

April 2, 2020

Dear Faculty Colleagues,

This afternoon, I write with an update on the **exam administration process** for the Spring Semester.

Please note these important provisional adjustments—all of them due to COVID-19 and our move to online instruction. Additional details will follow, to you and our students, from the College of Law Registrar's Office as the exam period approaches.

- We will not use Exemplify. Students will take their exams on Blackboard and use Turnitin for exam submission.
- Exams will not be proctored. The College of Law's honor code will be strictly applied – students will be supplied with an updated set of Uniform Exam Rules and Instructions that detail prohibitions.
- Exams may not exceed four (4) hours in duration.
- Only a single exam may be administered for each course. If there are LL.M. or graduate students in your course, consider alternative forms of assessment for them, as appropriate (e.g., paper, oral assessment, etc.)
- You will not be able to use pictures, charts, graphs, images, etc. in your exams as these objects cannot be made accessible.
- You will work with faculty support staff to upload your exam to Blackboard, as per past practice. Exams will still be due to the Registrar's Office one week prior to the administration date of your exam.
- The Spring 2020 Final Exam Schedule will remain the same, except that all exams scheduled on any given day will start in the morning. Students will follow the posted exam schedule and will receive exam process information from the Registrar's Office as we get closer to the exam period.
- Please plan to include exam-specific instructions inside your exam. These instructions should include information regarding the materials that your students should use during the exam, including your recommendations of the resources they should use in crafting their responses. Students will be required to read through all provided instructions (including the Uniform Exam Rules and Instructions that have been updated for this remote exam process) before beginning an exam.

- Students will access your exam via Blackboard. Once they have completed your exam, they will upload it to a designated Turnitin submission point on Blackboard. The Registrar's Office will handle exam collection and dissemination.

Additional technical guidance will follow. Thanks for your continued patience and flexibility.

Best regards,

Craig M. Boise

Dean and Professor | College of Law