

Dear Students,

Fall 2020 exams will take place from November 14 to November 25. We know that given the unique circumstances surrounding exams this semester, students have a number of exam-related questions. Please review the following information regarding the administration of exams for the Fall 2020 semester.

Whereas under normal semesters professors give either in person exams or 24-hour take home exams, this semester professors have some greater flexibility to provide exams in a variety of formats. Professors may give exams in the following manners:

- **Take Home Exam.** Professors may opt to give a 24-hour take home exam.
- **Timed Remote Exam.** Professors may opt to give a timed exam (ex: a 4-hours exam) that all students can take remotely.
- **In Person Exam.** Professors may opt to give an exam in person, such that students taking exams in person will take the exam in the building, while students taking exams remotely will take the exam remotely.

Additionally, as always, professors may choose whether to make their exam closed book or open book, closed note or open note, have the Internet available during the exam or not, etc. The manner in which an exam is given as well as what resources are available to the students is entirely within the professors' discretion.

ExamSoft's Examplify software will be the primary mechanism for all final exam administration. As always, all exams will be administered and graded using Blind Grading ID numbers as assigned to you. These numbers can be found on GIBSON. Examplify auto-populates these numbers into your exam files.

There will be no hard copy (printed copies) of exams provided. The text for each individual exam question will be uploaded into the exam software and will appear in the question field. In addition, the test document in its entirety will be attached within the exam file for reference anytime during the exam. Within the exam software students will be able to highlight text in the question fields as well as flag questions. This format will be set up the same for both remote and in-person students.

Students who are fully remote this semester will take their exams remotely. All other students—including those who are partially remote this semester and those who have been attending classes in person this semester—have the option to take their exams remotely. If you elect to take your exams remotely, this election will apply to all of your exams (i.e., in person and partially remote students must choose to take all exams in-person or all exams remotely). Before making this election, please read below the section on "Specific Rules for Remote Students" which includes the technical requirements for any student taking an exam remotely. **If you are an in-person or partially remote student and you would like to take your exams remotely, you must complete this [form](#) by November 6 at 5 p.m.** No action is needed if you plan to take your exams in person.

Exam Schedule & Rescheduling of Exams

All students are required to take their exams on the days specified on the final exam schedule, unless the exam has been approved to be rescheduled due to exam conflict or emergency.

Students may have scheduled exams moved for these reasons only:

- 1. Two exams on the same day.*
- 2. Four exams on five consecutive calendar days.*
- 3. Five exams on six consecutive calendar days.*

Please visit <https://intranet.law.tulane.edu/Depts-Offices/Academic-Services-Home/Exam-Information> for information on rescheduling exams.

In case of a personal emergency prior to an exam, all students should contact the Assistant Dean of Students, Dean Gaunt, at (504) 865-5940 of agaunt1@tulane.edu.

In-person students who become ill or have an emergency occur during an exam should immediately report to the Academic Affairs Office in room 206. In the case of illness or emergency during an exam, remote exam takers may use their phone or retrieve their cell phone during an exam to contact Dean Gaunt at 504-865-5940 or Assistant Dean of Academic Services at 504-862-8835.

Exam Tech Support

In the event of a technical issue, in-person exam takers should report to the tech support station located outside of the Academic Services Office in suite 204 for assistance.

In the case of a technical issue, remote exam takers may retrieve their phone to contact the Academic Services Office at (504) 862-8835. If there are issues with the exam software, you may also contact ExamSoft support at 866-429-8889.

Exam Accommodations

Students who believe that they require reasonable course or examination accommodations should connect with the Goldman Center for Student Accessibility as early as possible, as the review process can take 2-3 weeks to complete. During the disability registration process, Goldman Center staff members can help students articulate their support needs, engage with students in an interactive discussion about possible accommodations, and assist students in communicating any approved accommodations to the appropriate administrators at the Law School, either Dean Gaunt and/or Christina Roux, Sr. Administrative Program Coordinator for Academic Affairs. Faculty will not be informed that a student receives accommodations by the Goldman Center or Tulane Law School staff unless the nature of the accommodation requires the faculty member to receive notice for its implementation; in such cases, the student will be consulted before the faculty member is notified by these offices. Accommodations do not apply retroactively.

Students with specific questions about the Goldman Center for Student Accessibility policies and procedures may contact the Center by telephone at (504) 862-8433, or request to schedule an appointment with a staff member. Additional information can be found at the Goldman Center website: <https://accessibility.tulane.edu/>.

Rules for all Exams, i.e. In Person and Remote Exams

All students must type their exam in Examplify. The only exceptions to this are made by the Assistant Dean of Students due to an approved accommodation.

Students may not use or have any cell phones or other programmable devices in their exam testing space. This includes programmable watches, calculators and other devices that can connect to the Internet. While students are generally prohibited from using cell phones and other programmable devices during the exam, remote exam takers may use a phone due to emergency or to receive technical support as indicated above.

Students may not discuss the exam questions with each other during the exam. Faculty will not be available to answer questions directly during exams. In the event that you feel there is an issue with the exam question, **answer the exam question as written**. If you believe a mistake in drafting the examination has been made or that a question is ambiguous, state your assumptions in your answer. Your professor will review your stated assumption in grading the examination. Do not attempt to contact the professor to secure a clarification.

Students may not refer to notes, casebooks, textbooks, study aids, the Internet, or other references during exams unless approved by the professor as part of the exam instructions.

Students may use blank scratch paper, unless restricted by the professor. Scratch paper will not be turned in following any exam and will not be graded. Scratch paper must be shredded following the close of the exam.

When finished writing an exam, it is the student's responsibility to verify that the exam has successfully uploaded in Examplify.

Specific Rules for Remote Exams

To ensure the security of the exams this semester, students taking exams remotely will also be using ExamMonitor and ExamID for non-Take Home exams. When you log in to take your exams remotely, remote exam takers should see that both ExamID and ExamMonitor are indicated.

- ExamID is software that verifies the exam takers identity to prevent impersonation, protect assessment integrity, and streamline the exam check-in or verification process with ExamID.
- ExamMonitor is software that maximizes exam security and integrity by using remote digital proctoring which uses Artificial Intelligence and Human Review to spot potential

academic misconduct by tracking exam takers' desktop and webcam activity without the need for a live internet connection.

This software also requires that you have a working camera and microphone on your computer. If you do not have both camera and microphone functioning on your computer, please reach out to Academic Services as soon as possible so that we can determine an appropriate resolution.

Following a remote exam, ExamMonitor provides an incident report of any behavior the software considers to be a possible security breach. Any incident reports provided will be accessible only to the Assistant Dean of Academic Services, the Vice Dean of Academic Affairs, and the Assistant Dean of Students. **An incident report will not automatically result in a report to the Honor Board for a potential Honor Code violation.** Reports to the Honor Board for potential Honor Code violations would only be made after the Assistant Dean of Academic Services, the Vice Dean of Academic Affairs, and the Assistant Dean of Students have reviewed the video and audio recording provided by the ExamMonitor software, have consulted with the exam taker if necessary, and have agreed that a likely violation of the Honor Code has occurred.

The following activities are the types of activities that would lead the Assistant Dean of Academic Services, the Vice Dean of Academic Affairs, and the Assistant Dean of Students to believe there has been a clear violation of the Honor Code and would refer a matter to the Honor Board without consulting the exam taker:

- **Clear use of materials prohibited by the Professor's exam instructions, such as using the textbook during a closed book exam.** An example of clearly using prohibited materials would be an ExamMonitor recording of the exam taker reading the textbook during the exam.
- **Clear use of a restricted device such as a cell phone, tablet, programmable watches or other devices that connect to the internet,** unless the restricted device is being used due to emergency or to receive technical support as indicated above. An example of clearly using a restricted device would be an ExamMonitor recording of the exam taker using a second laptop during the exam to access the Internet.
- **Clear discussion of the exam with a third party.** An example of clear discussion of the exam with a third party would be an ExamMonitor recording of the exam taker talking about the substance of the exam with another person.

The following activities are the types of activities that may produce an incident report but would **not** lead the Assistant Dean of Academic Services, the Vice Dean of Academic Affairs, and the Assistant Dean of Students to believe there has been a violation of the Honor Code:

- **Fidgeting during the exam.** We understand that students will fidget during exams.
- **Gazing off screen for a reasonable period of time.** We understand that students will look away from their computers for reasonable periods of time.
- **Leaving the room for a reasonable period of time.** We understand that students may need to use the restroom during an exam. We also understand that students may need to use the restroom more than once during an exam.

- **Background noise.** We know that dogs will bark, kids may enter the room, doorbells will ring, and general background noise will occur during the exam.

To be clear, the above activities may produce an incident report but would **not** initiate any questions or concerns.

The above lists are not exclusive and there are obviously lots of activities that fall somewhere in between. If after reviewing the incident report there is not a clear violation of the Honor Code but the Assistant Dean of Academic Services, the Vice Dean of Academic Affairs, and the Assistant Dean of Students have a question about report, one of the administrators will reach out to the exam taker.

While we know this has been a challenging semester and the exam procedure for this semester is unique compared to past semesters, we are confident that students will demonstrate academic integrity and abide by the Tulane Law School Honor Code. We are looking forward to a smooth exam period.