

## GENERAL EXAM INSTRUCTIONS FALL 2021

These are the general exam instructions that govern in-house exams. Students are expected to follow these instructions, unless they conflict with the professor's written instructions that appear on the colored page of the exam. **Failure to follow these instructions may result in an Honor Code violation.**

1. Do not turn the colored page containing the professor's instructions until the proctor directs you to do so.
2. If this is a CLOSED BOOK exam, please remove all materials off the top of the desk except those permitted in the instructions. To avoid the appearance of an Honor Code violation, please take any necessary items (pens, etc.) from your book bags and purses before the exam begins.
3. Because other students may take this exam at a later date, do not discuss it with anyone after you leave the room.
4. Do not put your name on any materials related to the exam. Use only your Student ID Number for identification. (This is not the number on the back of your picture ID). If you do not know your Student ID Number, you can access it through **DUKEHUB** at <http://law.duke.edu/portal/student>. Click on the **DUKEHUB** link on the very top of the page, then enter your NetID and password. Your Student ID will be at the top left of the screen. Your Student ID Number is **NOT** your Duke Unique ID, although both are 7-digit numbers.
5. You must prepare your exam answers using word processing software on a computer, unless you have chosen to complete the exam using blue books.
6. Name your file as shown: **studentid#\_classnumberandname\_instructorname Fall2021**.
7. Please also type **studentid#\_classnumberandname\_instructorname\_Fall2021** into the header of your document. The file will be separated from the email when given to the professor; therefore, the exam must be identifiable to the professor by your student id#.
8. Do not put your name on any materials related to the exam. Use only your Student ID Number for identification.
9. It is recommended that before beginning to write that you name and save the document and also activate any automatic save function that your word processing software may have.

10. If there are multiple choice or true/false questions on your exam, please circle the correct answer on the hard copy of the exam questions as well as typing your answer in the exam response.
11. The only electronic device you should use is your computer, unless the device is specifically listed in your professor's exam instructions, which are included in your exam packet.
12. Only foam earplugs provided by the exam proctors may be used in the exam room.
13. Do not contact a professor directly if you have a problem during or after your exam. This includes computer malfunction, illness, being unable to finish an exam, etc. Please contact the Registrar's Office (Student Records, Rm. 2027) first so that they can assess whether your professor needs to be contacted.
14. Unless instructed otherwise, all exam questions **must** be returned in the exam envelope with your Student ID Number in the top right hand corner. The professor may not grade your exam if these questions are missing.
15. You will receive both a 5-minute and 1-minute warning. At the 5-minute mark, complete your final thoughts and begin ending your exam. At the 1-minute mark, conclude your exam and hit "Finish Exam" if you are using your computer or check to be sure that all blue books are labeled if you are handwriting your exam. Put all exam materials and scratch paper in the envelope, put your Student ID on the label and hand it to the proctor or place it in the box in the front of the room.
16. When time is called, stop ALL typing and writing **IMMEDIATELY**. Put down your pen and/or remove your hands from the keyboard. Typing or writing after time is called is a violation of the Law School's Honor Code. If you continue to work past the allotted time, the proctor will note the time you stopped writing. If you have not saved your exam or you run into some other trouble with your computer after time is called, *raise your hand or stand to alert the proctor*. **DO NOT CONTINUE TO TYPE EVEN IF YOU ARE JUST TRYING TO SAVE THE DOCUMENT**.
17. To submit your exam answer, e-mail your finished exam as a Word document to the Exam Deposit at [examdeposit@law.duke.edu](mailto:examdeposit@law.duke.edu). Put Fall2021 EXAM: name of class, professor name\* in the subject line of the email. The exam will be time-stamped in the system, and your exam must be emailed within the allotted time. Exams that are returned late will be marked and the Dean of Students will be notified. Only one submission will be accepted.
18. If you finish your exam before the proctor returns, please put your exam materials in your envelope and place the envelope in the box in front of the room. **DO NOT TAKE YOUR EXAM TO THE REGISTRAR'S OFFICE (Rm. 2027)**.
19. After you turn in your exam, please LEAVE the room QUICKLY and QUIETLY. Since other students may still be taking the exam, do not congregate outside the exam room.

20. During the exam, you are not allowed to remove any exam materials, including your computer, from the exam room. The only exception to this rule is if the Academic Technologies technicians remove the computer to work on it elsewhere.
21. To avoid the appearance of an Honor Code violation, please do not remain in the exam room to check or send e-mail once you have turned in your exam.
22. When approved for use in an exam, only hard-copy English translation, not law, dictionaries may be used.
- 23. REMEMBER THE HONOR CODE.**

### **TROUBLESHOOTING IF YOU HAVE A COMPUTER ISSUE:**

1. If your computer fails during the exam, note the time of the equipment failure and how much of the exam you had completed at the time of the failure. You have two options for proceeding:
  - (a) You may immediately obtain a blue book (which will be available in the examination room) and continue where your computer stopped and complete your exam by hand. If you choose this option, notify the proctor or Registrar's Office of the equipment malfunction immediately *following* the exam. **DO NOT REMOVE YOUR COMPUTER FROM THE EXAM ROOM OR TURN OFF YOUR COMPUTER.**
  - (b) If your computer fails and you wish to seek immediate assistance with the computer, you should notify the proctor or, if the proctor is not in the examination room, go to the Registrar's Office. **DO NOT REBOOT. DO NOT TURN OFF YOUR COMPUTER OR REMOVE IT FROM THE ROOM. DO NOT GO TO THE ACADEMIC TECHNOLOGIES HELP DESK.** Either the proctor or the Registrar's Office will contact Academic Technologies staff for assistance. If Academic Technologies cannot resolve the issue in the allotted time, you will need to handwrite the rest of your exam in a traditional blue book.

Do not use valuable exam time to attempt to resolve the problem yourself. When you report the problem to the Registrar's Office or Proctor, you will receive a red-colored note that should be placed on your desk and should be visible to the proctor. The note will be time stamped with the time you reported the problem, the time the technicians ended their attempt to resolve the problem and the amount of extra time you will receive—not to exceed a total of 20 minutes. Once the computing problem is resolved, begin with the question from where your troubles began.

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## **HANDWRITING INSTRUCTIONS (BLUE BOOKS)**

1. Before the exam begins, put your Student ID Number, course name, and professor's name on the blue books you expect to use (usually 1 blue book per question) and on the envelope provided. Also put your Student ID Number on the envelope label. Do not write your name on anything. If you do not do this before the exam begins, you will need to do it during the one-minute warning period.
2. Write on every other line and use only one side of each page of the blue book(s).
3. Begin the answer to each question in a separate blue book.
4. Be sure to indicate the number of the question you are answering.
5. If you are using blue books, you may not use your computers unless the professor has authorized the use of computer files and/or the internet.
6. At the end of the exam, collect all materials (the exam, all scrap paper, and your blue books), place them in the envelope provided and write "blue books" on the front of the envelope. If you use additional blue books, be sure you have labeled them. Number your blue books (ex. 1 of 4, etc.).
7. Please be considerate of your fellow students if you finish early. Leave the room quietly and do not discuss the exam with anyone.

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**THANK YOU and GOOD LUCK!**