

Examination:**Date:****GENERAL EXAM DIRECTIONS FOR START OF EXAM**

Introduce yourself as the proctor of the exam and request that the students move all book bags, handbags, cell phones, etc. and place them against the walls of the room.

Blue Books and scrap paper may be distributed before the start of the exam. At the exact start time of the exam, lock the door and distribute the exam envelopes, instructing students not to open the envelope until you instruct them to do so (at #3). Read the following verbatim (and any instructions from the professor):

1. This is a _____ hour exam. I will notify you of the following important time marks: half-way mark, one hour left, 15 minutes, 5 minutes, and exam end. The official time will be determined by the clock in the classroom, not individual time pieces.
2. At the end of the exam, place all your materials back into your envelope and do not leave the exam room until you have checked-out with me. Specifically, you must place your Certificate of Compliance, exam questions (regardless of what your professors have told you), scrap paper, and any Blue Books which contain your exam answers back into your envelopes at the end of the exam and turn the envelope back in to me. Again, do not leave the exam room without checking out with me. Do not toss the envelope on the desk and leave. You must hand me your envelope and tell me how you submitted your exam. To expedite check out at the end of the exam, please make a single file line.
3. Now open your envelopes and we will inventory the contents together. Your envelope should contain: 1) Certificate of Compliance with the Code of Student Responsibility, 2) Exam Packet with any attachments (if any), 3) Blue Book and 4) Scrap Paper.
4. The first page of your exam question is the Certificate of Compliance with the Code of Student Responsibility. You must sign and print your name at the bottom of the Certificate. Please do that now. By sitting for the exam and signing the Certificate, you are certifying that you have complied with the Law School's Code of Student Responsibility. As stated before, you must place this Certificate of Compliance in your envelope at the end of the exam as part of your submission of your exam answer. Failure to submit the Certificate of Compliance will result in your exam not being graded.
4. You must identify your envelope packet, exam question, exam answer, and all scrap paper with your blind grade number. Blue Books are to be used for written exams only and not as scrap paper.
5. Your exam has _____ pages. Please count the pages now. If your exam does not contain all pages, you must tell me now.
6. When time is called at the end of the exam, you must immediately stop writing or typing your answer.

7. If you must temporarily leave during the middle of the exam, you must sign-out and then back in on the sign-out sheet provided. Only one student may leave the room at a time. You may not leave this floor.
8. Once you have submitted your exam answer and have left the exam room, you may not re-enter the exam room.
9. If you complete the exam before the end of the exam period, please submit your exam and exit the exam room quietly. No talking while the exam is in progress.
10. You may not have any noise making devices in the exam room. This includes alarms on computers and watches, cell phones, blackberries, etc. Please turn these devices off and place them against the walls of the room.
11. All materials allowed by professors for use during the exam must be in hard copy. No laptop computers are allowed in the writers' exam room.

Note to Proctor: If you have any instructions from the professor on the Exam Profile Sheet, please read them now. You do not need to read instructions on the exam itself.

For Writers

12. You may start the exam now. (***Note to Proctor: Timing of exam begins now.***)

For Laptop Users

A. Please make sure that you are logged on to the JMLS wireless before opening the exam software. Open a website such as “CNN” or “Facebook” which constantly accesses the internet, to assist the software in staying connected to our server. After opening the exam software, if the screen notes “Unactivated” at the top, you must write your exam – either in the writing room or you may stay where you are.

B. Once you have opened the exam software, you must enter your blind grade number in the appropriate fields; click on the section field and select the course number provided by the proctor and written on the board in the front of the room. There is (are) _____ essay question(s) and _____ multiple choice questions on this exam. Click on “Start Exam.” (***Proctor: At this time you must check each screen to be certain that “start exam” has been activated.***)

C. If you experience computer problems during the exam, do not restart your computer. You must complete your exam answer using Blue Books. Once you begin writing an exam, your computer must be closed and moved to the side and may not be reopened for any reason. Do not rewrite what you have already written. The exam software will have saved what you have already typed to your hard drive. You will not be given any additional time to compensate for computer problems, thus it is imperative you move immediately to the Blue Book if you have computer problems.

C. If you experience computer difficulties or any difficulties at all with your exam, do not discuss these issues with your professor as your blind number will be compromised.

D. When time is called at the end of the exam, you must stop typing and end your exam by clicking on “Finish Exam.” A green screen acknowledges the saving of the exam. If you see a red screen or a yellow screen, please wait for IT to assist you.

E. You may not assist another student to save their exam. You may not touch another student’s computer.

F. If you have difficulty saving your exam, you must wait for someone from the IT Department to arrive. If you finish your exam before time is called and need assistance from IT, you must wait quietly until the end of the exam time for assistance. IT will not be called and is not allowed to enter the exam room until time has been called.

G. Once you have successfully saved your exam, immediately close your computer.

H. Do not delete your exam answer from your hard drive.

Note to Proctor: If you have any instructions from the professor on the Exam Profile Sheet, please read them now. You do not need to read instructions on the exam itself.

H. You may start now. (*Note to Proctor: Timing of exam begins now.*)

GENERAL EXAM INSTRUCTIONS FOR END OF EXAM

Stop. The examination is over. Do not leave the exam room until I have checked you out, and you have submitted all examination materials to me. Please form a single line.

ELECTRONIC BLUE BOOK SCREEN

After a student clicks **Start Exam**, this is the screen that should be visible:

The screenshot displays the Electronic Blue Book Exam interface. At the top, there are three tabs labeled "Question 1", "Question 2", and "Question 3". Below the tabs is a "BLOCKED" status indicator. The main toolbar contains the following icons and labels: "FINISH EXAM", "B" (Bold), "I" (Italic), "U" (Underline), "Undo", "Redo", "Cut", "Paste", "Bullets", "Align Left" (highlighted with a blue border), "Center", "Align Right", and "New Page". The main text area contains the prompt "Type your answer to Question 1 here." with a mouse cursor pointing at the text. On the left side of the text area, there is a vertical toolbar with a "Help" icon. At the bottom of the screen, there is a status bar with the following information: "Status", "Page 1 of 1", "Words 7", "CAPS", "NUM", "6/21/2005", and "8:44 PM".