

## **I. The Academic Program**

### **C. Final Examinations**

#### **1. Examination Administration Procedures**

**Scope:** Unless the examination instructions for a course indicate otherwise, the following procedures apply to the administration of examinations.

**Examination Rooms:** Examination rooms are posted in advance of the exam in the Office of Student Life at least 24 hours prior to the examination period. Exams may only be taken in designated testing areas.

**Distribution of Exams:** Examinations will be distributed in the exam room. The room will be unlocked by the examination official 20 minutes prior to the start of the exam. When the room is unlocked, students may be seated where an exam has been placed; exams cannot be moved to different seats. If the examination is face down, do not turn over the examination until directed to do so. Instructors will provide exam officials with a list of permitted materials for each exam. Students must place all unauthorized materials, as well as all personal items (e.g., coats, backpacks, book bags, etc.), at the front of the exam room prior to the start of the examination, and those items must remain there until the student is finished with the examination.

**Timeliness:** Students must be on time for their examinations. If a student arrives more than 15 minutes late, the student must get the exam from the Office of Student Life. Except in extraordinary circumstances, an exam that starts late must be turned in at the scheduled conclusion of the exam. A designated clock in each exam room will serve as the “official” clock for each exam.

**Conduct:** Roving exam officials will be monitoring each examination room for every scheduled exam period and may come in and out of the room at any time during the examination period. During the course of the examination, students may not talk to other students, share any materials or examinations or answers, or otherwise interact or collaborate in any way.

No more than one student may be absent from the examination room at any given time during the course of the examination time, except for those students who have left the exam room to turn in their examinations to the Office of Student Life. During the exam, students may leave the examination room to use the restroom, but must first sign and indicate the time on the sign-in/sign-out sheet provided at the front of the room, and again, only one student from each room is allowed to be signed out at a time. Returning from the restroom, students must sign back in on the sign-in/sign-out sheet, indicating the time of their return. Other than restroom use, students may not go into non-testing areas or leave the building until their completed examination has been submitted. Absolute quiet must be maintained in the law building. No conversation is permitted in the testing areas or corridors during the mornings and afternoons that examinations are being given.

**Exam Format:** Students will take their exams using computer-based examination software. All questions must be answered within the computer-based examination software. Although a hard copy of all or part of the exam may be provided, only what is provided within the examination software will be used for grading. **STUDENTS MUST NOT WRITE THEIR NAME OR ANY OTHER IDENTIFYING INFORMATION OTHER THAN THE EXAM NUMBER ON THE EXAM OR OTHER MATERIALS.**

Do not remove any pages from the exam. At the discretion of the instructor, exams that have pages removed may not be graded. All copies of the exam must be turned in at the conclusion of the exam.

If a student completes an exam prior to the scheduled end of the exam, the student should bring the exam and any other materials required to be submitted directly to the Office of Student Life. An examination official will be in the exam room for the last 5 minutes of the exam period. At the conclusion of the exam, students will be directed to stop work on the examination, and the examination official will collect the remaining exams and other materials.

After completing and submitting the exam, students must leave the testing areas and corridors IMMEDIATELY.

Students may not continue to work on the examination after the exam official has directed students to stop work on the examination. Failure to comply will be reported to the Office of Student Life. Grading sanctions may be imposed for late exams at the discretion of the faculty member teaching the course, and the matter may be addressed through the Honor Code as appropriate.

Interrupted exams: Circumstances that require an interruption of the exam must be brought to the attention of the Office of Student Life.

Disability Accommodation Requests: Students requesting disability accommodations for exams are expected to register as early as possible and in any event prior to the exam period with Accessibility for Students 777-2664, [UND.accessibilityforstudents@und.edu](mailto:UND.accessibilityforstudents@und.edu). Requests for other accommodations must be made through the Office of Student Life. A request for accommodations must be made as early as possible to allow sufficient time for processing the request and implementing any appropriate accommodations.

Failure to comply with the above procedures or exam instructions may constitute academic dishonesty or misconduct.