

EXAM POLICIES

ANONYMOUS GRADING:

Pepperdine uses an anonymous grading policy. **Please commit your Student Exam ID Number to memory.** It is the only way for us to identify you and maintain grading anonymity. Do not reveal your Student Exam ID Number to your professor or in your exam answer. You must use your Exam ID Numbers on all midterm and final examinations and final papers. These numbers will change between midterm and final exams every semester.

EMERGENCIES:

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

EXAM DATES AND LOCATIONS:

- **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 your exam for the classroom location.

EXAMINATION ROOM LOGISTICS:

- Please arrive at least 15 minutes before the start of your examination. If you arrive late, after the exam has started, you will not be given additional time to complete the exam.
- Cell phones or other electronic devices, other than the laptop used for ExamSoft, are not allowed in the exam room. If you bring an electronic device with you, it must be turned off and stored in your backpack/bag/purse, and placed in the front of the classroom.
- Laptops cannot be open during the multiple-choice portion of an exam UNLESS your exam is an all-inclusive multiple-choice and essay exam during one continuous time frame.
- Notes and electronic devices may **NOT** be accessed/reviewed in between two exam sections. Please remove all materials from your backpack/bag that you need to use during both sections of your exam, including water bottles and writing devices, **before** the start of the examination.
- Multiple laptops are NOT allowed in the exam room.
- The use of noise cancelling headphones or ear buds (wired or wireless) are not permitted in the exam room. You may use soft sponge ear plugs.

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 before the start of the essay portion of the exam. All blue books, used and unused, must be returned inside of the essay exam envelope. Please do not return the blue books separately or remove them from the room.
 - ✓ One piece of scratch paper is included inside of 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 retained from one part of an exam to another.
- If your exam includes multiple-choice questions, Scantron forms will be provided. Please bring a “Number 2” pencil to use with the Scantron forms (no pens).
- **DO NOT write on any exam materials** (multiple-choice question set, scratch paper, exam envelopes, or essay questions) until the proctor starts the exam. Writing on exam materials before the start of an exam is considered an Honor Code violation 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 notes must be printed for the exam – You are not permitted to access your notes using a laptop, cell phone, or other electronic device.
- 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.
- Please check your Pepperdine e-mail account regularly during exam periods. This is how we can communicate with you if your exam does not upload successfully or we need you to verify a matter concerning your exam.

EXAMSOFT TIPS FOR TAKING EXAMS:

- **Accept Exemplify User Agreement for the Current Academic Year.** Before taking exams, you must re-register your Exemplify software for the current academic year by accepting the User Agreement. You will not be able to download exams until you accept the new user agreement.
- **If you have a NEW Computer that you did not use for the previous term,** please contact Instructional Services. You will need to register your computer to use Exemplify.
- **Download your Exams BEFORE the day of your exams.** Please download ALL of your exams as they become available. An e-mail will notify you as exams become available for download. Do NOT wait until the last minute to do this in the exam room.
- **Before taking exams, close ALL programs and disable your anti-virus.** Please close all programs regularly in use; particularly Spotify, and be sure that your anti-virus is disabled to ensure a smooth test-taking experience with ExamSoft.
- **Take a “Mock Exam” in Exemplify before taking your first exam.** Please make sure Exemplify is working within your computing environment so that you can be confident that it will perform when you want it to during final exams.
- **Upload your exams to ExamSoft when time is called.** Please wait until you see the green screen that indicates your “Exam was Uploaded Successfully”. If your exam does not upload immediately, don’t panic – it will continue to retry. If you are concerned about your upload status, please stop by the Computing Support Desk in the Law Library.
- **If Exemplify “freezes” during an exam, please try powering your computer off, then on again.** ExamSoft should reboot and ask if you want to “return to exam software”. If not, please pick up a Blue Book from the Proctor. Be assured that your work is saved often, so you can pick-up typing/writing where you left off.
- Please refer to the following link for additional ExamSoft Exemplify Software support and information: <https://lawtech.pepperdine.edu/examsoft/>

FINAL GRADE 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.

Exams that have been returned to Faculty Support Services may be picked up no earlier than six (6) weeks following the final examination. If exams are not available in Faculty Support, students are encouraged to contact their professors.