

Uniform Instructions for Winter 2022 Exam Administration

Through Exemplify

1. Every law student has a duty to comply with the academic conduct standards of the Shepard Broad College of Law and Nova Southeastern University. These exam instructions supplement the Code of Academic Regulations. These instructions cannot be modified orally by anyone, including instructors, professors, 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. All exams are administered in a 48-hour window in accordance with the exam schedule published by the College of Law. You are responsible for completing the exam when scheduled and in the time allotted. Once you open the exam file, you will not be able to exit and return to the exam. All exams will end either at the completion of the time allotted for the exam or the end of the 48-hour window, whichever is sooner.

3. You must use only your appropriate anonymous exam number for identification on the exam. It is important to know your anonymous testing number prior to starting an exam.

4. All timed proctored exams will be proctored using Exam Monitor. This means that you will be proctored whether your exam is taken on-campus or remotely. For all timed proctored exams:

- You must have a working camera and microphone. Do not begin a timed-proctored exam until you confirm that Exam Monitor is enabled and working. Any remote proctored exam that is taken without Exam Monitor when required will be sent to the Dean of Students.
- Please ensure that your camera is correctly positioned to show your face when taking your exam.
- An external monitor (i.e., dual monitor) connected to a laptop or desktop is NOT permitted.
- The use of docking station setups is not permitted.
- One piece of blank scratch paper is allowed. You must show both sides of the scratch paper to the camera after question one shows on your screen. Once the exam is uploaded, you must destroy the scratch paper.
- Restroom breaks are allowed but are restricted. You must announce your restroom break before leaving and upon your return. You are allowed only a maximum of one five-minute break per hour of your exam. Your time will not stop for restroom breaks.
- Telephones, AirPods, earphones, headphones, and smart watches are not permitted. Only disposable ear plugs are permitted.

Lack of adherence to Paragraphs 1 through 4 may result in your exam being flagged by Exam Monitor.

5. You must use only your appropriate anonymous exam number for identification on the exam. You are responsible for knowing your anonymous number prior to the start of the exam.

6. Unless your professor indicates otherwise, Exemplify 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. 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.

7. Once you save and exit your exam, you must upload your exam. The software will search for an internet connection. If an internet connection is available, the software will automatically upload your answer file. If your answer file is uploaded successfully, you will receive a green confirmation message screen. Be sure your exam file successfully uploaded so it can be submitted for grading. If you do not receive the green confirmation message screen, please see the instructions below in Paragraph 8.

8. If you experience a computer or technology problem while taking your exam, or in the uploading process, immediately email your issue to lawexams@nova.edu no matter what time of day or night. The lawexam email box is monitored from 8:00 a.m. until 10:00 p.m. daily. Your issue will be addressed during those times. **Do not contact your professor. Do not discuss the exam with anyone while the problem is being solved.**

9. Be sure to follow any supplemental Professor Exam Instructions and any additional instructions provided by Student Services.

Please recall, you may not discuss the exam with anyone, including your professors, until your grades are posted. Do not contact your professor regarding any issues or questions regarding exam administration.