

EXAM RULES AND UNIFORM INSTRUCTIONS

YOU ARE REQUIRED TO READ AND UNDERSTAND THESE RULES PRIOR TO THE START OF THIS AND ANY EXAM

You are taking this exam remotely in accordance with the Syracuse University College of Law Code of Student Conduct. You are bound by the rules of the Code of Student Conduct for this exam, and all other exams.

Starting an exam before the published start time, or continuing to work after the allotted time has ended is prohibited and a violation of the Code of Student Conduct.

It is a violation of the Code of Student Conduct to copy, print, or keep any exam questions or related materials once an exam has ended.

Revealing the password or contents of an exam, collaboration on any exams, or discussion of any exam with another student are all strictly prohibited.

PRIOR TO TAKING THE EXAM AND STARTING AN EXAM

- a. You will receive access to prepare for an exam 15 minutes prior to the start time of the exam.
- b. Make sure that Exemplify and Proctortrack (if you have proctored exams) are successfully installed and functioning properly on your computer. See Exemplify and Proctortrack guides for minimum system requirements.
- c. Read these uniform exam rules and instructions thoroughly. **Also, be prepared to carefully follow the professor's specific exam instructions contained in the exam.** Most problems can be avoided by reading exam instructions.
- d. Have your exam number for this exam prepared to use in Exemplify. Exam numbers may be found in an email previously sent by the College of Law Registrar's Office. Exemplify will ask you to enter your exam number and exam password at the start of each exam.
- e. Make sure the exam is downloaded prior to the start time of the exam.
 - If your exam is proctored, you will receive the exam password from Proctortrack. You will enter the password into Exemplify.
 - If your exam is not proctored, you will receive the exam password in an email from the Registrar's Office no later than 15 minutes prior to the start time of the exam. You will enter the password into Exemplify.
 - Please remember that you are NOT to use your name, Social Security number or SUID number on anything – only enter the exam number for this exam into Exemplify.

WHILE TAKING THE EXAM

- a. Pay attention to the time – you are responsible for starting and ending the exam at the correct time. The professor's exam instructions will note the length of the exam. All exams must begin promptly at either 10:00 am EDT or 10:30 am EDT. You should exit the exam no later the end time set for your specific exam.

Ex. If the exam begins at 10:00 am EDT and is 3 hours, you should exit the exam no later than 1:00 pm EDT, upload your exam in Exemplify and end your Proctortrack session (if applicable).

- b. If your computer malfunctions or you experience technical/WiFi issues during an exam, please contact the College of Law IT staff at lawhelp@law.syr.edu. You may also wish to review the Answers page that was set up for this exam period at <https://answers.syr.edu/display/law/Law+Exam+Help+-+Fall+2020>
- c. If you have questions pertaining to the exam itself, please first answer the question to the best of your ability. If you notice a typo or error inside the exam that will impact the way you answer the question, there will be an essay question provided at the end of all exams. You should use this area to clarify your responses to questions that contained typos or exam errors – this will be your opportunity to provide an explanation for your answer. Please do not call or email regarding an exam content related issue - we are unable to address your concern in a timely manner, or alert the rest of the class concurrently.

You ARE NOT permitted to discuss questions concerning your exam directly with the professor.

UPON COMPLETION OF THE EXAM

- a. When the exam time has ended, you are to immediately stop working, exit, and upload the exam. All exams must be uploaded promptly after the end time of the exam. At this time, you should also end your Proctortrack session (if applicable).
- b. DO NOT DISCUSS THE EXAM at any time during the entire College of Law exam period as there may be students who will be taking the exam at a different time.

By uploading my exam in Exemplify, I acknowledge that I have followed all instructions provided by the College of Law, and all instructions provided by the instructor of this course. Further, I acknowledge that I have not violated any part of the Syracuse University College of Law Code of Student Conduct, including, but not limited to, Section II, Examples 1.a. – 1.e. (Plagiarism and Unattributed Copying) and 2.a – 2.e (Cheating).