

**Cumberland School of Law
Samford University**

**POLICIES AND PROCEDURES
FOR FINAL EXAMINATIONS
(Fall 2011 Exams)**

1. Exam Schedule. The exam schedule is available on the Cumberland web site, <http://cumberland.samford.edu/students/exam-information>.
 - a. Alternate Exam Times & Procedures. Students will be permitted to take an exam at one of two alternate exam times **only if the student obtains permission** from his or her professor **and the professor submits** to Mrs. Laurie Zimmer by Thursday, **December 1, 2011**, an envelope that:
 - a. contains the exam to be taken, and
 - b. indicates the following on the outside of the envelope:
 - the student's name
 - the course title
 - the professor's name
 - the scheduled alternate date on which the exam is to be taken,
 - what materials the student will need to take the exam (e.g., scantron card, blue books, etc.), and
 - what materials the student may use during the exam (e.g., open book, open notes, etc.).

After obtaining permission to use an alternate exam time, *students must check the master list of scheduled alternate exams* (posted outside the Associate Dean's office) to verify that his or her professor has submitted the appropriate materials for the alternate exam.

The two scheduled and proctored alternate exam times are:

Saturday, December 3, from 2:00 p.m. to 5:00 p.m.; and
Friday, December 9, from 9:00 a.m. to 12:00 p.m.

Faculty still have discretion under Academic Standard 206(b) to excuse individual students from taking an exam at the scheduled time provided the student shows "good cause" before the scheduled exam time. The professor administers these make-up exams, and the student may not use his or her computer on the make-up exam.

2. Extegrity Software Required for Regularly Scheduled Exams. Regularly scheduled exams taken on computers must be taken using the most recent *Extegrity* software licensed by the law school. "Take-home" and "floating exams" taken on computer must be administered by the professor, must use ordinary word processing software (if computer use is allowed), and must be printed by the student.
3. Students Must Download NEW Extegrity EXAM SOFTWARE WELL BEFORE THE FIRST DAY OF EXAMS. All software for previous exam sessions has expired. Students must **download the new version by December 2nd (the day before exams begin)**. To do so, students should go to the *Extegrity* website at <http://extegrit.com>, and follow the posted instructions to download and install the *Extegrity* software directly from that site. If students

need additional assistance with downloading, they should consult the *Extegrity* directions posted on the law school web site.

4. **Students Must Practice Using the new Extegrity Software.** After installing the software, students must:
 - a. Take a practice exam using the new software to familiarize themselves with the new program's operation and features. NOTE: When taking a practice exam, use your assigned anonymous number and choose "F11 Practice Exam" from the course drop-down list.
 - b. Practice submitting the exam wirelessly. Note: Many personal firewall and Internet Security software programs will block new versions of the Exam4 Software and must be configured each semester to allow wireless submission. Failure to test wireless submission prior to your first exam could result in delays.
 - c. Any problems should be resolved prior to the exam period; limited technical support will be available immediately prior to and during exams. Additional *Extegrity* instructions are posted on the law school's website.

5. **Access to Hard Drive During Exam.** If using "**Closed Mode**," students are *not* permitted to access their hard drive(s) or other electronic storage media during the exam. If a student takes an exam on which use of notes, outlines, or other material is permitted and those materials are on the student's hard drive, the student should print those materials prior to the exam. If using "**Open Mode**," students are allowed to access their internal hard drive(s), but will not be permitted to use external hard drives or external flash drives. Use of other electronic devices (such as cellular phones or cellular wireless cards) is still prohibited.

Use of "Open Mode" on Extegrity during a "Closed Mode" exam constitutes cheating. "Open Mode" exams are allowed only when specifically instructed by the proctor.

6. **Proctors.** All regularly scheduled exams will be administered by proctors under the supervision of the Associate Dean. Professors will be on call for problems but will not administer regularly scheduled exams.
7. **Room Assignments.** Room assignments for all regularly scheduled exams are posted on the law school web site. When applicable, there will be (one or more) separate rooms for each exam. Students should report to the designated rooms to receive, take, and submit their exams.
8. **Exam Day Set Up and Starting Exams.** Students should report to the designated exam room at least 15 minutes before the scheduled start time. They should sign in on the sheet provided, check the board for materials needed, and pick up only the required materials. Students using computers should set up their computers, plug the computers into an electrical outlet, and verify the "stand-by" and hibernate features are disabled. Students must provide their own computers, power cords, and other technology requirements.

Students should then launch the *Extegrity* software; complete screens 1-5 of the *Extegrity* software; click the "Begin Exam" button on screen 6; and wait for the proctor to distribute exams. After the student clicks "Begin Exam," the student may not type at all (including numbering or entering answer separators) until the proctor announces that students may begin the exam.

9. Timing and the End of the Exam. Proctors will keep time and will announce the end of the exam. *THE TIMER IN THE EXTEGRITY SOFTWARE WILL **NOT** BE USED*
10. Electronic Devices. Students may not use any electronic audio or video devices (other than laptop computers operating the proper *Extegrity* software) in regularly scheduled and alternate exams.
11. Breaks During the Exam. All students who leave the examination room while the exam is in progress must sign out upon leaving and sign in when they return.
12. Turning-In Completed Exams. When time expires, students should do the following as applicable:
 - a. Exams Submitted Through Wireless Transmission – Submit exam answers via the wireless system, place all other exam materials (including the exam paper, any scantron card, and any other materials) in the envelope provided, and place the envelope in the designated box.
 - b. Handwritten Exams – Place all exam materials (including the exam paper, all answers, any scantron card, used scratch paper, and any other materials) in the envelope provided, and place the envelope in the designated box.
 - c. Students who encounter problems saving or submitting their exams should notify the proctor.

The proctor will deliver the box containing the exam materials to the professor's office.
13. Keeping Answers on Hard Drives. Once a student submits the exam and “exits” Exam4, the program will not permit the student to re-enter the exam. The exam answers, however, will remain on the student's hard drive in encrypted form. Students should keep the answer files on their hard drives until final grades are released. The law school can retrieve an answer from a student's hard drive if there is a problem with the wireless submission.
14. Professors' Secretaries Will Print Exam Answers. Professors' secretaries will print the exams submitted electronically using designated *Extegrity* software.
15. Take-Home and “Floating” Exams. Professors offering “take-home” and “floating” exams that do not appear on the exam schedule will make arrangements about where and when students should pick-up and return their exams. The law school does NOT guarantee the use of conference rooms and other private rooms to students taking such exams. *If professors authorize students to use computers on these exams, they must permit students to use an “open hard drive” and to print their own exams. THE EXTEGRITY SOFTWARE MAY NOT BE USED FOR “TAKE-HOME” OR “FLOATING” EXAMS*, and the computer-related portions of the policies and procedures set forth do not apply.