission.

Of course, you should not put your name or any identifying information on your answer that would violate the anonymity policy.

Will I receive confirmation of my exam after I submit it?

Yes. You will be shown a screen that includes a confirmation number and a copy of what you submitted.

You will not receive an email confirmation.

What if I have a problem viewing or uploading my exam?

Do not contact your professor.

There will be an "[Administrator on Duty](#)" during the exam period who will be available **between 8 AM and 10 PM** on the scheduled date. **Feel free to call the Administrator’s office number**

listed on the schedule. The office number has been forwarded to the Administrator’s mobile or home number.

If you encounter problems after 10 PM (such as trouble uploading your exam), here are three steps you must take:

- 1) Email lawexamhelp@law.rutgers.edu and explain your situation.
- 2) CC lawexamsend@law.rutgers.edu and attach your exam.
- 3) CC the Administrator on Duty.

Do NOT email your exam to lawexamhelp@law.rutgers.edu as a back-up. Only do so if you are sure that your exam is not submitting.

Do I still use my Exam ID number?

Yes. You can get your [Exam ID here](#). You will need your RUID. Please go to that link now to get your anonymous Exam ID number. Do not wait until the day of your exam to get your Exam ID number.

You might see two different numbers. One was an assigned number for mid-terms (if you had any) and the other—**numbers between 5000-6999**—is your final Exam ID number.

Will exams be closed or open book?

Professors have been advised that this semester only, all exams will be open book, open notes, and open everything. However, your professor might choose to limit your access to other materials. Please follow what your professor says.

As is the case during the entire time that you are in law school, the **Honor Code applies** and that means that you are not allowed to talk to anyone about your exam. Any cheating may lead to an academic integrity inquiry which could result in a failing grade and/or suspension or expulsion.

What are the different types of exams?

Below are the different types of formats that professors will be using.

- 1) Timed essay exams (majority)
 - a. Some professors are requiring timed exams that will be taken during a one-time sitting (2 hours, 3 hours or 4 hours) that may be taken at any time between 8 AM and 12 midnight. The web-based portal will create a timestamp so that your professor will know if you have gone over the allotted time.
 - b. Some professors are requiring timed exams but need not be completed in one sitting. This allows you to “stop” and “go.” However, these professors do not want you to spend more than the allotted time and they will likely ask you to certify under the Honor Code that you did not go over your allotted time.

- 2) 24- or 48-hour essay exam or longer (minority)
 - a. Some professors are giving 24- or 48-hour essay exams.
 - b. Other professors are allowing students to have even more time and take the exam(s) at any time during the exam period.

Please be sure to view, answer and upload your exam within the period in which your professor has allowed you for exam upload.

- 3) Multiple-choice exams/questions
 - a. Some professors have included multiple-choice questions in their exam with the exam essay questions that you will take using the web-based exam portal. Unless your professor tells you otherwise, provide your answer for those multiple-choice questions on the web-based exam portal with the rest of your essay answers.
 - b. A few professors are giving multiple-choice exams on Canvas. The questions should be found in the “Quizzes” portion of the Course Page. For a tutorial on how to take a quick on Canvas, go here: <https://community.canvaslms.com/videos/1134-quizzes-students>

NOTE: If you remain unclear as to what your professor expects of you, do not wait – ask him or her for clarification now.

When does the “clock” start ticking and when does it stop?

Your clock will start when you view the exam question and will stop upon submission.

Remember, some professors require that their exams are completed in one sitting, which means that you need to find a time block when you can take the exam from start to finish in one sitting.

Some professors are allowing students to “stop and go” as long as the students do not exceed the total time limits for completing the exam.

What if I have a testing accommodation?

For students who receive testing accommodations: You should have received a letter from Ms. Gina Davila confirming the details of your accommodations for this semester's exams. If you have not, you should reach out to her at gdavila@law.rutgers.edu if you have any questions. Do not contact your professor.

Please note that professors will NOT be able to tell if a student received additional time because of an approved accommodation. In classes with accommodated students, submission times will

be checked (and then wiped) by staff. Professors will be notified if anyone went over their allotted time.

What if I have an exam conflict?

Please contact Dean Regina and Ms. Gina Davila if you have not already done so.