



Student Exam Memo

UCI LAW REGISTRAR

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General Exam Information

The Honor Code

UCI Law's Honor Code, the school's Academic Rules, and this exam policy memo govern exams.

The Honor Code and the Academic Rules are available on the school's website.

Primary responsibility for adherence to the Honor Code rests with each individual member of the UCI Law Community. A student, faculty member, or staff member who witnesses a violation or apparent violation of the Honor Code is required to bring the matter to the attention of Dean Kyle Jones.

The following are some examples of conduct that violates the Honor Code:

- Using any materials that are not explicitly permitted by the rules of the particular exam.
- Requesting or receiving unauthorized help.
- Consulting unauthorized sources.
- Starting or writing your exam before being instructed to do so by the exam proctor.
- Continuing to write your exam after being instructed by the exam proctor administrator to stop.
- Looking at the exam of a neighboring student.
- Failing to report conduct by another student that violates or appears to violate the Honor Code.
- Discussing the contents of an exam or your response to an exam question with someone who has not yet taken the exam. and/or
- Discussing an exam with someone who has already taken it before you have taken it yourself.

If you have any questions about these or other exam issues, it is your responsibility to seek out the correct answers or information. Students are responsible for reading and understanding the rules of each exam. A student who is unsure about the rules of a particular exam is responsible for clarifying any questions prior to taking the exam.

Anonymous Exam Numbers

Law IT assigns students three different anonymous numbers each term: a paper number, a midterm number, and a final exam number. IT generates new anonymous numbers for students each semester to retain anonymity. Students can access their anonymous numbers via [MyCourses](#).

Exam Schedules & Makeup Exams

Exam details will be available on [MyCourses](#) once they are finalized. Please pay very close attention to the date, time and location of in-person exams. It is unlikely your final exam room will be your regular classroom. Additional information for students with accommodations can be found in the [Exam Accommodations](#) section at the end of this memo.

Students are required to take their exams at the times designated on [MyCourses](#), unless they are in conflict based on Exam Policy.

Exams are considered in conflict if they meet the following criteria: two exams are scheduled at the same time or in consecutive periods, or three exams are scheduled in three days. You are not required to reschedule conflicting exams unless they are occurring at the same time.

Details on how to request a makeup exam will be sent to students after the final exam details have been finalized by instructors.

Students may not take exams early and may not have an exam rescheduled for travel.

In the case of emergency or extenuating circumstances, students must contact Dean Kyle Jones or Law Registrar, by phone or email at registrar@law.uci.edu before the exam is scheduled to begin, if at all possible. Failing to do so may result in receiving no credit for the exam.

Exam makeups requested due to an emergency should include documentation verifying the nature of the emergency. A doctor's note must be provided for makeup requests due to medical condition and must state the time period that you are unable to take exam due to the medical condition. Do not submit your diagnosis. Unsatisfactory documentation may result in receiving no credit for the exam.

The Registrar's Office will let you know when your makeup exam will be held. Please note the following important information about makeup exams:

- Makeup exams will be scheduled as close to the original exam date as possible, dependent on room and proctor availability.
- ExamSoft templates must be downloaded by the original deadline: 12pm the day before the originally scheduled exam. Bluebooks and/or scantron will be available for students failing to meet this deadline.
- MyCourses will not reflect the updated room and location for in-person makeup exams. It is your responsibility to monitor your email for makeup exam information and make note of the date/time and room assigned for your makeup exam.

In-Person Exams

Exam Procedures

The exam administrators will make important announcements before the start of the exam. For this reason, you should arrive at the exam at least 20 minutes prior to the exam start time. If you take your exam via laptop, you are required to arrive and have your laptop up and running 15 minutes before the exam is set to begin.

Proctors will begin at the designated exam start time. If every student in the room is ready and all students want to start early, the proctor may begin before your scheduled start time.

Students are responsible for letting the proctor know if they are not ready to begin early. Exams will **not** begin late, **no exceptions**.

Additional Regulations:

- Students may not wear hats or use headphones during an exam.
- Earplugs are permitted and can be found at the front reception desk of the law school before your exam.
- To avoid distraction to classmates, food is not permitted in the exam room. Beverages are permitted.
- All cell phones, tablets, smart watches, or other electronic devices must be turned off and put away before entering the room.
- Tablets are permitted for eBooks only and only when explicitly permitted in the MyCourses exam instructions.
- Every student must show a valid photo ID (student ID, passport, driver's license) to take an in-person exam.

- Students should sit in every other seat, if possible.
- When the exam questions are distributed, you must keep them face up on the instruction page until the exam administrator tells you to begin. You may read the instructions but may not begin working in any way before the proctor tells you to begin.
- 10-minute and 1-minute warnings will be written on the board in the room. Please set the timer in ExamSoft if you would like to keep a closer eye on the remaining exam time.
- If you complete the exam before the ten-minute warning, you may upload your answers, leave the room quietly, and return your exam materials to an exam official at the front desk of the education building, who will log that they have received them. Do not take your exam questions home and do not leave any exam materials in the exam room.
 - The front desk of the education building is closed between 1pm and 2pm and beginning at 4:55pm, if you finish before the 10-minute warning and during these times, you must bring your exam questions and materials to the Student Services suite, MPAA 210, and return them to an exam official. Do not take your exam questions home and do not leave any exam materials in the exam room.
- Once the ten-minute warning has passed, you may not leave the room for any reason until the exam is over, and you have turned in your copy of the questions to the proctor. Please be courteous to your classmates who are still completing their exam, remain seated and do not pack up or leave the room.
- If you must leave an exam in progress (e.g. using the bathroom), you must leave the exam questions, your laptop and any other exam materials and belongings in the exam room.
- Law School staff will provide completed exams to the course instructors.
- Once the exam period begins **do not contact** your professors with any questions about exams. All questions and concerns should be directed to Dean Kyle Jones or Law Registrar at registrar@law.uci.edu. If necessary, we will contact your professors while protecting your anonymity.

Late Arrivals

If you arrive late for an exam, but within 15 minutes of the start time, go directly to the front desk of the education building and notify the receptionist. An exam administrator will provide you with your exam and any additional instructions. Please note that latecomers **do not receive extra time**.

Students who arrive more than 15 minutes late are normally not permitted to sit for the exam. Students arriving more than 15 minutes late should go directly to Dean Kyle Jones or Law Registrar in the Student Services suite, MPAA 210. If you are permitted to sit for the exam you will not receive additional time for the exam. For example, if the exam is 4 hours and you are 1 hour late, you will only have 3 hours to complete the exam.

If you know you will arrive late for an exam and are able to use a telephone (without violating the rules of the road), please call the law school front desk at 949-824-0066 and let the receptionist know your situation.

ExamSoft

In-person exams will use ExamSoft's Exemplify software. You must download, install and register Exemplify before your first exam. Additionally, you must download the templates for each in-person exam by 12:00pm (noon) the day before the exam. On [this page](#) you will find an overview of the exam technology and instructions to install ExamSoft if you have not already done so.

ExamSoft Exams can be set up in one of the following three security modes which will be indicated on [MyCourses](#):

Secure: ExamSoft locks students out of all other programs.

Nonsecure: Student has access to anything on their computer including all their files and full access to the internet.

Nonsecure and Block Internet: Student has access to anything on their computer including all their files and no access to the internet.

Once you have installed ExamSoft and logged in, there are two practice exams you can take so you understand how to use the system before your first in-person exam. The password for the secure mock exam is “secure”. The password for the non-secure mock exam is “nonsecure”.

If you have questions or concerns about ExamSoft, or need assistance with installation, please contact the IT Services Team **well before** your first scheduled in-person exam. Do not wait until the morning or afternoon of your exam to reach out to them. Bluebooks and/or scantrons will be available if you fail to download your exam by the download deadline or are unable to use ExamSoft for any reason.

Laptop Exam Policies & Procedures for In-Person Exams

- Please arrive with your computer 20 minutes prior to the posted exam time.
- Bring your power cord and have your battery fully charged.
- Your laptop must be up and running no later than 15 minutes prior to the exam start time.
- If your exam is non-secure, please remember to print out a hard copy, as back-up, of any authorized materials that you are permitted to use during the exam.
- You may not mistakenly or intentionally start an exam until you receive instructions from an exam administrator and enter the exam password (which will be provided by the exam proctor prior to the exam).
- You can use both the spell-check and word count functions in ExamSoft, unless otherwise informed.
- Unless explicitly permitted by the instructor, it is an Honor Code violation to cut-and- paste material into an exam answer from any electronically stored or available source.
- At the conclusion of the exam, the administrator will call time. Remember to perform a final save before uploading your exam answers.
- You must write your anonymous exam number on all exam materials.
- You may upload your exam after time is called, if you are working up to the last second.

Bluebooks and Scantrons

Should you be unable to use ExamSoft for any reason (e.g., technology issues, not adhering to deadlines), you will be able to take the exam using a bluebook and/or scantron. Bluebooks and/or scantrons will be available in every exam room. If you have technical issues during an exam that prevent you from using ExamSoft, you must finish your exam in a bluebook and/or scantron.

Clearly print your anonymous exam number, course, and instructor on the cover of all bluebooks and on both sides of scantrons. For bluebook submissions write on one side of the page and on every other line. Label the front of your books to indicate their order, and the total number that you are submitting (e.g., 1 of 4, 2 of 4). **Do not** write your name or any personally identifiable information (e.g. phone number, student ID #) on any exam materials.

Technical Issues

- You bear the risk of any technical (hardware or software) malfunction during the exam. IT will not provide any technical assistance during an exam.
- In the event of a systems failure, you may choose to reboot your computer one time to see if it will work. If you choose to reboot, **you will not receive any extra time at the end of the exam.** We recommend that you start writing in a bluebook while you wait for your computer to restart.
- In the event that technical difficulty renders your computer inoperable or incapable of continuing with the examination, you must complete the remainder of the exam in a bluebook and/or scantron. After exam questions have been collected, please see the IT Services Team to try and recover data that may have been saved before the computer malfunctioned.

Exam Triage - Final Exams

During the final exam period, the Information Technology Services team will provide exam triage.

- Exam Triage will be available up to 15 minutes before the exam in EDU 1000 (the conference room next to the law school reception desk).
- Exam Triage will not be available to provide support during your exam.
- Exam Triage will be available for 15 minutes after the exam to provide support for technical issues that occurred during the exam or students having issues uploading.
- Should you need to use their services before or after an exam, please come to the front desk for assistance.

Emergencies During the Exam

Please note the following in case of an emergency during an exam (e.g. fire alarm, earthquake, sick/injured student):

- Please remain with your exam group.
- Leave all exam materials on your desk and take only your personal belongings with you (including your laptop).
- Do not discuss the exam with anyone.
- If evacuated, please remain outside the building until Dean Jones or another administrator instructs everyone to re-enter the building.
- Do not re-enter the exam room or recommence work on the exam until instructed to do so by an exam administrator.
- If there is an evacuation, students working on take-home exams at the law school will leave along with everyone else. They may take their exam materials with them, along with any personal belongings. Upon re-entering the law school these students should proceed to the law school's reception desk to give their name and exam information. They will be notified of how much extra time (if any) they will receive, to compensate for time lost.
- Dean Kyle Jones will determine how much time (if any) has been lost, and the exam administrators will add that time to the end of the exam.
 - If more than one hour has been lost due to an emergency interruption, Dean Kyle Jones and Dean Parrish will decide how to proceed.
- If something happens to a fellow student during an exam, first call 911 if needed. Then, you may use the phone to contact Dean Jones at 949-824-1384, Law Registrar at 949-824-6730, or the law school reception area at 949-824-0066. If there is no phone in the room, press the intercom button on the front podium to connect to the IT department.

Take Home Exams

Take-home exams will be administered through the [Take Home Module](#). Exams will be available during the download window listed on [MyCourses](#).

Be sure you download the exam you intend to take at the time you intend to take it and not another exam on your list. A timestamp is created when you download the exam. You can return to this same module to download the exam again, but the initial timestamp will not change. When you complete your exam, you will upload the written portion and/or submit the electronic scantron sheet within the module.

- Internet access is only needed while downloading the exam and uploading your answers.
- If you have trouble uploading your exam response to the take-home module and are concerned about getting the correct timestamp for your exam answer, please email the exam answer as an attachment to the Law Registrar's Office (registrar@law.uci.edu).
- The response that is uploaded into the take-home exam module will always take precedence over any email attachment, but if the server is unavailable, email is a good option to ensure the correct timestamp is recorded.
- To preserve anonymity, **do not** contact your professor or send your exam to your professor.
- If you **do not** have issues uploading your exam to the take-home exam module, **do not** email the exam to the Law Registrar.

Take-Home Exams are offered in two formats:

Set Length Exams where students have a specific length of time to submit the exam once downloaded.

Set Deadline Exams where students can take as much time as needed over multiple days but must submit by a specific deadline.

Example Exam Setups:

Example Set Length Exam Setup:

Download available on: May 31, 2025 9:00AM

Download no longer available after: May 31, 2025 10:00AM

Exam Length: 2 hr(s)

Once you download the exam, you will have 2 hr(s) to complete the exam and upload/submit your answers.

Example Set Deadline Exam Setup:

Download available on: May 21, 2025 6:00AM

Download no longer available after: May 31, 2025 5:30PM

Submission Deadline: May 31, 2025 6:30PM

You may start any time between May 21, 2025 6:00AM and May 31, 2025 5:30PM and have until the submission deadline to submit regardless of when you download. All exams must be submitted by May 31, 2025 6:30PM

Not all take-home exams will be available for the entire exam period. Please be sure to confirm your exam information including download window and length and/or submission deadline on [MyCourses](#). You are responsible for being aware of all your assigned exams including exam lengths

and download windows. You are also responsible for scheduling your take-home exams in such a way that you can take all exams without creating a conflict. If for some reason you are unable to schedule your take-home exam without causing a conflict with another exam, please follow the [exam rescheduling instructions](#). Take-home exams are not in conflict if they can be started at any point during their download window without being in conflict with another exam according to the exam conflict rules.

You must download your exam within the download window. If you do not download your take-home exam by the “Download no longer available after” time listed on [MyCourses](#), you must contact the Law Registrar (registrar@law.uci.edu) who will attempt to contact your instructor for permission to reopen the download window. We cannot guarantee your instructor will permit you to take the exam if you miss this deadline.

If you know you will not be able to start your take-home exam during the exam window or complete the exam prior to your submission deadline, you must notify Dean Kyle Jones or the Law Registrar (registrar@law.uci.edu) **before** the download deadline *and before* you begin the exam.

If you have questions about your take-home exams including the download and submission deadlines, please contact the Law Registrar’s Office (registrar@law.uci.edu) before the exam period begins.

In addition to set-length and set-deadline formats, there are three take-home exam types:

- Take Home Exam
- Take Home Exam – Multiple Choice
- Take Home Exam – Essay/Short Answer & Multiple Choice

Exams that only include short answer/essay questions, will be listed as either: “Take Home Exam – Essay” or “Take Home Exam”.

Exams listed as “Take Home Exam – Multiple Choice” require students to submit multiple-choice responses via the [Take Home Module](#)’s electronic answer sheet.

Exams listed as “Take Home Exam – Essay/Short Answer & Multiple Choice” require students to submit multiple-choice responses via electronic answer sheet and to upload short answer/essay questions via PDF.

The [Take Home Module](#) has practice exams set up for each of these exam types. We highly recommend that you review each of them before you begin your exams, especially if you have not yet taken a take-home exam.

Additional Take-Home Exam Details

- Do not access/download your exam until you are ready to take it. From the time you download the exam you will have the allotted time to complete and upload your answer to the take-home exam system.
- Please remember to use your [anonymous exam number](#) on each page of your written response. Your anonymous exam number is available in [MyCourses](#) and in the [Take Home Module](#).
- Please submit exam responses in PDF format to ensure your desired formatting remains intact and that identifiable metadata is removed from the document, unless the instructions of the exam explicitly request another format (Excel or Word). Law school staff will attempt to remove any identifying metadata on exam submissions to preserve exam taker anonymity but cannot guarantee it 100%.
- **Do not include** your name or any personally identifiable information with your submission

- Please be sure to upload your response to the correct exam (avoid uploading responses to a different exam or the exam question).
- Once the exam period begins **do not contact** your professors with any questions about exams. If you have any questions or have difficulty submitting to the module, email the Law Registrar at registrar@law.uci.edu. If necessary, we will contact your professors while protecting your anonymity.

10-Minute Grace Period

To ensure you have the full allotted time to take the exam, there is a 10-minute grace period for written portions (essay/short answer) of take-home exams to allow students to convert their responses to the requested format (PDF unless specifically stated otherwise) and upload to the [Take Home Module](#). Exams submitted within 10 minutes of their submission deadline will not be reported as late to the instructor. You are bound by the Honor Code to not make edits to your exam during this grace period.

Example: If you have a 2-hour exam with a written portion that you access at 1:00pm, the submission deadline would be 3:00pm. Exams uploaded by 3:10pm will not be reported to your instructor as late.

Multiple-Choice Only Exams submitted using the electronic answer sheet **do not** have a grace period, as you will not be required to do any file conversion or upload a document. In the example above, a multiple-choice only exam will be reported as late if it is submitted after 3:00pm.

More information regarding the [Take Home Module](#) including instructions for using the electronic answer sheet and demo exams can be found in the [Take Home Exam User Guide](#).

Exam Accommodations

If you receive exam accommodations you will be able to use them for all timed in-person and set-length take-home exams. [MyCourses](#) will list both the regular exam length and the individual student's accommodated exam length. This allows the individual student to confirm that their registered accommodations have been entered into the system. Students without accommodations will not see any information regarding accommodations when viewing exam details on [MyCourses](#).

Exam coversheets (as printed in-person or downloaded from the take-home module) will reflect the regular time exam length information. Please be sure to follow the instructions provided by the exam modules and your proctor (in-person exams).

Always follow deadlines and instructions as they are provided in the Exam Modules. If the exam modules provide conflicting instructions at any time, please contact us at registrar@law.uci.edu.

In-Person Accommodation Instructions

For in-person exams, the room assignment and exam times specific to your accommodation will be reflected on [MyCourses](#). Your ExamSoft template will reflect your accommodated exam length unless you downloaded your exam template prior to registering with DSC.

You can confirm that your downloaded template has the accommodation applied within the Exemplify Application by selecting the template and viewing the exam settings. The time should match the “Accommodated Length” posted to [MyCourses](#).

The screenshot shows the 'Exam Settings' interface. At the top, there are four icons: a padlock for 'Non-Secure', a clock for '30 minutes' (highlighted with a red box), a Wi-Fi symbol for 'WiFi On', and a double arrow for 'Navigate'. Below these are three sections: 'Exam Details' with fields for 'Instructor' (value: '-') and 'Posting ID #' (value: 45216); 'Exam Tools' with a list of tools and their status: 'Spell Check' (ON), 'Copy & Paste' (ON), 'Calculators' (ON), and 'Highlighting' (ON).

Please notify us at registrar@law.uci.edu if your exam template was downloaded prior to receiving exam accommodations, or if the exam timer does not match your “Accommodated Length” on MyCourses, and we will provide you with instructions on how to download an updated exam template.

If during your exam your ExamSoft template times out prior to the STOP time written on the board, finish your exam in bluebook and/or scantron and notify our office at registrar@law.uci.edu immediately after your exam.

Students with registered solo room accommodations will receive instructions on [MyCourses](#) to contact registrar@law.uci.edu instead of time and location information. Please wait until your exam is posted on [MyCourses](#) to request your solo room assignment.

Take-Home Exam Accommodation Instructions

Take-home exams can be set up with a set-length or set-deadline. For set-length exams, students have a specific length of time to submit the exam once downloaded. For set-deadline exams, students can take as much time as needed over several days but must submit by a specific deadline.

Set-Length Exams

For set-length exams, [MyCourses](#) will indicate the download window, the regular exam length and your individual accommodated exam length.

Example:

Download available on: May 31, 2025 9:00AM

Download no longer available after: May 31, 2025 10:00AM

Exam Length: 2 hr(s)

Accommodated Length: 4 hr(s)

Once you download the exam, you will have 4 hr(s) to complete the exam and upload/submit your answers.

The [Take Home Module](#) will calculate your exam due date/time based on when you downloaded the exam and your individual accommodations:

Course	Type	Date/Time Downloaded	Date/Time Uploaded	Date/Time Due
LAW 1234 (Instructor) EXAMPLE EXAM	Final	May 31, 2025 9:38 AM	Not Uploaded	May 31, 2025 1:38 PM

Set-Length Additional Instructions:

If starting your accommodated exam at the end of a download window would extend beyond a hard submission deadline (e.g. the hard deadline of 5pm on the last day of the final exam period), [MyCourses](#) will provide additional information indicating when you will need to begin your exam to utilize your entire accommodated exam length and also meet that hard submission deadline, as below.

Example:

Download available on: May 17, 2025 1:00AM

Download no longer available after: May 31, 2025 1:00PM

Submission Deadline: May 31, 2025 5:00PM

Exam Length: 4 hr(s)

Accommodated Length: 6 hr(s)

All exams must be submitted by May 31, 2025 5:00PM. **To utilize your full exam length, you must download your exam by May 31, 2025 11:00AM.**

In the scenario above, the [Take Home Module](#) will either calculate your submission deadline as 6 hours after your download time, if you download before May 31 at 11:00 AM, or will indicate May 31, 2025 5:00PM, if you download after May 31, 2025 11:00 AM. You will be able to download up until the end of the download window but will not receive extra time beyond the indicated hard submission deadline.

On rare occasions you may receive instructions to submit after a hard deadline (e.g., exams with a short download window with conflicts that prevent earlier administration). **Always follow deadlines and instructions as they are provided in the Exam Modules.**

Your instructor will not see the download/upload times for your exams so they will not know who has extended time. If you are late submitting your exam, they will be told the number of minutes the exam was late, not the time it was submitted.

Set-Deadline Exams

For set-deadline exams, [MyCourses](#) will indicate the download window and submission deadline. All students must submit by the indicated deadline regardless of accommodation.

Example:

Download available on: May 17, 2025 6:00AM

Download no longer available after: May 31, 2025 5:30PM

Submission Deadline: May 31, 2025 6:30PM

You may start any time between May 17, 2025 6:00AM and May 31, 2025 5:30PM and have until the submission deadline to submit regardless of when you download. All exams must be submitted by May 31, 2025 6:30PM.

If you have questions about your exam details and/or accommodations please email us at registrar@law.uci.edu and include a screenshot of the exam details on your [MyCourses](#). We can't see your individual [MyCourses](#) information and this screenshot will help us answer your questions.

Final Details/Reminders/Troubleshooting

- We recommend checking your exam details as soon as they become available on [MyCourses](#).
- Please remember to use only your anonymous exam number on exam materials. **Do not** write your name or any personally identifiable information (e.g. phone number, student ID #) on any exam materials.
- Once the exam period begins **do not contact** your professors with any questions about exams. All inquiries should be directed to registrar@law.uci.edu. If necessary, we will contact your professors while protecting your anonymity.
- If you have any questions before or during an exam, please email registrar@law.uci.edu. Please note that the Registrar's Office is open from 8 AM to 5 PM, Monday through Friday (excluding holidays). Emails received after 5 PM may not be reviewed until 8 AM the next business day.