

Uniform Instructions for Winter 2021 Exam Administration

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 any parties, 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 through Examplify by ExamSoft. All students must read the NSU Law Student Guide for exam software prior to the exam period.

3. No paper exams will be available regardless of the location of the exam administration and all exams must be typed. No handwriting option is available.

4. All exams are administered in a 48-hour window in accordance with the exam schedule published by the College of Law. You are responsible to complete the exam when scheduled and in the time allotted. If you have a timed exam, the exam will begin once you read the exam instructions and will continually run once you start the exam. You will not be able to save and exit and return to the exam.

5. You must use only your appropriate anonymous exam number (for midterms or for finals) for identification on the exam. You are responsible to know the correct anonymous number prior to the start of the exam.

6. All timed-proctored exams will be remotely proctored whether taken at the law school or elsewhere. For all timed proctored exams:

- You must have a working camera and microphone for remote proctored exams. Do not begin a timed-proctored exam until you confirm that Exam Monitor is enabled and working. The exam time will not start running until you complete any proctoring camera approval requests. Any remote proctored exam that is taken without Exam Monitor functioning will not be sent to the Professor for grading. Any Exam Monitor video that does not consistently show the student's face throughout the exam will be flagged for Student Services review.
- One piece of blank scratch paper is allowed. You must show both sides of the scratch paper to the camera once question one shows on your screen.
- Bathroom and stretch breaks are allowed but are restricted. You must announce your bathroom 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 any breaks.
- Phones and smart watches are not permitted.

7. 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.
8. 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. 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.
9. If you experience a computer or technology problem while taking your exam or in the uploading process, immediately email lawexams@nova.edu no matter what time of day or night. Lawexams emails will be monitored from 8:00 am until 10:00 pm daily and the problem will be evaluated and addressed once Lawexams monitoring resumes. **Do not contact your professor. Do not discuss the exam with anyone else while the problem is being solved.**
10. Even after uploading, you may not discuss the exam with anyone until the end of the final exam period as indicated on the Academic Calendar. Do not contact your professor regarding any issues or questions regarding exam administration.
11. All additional instructions issued by Student Services regarding exam administration and any individual Supplemental Professor Exam Instructions become part of these Uniform Exam Instructions.