UNIFORM EXAM RULES AND INSTRUCTIONS  

JDi Exams

- The Code of Student Conduct applies for this exam and all other College of Law exams.

- All exams are closed book unless otherwise provided in your professor’s exam instructions. You may not have any outside materials of any kind with you during the time you take your exam unless listed as an approved item in the exam instructions. All books, notes, cell phones, tablets, headphones, pagers, smart watches, purses, bags, briefcases, or any other outside resources are not permitted within your reach and should be stored out of reach of the testing area.

- Retaining exam questions or related materials violates the Code of Student Conduct.

- Revealing the contents of an exam, collaborating on an exam, sharing exam passwords or discussing an exam with another student are all strictly prohibited.

- By submitting your exam through ExamSoft, you acknowledge that you have followed all instructions provided by the College of Law, and all instructions provided by the instructor of this course. Further, you acknowledge that you 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).

INSTRUCTIONS PRIOR TO TAKING THE EXAM

- **Browser**: We recommend you use the Chrome browser for exams. You may also use Firefox.

- Exams will be administered remotely on ExamSoft and will be proctored using Proctortrack. Be sure to download Examsoft and Proctortrack onto your computer as soon as possible! The user guides for Examsoft and Proctortrack can also be found at [http://law.syr.edu/student-affairs/exam-information](http://law.syr.edu/student-affairs/exam-information).

- **Proctortrack**: Complete the onboarding process for Proctortrack as soon as directed by the Registrar’s Office using your SU email and SUID. The onboarding process involves taking a webcam photo to compare to a photo ID (SUID or driver’s license). Please note that you may not be able to complete your exam in the allotted time if you attempt to onboard Proctortrack less than 48 hours before you attempt the exam.

- **ExamSoft**: Download ExamSoft and the mock exam at your earliest convenience. You can take the mock exam as many times as you like. Download your exam on ExamSoft when the Registrar’s Office notifies you that it is ready. Your exam must be downloaded before the day of your exam.

- The Office of Online Education will send you a unique exam number to facilitate anonymous grading through ExamSoft the day before your exam. Do NOT include your name, Social Security number or SUID number on an exam – use only the exam number for identification.
INSTRUCTIONS TO TAKE THE EXAM

1. **Proctortrack:** First, log in to Proctortrack from your browser (not the Proctortrack application) and start the proctoring session. Note the access code located in the top right corner of your screen. You will need the access code as the exam password in ExamSoft, so keep it handy.

2. **ExamSoft:** Next, open the ExamSoft App and log in. Navigate to the recent exams list, find your exam, and open it. When prompted, enter your exam number to log in and use the access code as your password. You may begin this process up to 15 minutes prior to the start of your exam.

3. **Time Limit:** Time limits are part of every exam, and you are responsible for the start and end time of your exam. If you have an accommodation, the Center for Disability Resources will contact you in advance with the length of your exam. Both ExamSoft and Proctortrack record the time you work on an exam, and these records will be used to verify the time worked on all exams. You must start, complete, and upload your exam within the 8am to 10pm ET exam window.

4. **Formatting:** Follow your instructor’s specific guidelines for formatting your exam answers, including word or character limits.

5. **IT Issues:** If an error occurs or if your computer malfunctions during an exam, please contact the University IT staff at help@syr.edu or 315.443.2677. Do not turn off or reboot your computer unless directed to do so by a Law staff member.

6. **Exam Questions:** If you have a question about the exam or you discover an error on the exam, please use the answer space to the last question to explain your question or your answer. You ARE NOT permitted to discuss questions concerning the exam directly with the professor.

UPON COMPLETION OF THE EXAM

a. **Submit your exam:** When your exam time ends, you must immediately stop working and upload the exam to Examsoft. Once you have uploaded your exam, you may end your Proctortrack session. Within several minutes of uploading, you will receive a confirmation email from Examsoft.

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.

ATTESTATION

By submitting this exam through ExamSoft, 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).