
Uniform Instructions for Exam Administration

1. Every law student has a duty to comply with the academic conduct standards of the Shepard Broad College of Law and NSU. These exam instructions supplement the Code of Academic Regulations. These instructions cannot be modified orally by anyone, including instructors, professors, proctors, OIIT or ExamSoft.

By submitting your exam, you acknowledge and affirm the following statement:

I pledge on my honor that I have neither given nor received any unauthorized assistance in completing the exam, that I have only used those materials permitted by my professor, and that I have complied with all written examination instructions provided to me.

2. You must sign the sign-in sheet in the exam room when you enter and immediately choose a seat. You must leave at least one seat between you and your classmate. You may sit closer only if the room does not accommodate the required spacing and are advised by your exam proctor to do so.

3. You are required to place all materials, cell phones, smart watches, and all other electronic devices (**all turned off**) in your bags which you must place in the front of the room. You must place all bags in front of the room before the proctor distributes the exam. Unless an item is specifically listed in your professor's written exam instructions (below), the only items you may have at your seat or in use are your computer, pencils, and pens. You may not retrieve any items from your bags after the proctor distributes the exam.

4. You must use only your assigned anonymous exam number for identification. You are responsible to know your anonymous exam number prior to the start of the exam.

5. You are taking this exam anonymously. Do not violate this requirement of anonymity under any circumstances. Do not identify yourself in any way except by your anonymous exam number.

6. You must sign out/in when leaving the exam room to use the restroom noting the correct time you leave the room and the time you return. Only one person at a time will be permitted to leave the room.

7. Unless your professor indicates otherwise, Examplify will block access to all *other* applications on your computer. If you are taking an open book/note exam, you will have access to your electronic notes saved locally on your computer, but your internet will be disabled unless your professor authorized internet usage during the exam. All exams, regardless of whether any materials are allowed, are limited to the use of one device. Enter all answers in the software as instructed by the test.

8. If you experience computer issues during the exam, such as screen freezing or mouse not responding, first completely restart your computer by holding down the power button until the device shuts off and then turn it back on. Open the Exemplify software. When prompted, select the 'Return to exam' or 'Resume' button. You will be returned to the exam within 59 seconds of where you left off. Your work is safely stored on your computer's hard drive and will be retrieved upon your continuation of the exam. If taking an in-person exam and rebooting does not correct the problem, then notify the proctor. If you are remotely taking an exam, contact 954-262-0070 for technical assistance with the software and then Student Services at lawexams@nova.edu to properly document the incident.

9. You are responsible to complete the examination in the time allotted. You must not begin the exam before the proctor begins the exam. Exemplify will end the exam automatically at the allotted time. Exemplify provides a five (5) minute warning prior to the end of the time limit. You can also set your own timers within the software by opening the Tools side bar.

10. At the end of exam, Exemplify will automatically upload the exam. You will receive a confirmation screen indicating your exam has been successfully uploaded. If you do not receive a confirmation that your exam uploaded, you must contact Student Services immediately via email to lawexams@nova.edu AND contact 954-262-0070 technical support hotline no matter what time of day or night. The lawexams email box is monitored from 8:00 a.m. until 10:00 p.m. daily. **Do not contact your professor. Do not discuss the exam with anyone else while the problem is being solved.**

11. After you receive confirmation that your exam uploaded, you must sign the sign-out sheet and turn in **all** scrap paper in the box in front of the room immediately after completing the exam. You are not to leave the room with scrap paper. Leave the room QUIETLY. Do not congregate outside the exam room or hallways.

12. You may not discuss the exam with students or faculty after you leave the exam room, since other students may take this exam at a later date. Any discussion of the exam before the end of the final exam period may result in a violation of the Code of Academic Regulations. You may contact your professor regarding the exam only AFTER grades are posted.