

Rules and Procedures for GSU Law In-Class Exams

As we head into the Final Exam period for the Summer 2021 semester, we wanted to remind you of rules and procedures for ALL in-class exams taken at the College of Law. These rules and procedures help us maintain exam integrity, as well as the health and safety of all.

1. Check in: You need to arrive at least fifteen minutes prior to the start of the exam in the designated room/space identified for the exam. Upon arrival, you will sign into your exam room with a proctor using a government-issued photo ID (e.g. driver's license) or your student ID. Proctors will have a list of all students enrolled in the class. You will also be asked to sit with at least one chair in between each student. Any student arriving at the exam 30 minutes or more after the exam begins must have permission from the COL Registrar's Office to take the exam.
2. Proctors: Two proctors will be in the designated exam room the entire time. The proctors will be able to help with general questions and will be able to contact the administration if there are specific exam/content concerns. Proctors will also be keeping time for the exam.
3. Items Allowed at Your Exam Desk: Laptop, highlighters, any materials authorized by the course instructor, a water bottle, pencils, pens, earplugs. Phones and watches need to be placed in your bag/backpack and all bags/backpacks need to be left at the front of the room before the exam begins. Proctors will be keeping time and there are also clocks in the rooms and clocks on your computers.
4. Items Prohibited in Exam Room: Other food besides water (unless medically necessary).
5. Blue Book Notebooks: Blue Book notebooks will be provided for all test takers choosing to hand-write their exam or for those whose computers have a problem during the exam so that the student can continue with the exam.
6. Technology Concerns: If your laptop has a problem during the exam, alert one of the proctors and they will notify IT to come and assist. If your computer problem cannot be resolved within ten minutes, you will need to take Blue Book and continue writing your exam by hand. Time spent dealing with computer issues will not be returned to the student.
7. Leaving the Exam Room During an Exam: If you need to leave the exam room for any reason, you must sign out with the proctor and sign back in upon your return. Please go to the bathroom before the exam.
8. Checking out: After the exam is finished and all examination materials have been turned in, you will be required to sign out of the exam confirming that you have returned all materials.

9. Academic Accommodations: Those students receiving academic accommodations will receive additional information provided by Dean Martinez.

10. Emergency Situations: If there is an emergency during the exam please listen to your proctors and the COL Registrar's Office personnel who will instruct you accordingly. If you have a personal emergency situation prior to the exam, please contact the Associate Dean for Academic Affairs.

Thank you for your help in complying with the rules, which will ensure the integrity of the exam administration process and the safety of all students.

Best of Luck on Exams!