

Office of the Associate Dean

Wilson W. Wyatt Hall
Louisville, Kentucky 40292

Office: 502-852-6361

Fax: 502-852-0862

TTY: 502-852-3942

www.louisville.edu/brandeislaw/

UNIVERSITY of LOUISVILLE

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MEMO TO: **Law Students**
FROM: Keith E. Sealing, Assistant Dean for Student Affairs
DATE: November 20, 2008
RE: **Examination Procedures**



The following exam policies are based on recommendations of a student/faculty committee and have been approved by the faculty. They were designed to preserve the integrity of the examination process. PLEASE NOTE: All students must use the same type of bluebook. (See description below.) These bluebooks will be sold in the Faculty Resource Center (Room 272) for thirty cents each. If you have any questions, please contact our office.

**Policies and Procedures for
Examinations Administered in Classroom Settings**

"Students have a right to fair evaluation of their academic performance. One way the law school tries to accomplish this is through anonymous grading of examinations. Faculty members make a good faith effort to assure anonymous grading, although exceptional circumstances occasionally may interfere with preservation of full anonymity in the examination process. Some forms of evaluation, such as class participation and papers, generally do not lend themselves to anonymous grading."

1. All exams must be taken in the assigned exam room(s) unless the professor authorizes otherwise or unless special permission has been received from the Dean's Office.
2. In classes where exam books are used, all exams must be taken in a 16-page 8 1/4" x 10 7/8" "Official Law School Bluebook" for hand-written exams. Students writing their exam shall not tear out or otherwise remove any pages from their exam book.
3. Students must place their exam number on their question sheet and return it with their exam book(s). It is a violation of the Honor Code to remove a question sheet or exam book from the exam room while the exam is in progress.
4. Unless the professor prohibits, students may take their exams on their laptop computers. Computers running Exam 4 software may be used in designated courses, and students must follow the rules of the School of Law regarding registration for and training in use of the exam software. The use of a laptop computer is conditioned upon having the appropriate hardware and software. All students must use Exam 4 software to take their exams. The use of a computer is conditioned upon several factors, including, but not limited to, the professor's consent in the course and the availability of adequate classroom space. Students taking their exams on computers have been advised to bring their own USB drives for exam submission in case of network connectivity problems.
5. All make-up exams must be approved by the Dean's Office. No make-up examination can be taken before the regular administration of the exam. Make-up examinations must be taken on designated make-up days unless the faculty member teaching the course agrees to administer it on some other day.
6. Please be aware that testing is governed by the Honor Code.