Rules and Procedures for GSU Law In-Class Exams

The following rules and procedures apply to ALL in-class exams taken at the College of Law.

1. **Check in:** You must arrive in the designated classroom at least fifteen minutes prior to the start of 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 also will be asked to sit with at least one chair between you and every other student. Any student arriving 30 minutes or more after the exam begins must have permission from the Associate Dean for Academic Affairs (404-413-9158; lawadaa@gsu.edu) to take the exam.

2. **Disruptions:** Be considerate of your classmates during the exam. Do not talk or otherwise disrupt the quiet of the classroom. Unruly or disruptive students will be asked to leave the exam room and will not be allowed to complete their exams.

3. **Proctors:** For in-class exams, two proctors will be in the designated exam classroom the entire time. The proctors will be able to help with general questions and will be able to contact the appropriate individual if there are specific exam instruction or exam content concerns. Proctors also will be keeping time for the exam. Note that the designated time periods for the exam are strictly enforced and that you will not receive additional time to complete your exam (or upload your exam if it is administered via iCollege).

4. **Items Allowed for Personal Use During the Exam:** Unless otherwise stated in the exam instructions provided by your instructor, only the following items are allowed for your personal use during the exam: a laptop computer, highlighters, a water bottle, pencils, pens, earplugs, a medical-type facemask or other covering for your nose and mouth, and any materials distributed to you by the proctor. Phones and watches must be placed inside a bag, backpack, purse, or other personal article and left with the proctor before the exam begins. As noted above, proctors will be keeping time, and there are clocks in the rooms as well as on your computers.

5. **Items Prohibited in Exam Room:** Food or beverages other than water (unless medically necessary); books (unless permitted by the exam instructions); outlines (unless permitted by the exam instructions).

6. **Blue Book Notebooks:** Blue Book notebooks will be provided for all test takers choosing to hand-write their exam or for those students experiencing unresolved IT issues during the exam.

7. **Technology Concerns:** If you experience technical problems with your computer during the exam, alert one of the proctors. The proctor will notify IT for assistance. If your computer problem cannot be resolved within ten minutes, you must obtain a Blue Book from the proctor to continue writing your exam by hand. Time spent rectifying computer issues will not be returned to the student.

8. **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. We strongly recommend that you use the restroom before entering the exam room.
9. **Checking out**: After the exam is finished, you must return all distributed exam materials to the proctor, and you must sign out to confirm that you have returned all exam materials. Retaining distributed exam-related materials is a violation of the Honor Code.

10. **Test-Takers with Accommodations**: Students receiving academic accommodations should have received additional information provided by Dean Lester. If at the beginning of an exam you determine that the conditions of your accommodation are not met, do not proceed to take the exam. Instead, notify the proctor who will immediately contact the Associate Dean of Students (404-413-9077; lawads@gwu.edu).

11. **Emergency Situations**: If there is a building-wide emergency during the exam, please follow the instructions of your proctors or instructions provided through the College of Law intercom system. If you experience a personal emergency either immediately before or during the exam, alert the proctor who will contact the Associate Dean for Academic Affairs (404-413-9158; lawadaa@gwu.edu).

Failure to abide by the foregoing rules and procedures constitutes a violation of the College of Law's Honor Code as well as grounds to assign the offending student a failing grade on the exam.