Law School Exam Information

Law School Exams
Students should read, understand and abide by the policies for Law School Exams per the Student Handbook, Student Code of Conduct and the Academic Integrity Policy. Please note that the faculty has promulgated a set of exam rules to apply to this semester’s remotely proctored exams. The standard exam rules (found in Appendix A to the Student Handbook) have been replaced this semester by the new remote exam rules (found in a new Appendix C to the Student Handbook). You’ll find the amended handbook at this link: https://www.umassd.edu/media/umassdartmouth/school-of-law/forms/UMass-Law-Student-Handbook-(5).pdf

Remote Exam Administration Through ExamSoft
All students will use ExamSoft to take proctored midterm and final exams this semester. You will take exams remotely using your own computer using the Examplify application by ExamSoft, the same platform we have used for years to administer exams on campus. What’s different is that Examplify will assure your exam’s security using two new features: ExamID and ExamMonitor. (ExamID verifies your identity to ensure you’re taking the correct assessment at the correct time. ExamMonitor allows for remote proctoring using facial recognition.)
Students must download and install ExamSoft. If questions arise during installation, you may contact CITS technical support (508-985-1186) or ExamSoft technical support (866-429-8889, press 1 and listen to the prompts that follow).

Anonymous Grading/Blind Grading
In accordance with traditional law school practice, written examinations are graded anonymously. Exceptions to this policy are made for certain writing courses, seminar papers, and practice courses. Grading ID numbers, rather than names, are used on examinations.

Grading ID Numbers
Your Grading ID number (4-Digit Grading ID) can be found in COIN, Student Center.
Students are responsible for knowing their grading numbers and maintaining their confidentiality.

You must never write your name on your exam booklet or any of the exam materials
A student who provides any form of personal identification (e.g., the student’s name) or any other personal information (e.g., “graduating senior”) on an anonymously graded examination is subject to disciplinary proceedings under the Student Conduct Policies and Procedures.

Examination Conflicts
There is an examination conflict when a student has two or more final examinations scheduled to start fewer than sixteen hours apart. For example, if you have exams scheduled at 6:30 p.m. on Monday and 9:30 a.m. on Tuesday, you have an examination conflict. If you have exams scheduled at 1:30 p.m. on Monday and 9:30 a.m. on Tuesday, you do not have an examination conflict.

If you have an examination conflict, you must submit a Makeup Examination Conflict Form within two weeks of the close of the published add and drop period.

Exam day emergencies, illness and special circumstances
Do not contact your professor with any concerns about your exam. A student who is unexpectedly absent from an examination shall notify the school on the day of the examination or as soon as possible thereafter by telephone or e-mail to the Law Enrollment Center. To be eligible to take a make-up examination, the student must submit to the LEC (lec@umassd.edu) a Makeup Examination Petition seeking the Associate Dean’s approval.