

## EXAM INFORMATION

(Updated: October 2023)

### **ANONYMOUS GRADING:**

Pepperdine uses an anonymous grading policy. **Please memorize the Student Exam ID Number** assigned to you on WaveNet (*Note: These numbers change with each exam and each term*). This number is the only way for us to identify you and maintain grading anonymity. Do not reveal your Exam ID Number to your professor or in your exam answer. You must use your Exam ID Number on all midterm and final examinations, graded assignments, and final papers.

### **EMERGENCIES:**

If you experience an emergency or illness during an exam period, please contact the Deans' Suite and fill out the [Petition for Midterm and Final Exam Schedule/Emergency Change](#). DO NOT contact your professor - This will breach anonymity and could result in an Honor Board violation. The Deans' Suite and the Faculty and Instructional Support Department will work with you to reschedule your exam. A note from a medical professional is required for all exam reschedules due to illness. Please be prepared to provide documentation for other emergencies. (*Refer to Academic Policy Section 6.13 concerning the rescheduling of exams.*)

### **FAILURE TO APPEAR "NO SHOW":**

Failure to appear for a graded or ungraded midterm or final examination without first contacting the Deans' Suite, Faculty and Instructional Support, and/or by submitting a [Petition for Midterm and Final Exam Schedule/Emergency Change](#), will result in zero credit for the exam. Unless extraordinary circumstances prevent you from making contact, there will not be an opportunity to reschedule the exam for a later date.

### **EXAM DATES AND LOCATIONS:**

Please arrive at least 15 minutes before the start of your examinations. If you arrive after the exam has started, you will **NOT** be given additional time to complete the exam.

- **Midterms:** Midterms are scheduled during class time in your regular classroom, unless you are notified otherwise.
- **Finals:** Unless otherwise indicated, all final exams start at 8:30 a.m. or 1:00 p.m. Please refer to the exam schedule posted at 7:30 a.m. on the date of the exam for the classroom location.

### **EXAM MATERIALS:**

- All exam materials will be provided by the proctor, including blue books and scratch paper
  - ✓ Students can request blue books from the proctor for the essay portion of the exam. All blue books, used and unused, must be returned inside the essay exam envelope. Please do not remove them from the room.
  - ✓ One piece of colored scratch paper is included inside each essay exam envelope. You can request more from the proctor. All scratch paper will be collected at the end of each exam

part, either attached to the multiple-choice question packet or inside of your essay exam envelope. Scratch paper cannot be used/transferred from one part of an exam to another.

- If your exam includes multiple-choice questions, a Scantron form will be provided. Please bring a “Number 2” pencil to use on the Scantron forms (no pens).
- **DO NOT write on any exam materials** (multiple-choice question set, scratch paper, exam envelopes, or essay questions) before the start of an exam, nor after the proctor has called time. ***These are considered an Honor Code violations and will be reported.***

### **EXAM LOGISTICS:**

- Open Book and Closed Book Exams:
  - ✓ Closed Book: Only the exam, writing materials, and laptop for the essay exam are allowed on your desk. All personal items must be placed at the front of the room.
  - ✓ Open Book: All approved notes and casebooks must be in printed/hard copy form for the exam – You are not permitted to access electronic casebooks, notes, or materials.
- The proctor’s time is the official exam time, which in most cases, will be projected on a screen in your classroom.
  - ✓ A ten (10) minute warning is the only time notification that will be given until the conclusion of your exam.
  - ✓ At the end of the exam, the proctor will announce “stop writing/typing,” at which point you must stop. ***Over-writing and over-typing are considered honor code violations.***
- All exam materials must be turned into the proctor at the end of each exam part. This includes the multiple-choice question set, Scantron form, essay questions, essay exam envelope, scratch paper, and any blue books. ***Failure to return all exam materials to the proctor is an honor code violation.***
- **Please check your Pepperdine e-mail account regularly during exam periods.** This is how we will communicate with you if your exam does not upload successfully or we need you to verify a matter concerning your exam.
- Technical support will **NOT** be provided during examinations. Please ask the proctor for a Blue Book(s) if you experience a computer malfunction during an exam.

### **FINAL GRADES AND EXAM RELEASE:**

As outlined in Academic Policy 6.40, Release and Review of Examination Grades, “final grades will be submitted to the Dean no later than four (4) weeks from the date the final examination was given to the class.” Course grades will be made available to students on WaveNet on a rolling basis no more than five (5) weeks following the final examination.

You will be notified when exams have been returned to Faculty and Instructional Support and are ready to be picked up or requested, no earlier than six (6) weeks following the final examination. If exams have not been returned to Faculty and Instructional Support, students will be encouraged to contact their professors.