

Howard University School of Law

Recommended Policy on Computer Based Exams

Presented to the Faculty October 2011

1. Administration of final exams

Howard University School of law will transition the final exam process from bluebook to computer based exams. It will be administered with Exam4 Software as described in the schedule below:

- Stage 1: Fall 2011 - 1L courses and Required courses
- Stage 2: All courses will participate starting Spring 2012.

Purposes

- For the bar exam, students have the option to use a laptop to take the exam. The use of Exam4 will help them prepare better for the bar exam.
- All the law schools in the metro area are using Exam4 to administer final exams.
- It is easier for faculty to review.
- There is wide-spread students support.

Representative from following offices are on the Exam Team

- Academic Affairs
- Administration and Operations
- Faculty Services Center
- Information Technology
- Student Affairs

Student and Proctor Protocols

- See attachment 1

Frequently asked questions

- See attachment 2

2. Students' responsibility to load the Exam4 software on their laptops

a. Loading the software before the exam

Students MUST download the software prior to the day of the exam. Students entering the computer based exam without the software loaded on the computer will be required to use a bluebook, and the exam will be administered in the classroom.

b. Instructions on how to load the Exam4 software

Orientation sessions will be offered each year for 1L, LLM and any other students new to the computer based testing process. In addition, instructions on how to load the Exam4 software will be posted on the Law School's website.

c. Students late for exam cannot participate in the computer based exam

Students that are late for the final exam will be required to use a bluebook and remain in the classroom. Students must be seated and ready to receive instructions by 9:45 a.m.

3. Opt-Out Policy

If a student chooses not to participate in computerized testing during final exams, the student has the option to opt-out. The student will be required to use a bluebook during the testing period and the student will remain in the classroom.

4. Technical Troubleshooting

Students will be instructed to leave the computer in its crashed or frozen state and contact the proctor immediately. The proctor will call IT immediately to restart the computer. If IT is unsuccessful and cannot restart the computer in one minute, the student will be required to use a bluebook to complete the exam and the student will remain in the classroom.

5. Laptops

Each student is responsible to provide his/her own laptop. The school will not provide laptops or have any additional laptops in the classrooms. Students without a laptop will be required to use a bluebook and to remain in the classroom.

6. ADA students policy

Computer based exams will follow the same ADA policy as the one related to exams administered with bluebooks: Howard University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the Associate Dean for Student Affairs and Records, (202.806.8006) or the Office of the Dean for Special Student Services (202.283.2420) for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester.

7. Exam Retention

The policy on retention of computer based exams will be consistent with the one used for paper exams.

STUDENT PROTOCOLS

The following Examination Protocols are established to ensure the smooth and efficient administration of final examinations for Howard University School of Law. Please **READ** the protocol and contact the associate dean for student affairs if you have questions.

- I. **ALL EXAMINATIONS** will start **at 10:00 a.m. promptly, with** the exception of accommodated exams. Students should, therefore, report to the examination room by 9:30 a.m. so that all preliminary preparations may be completed by 10:00 a.m. Students with accommodated exams should obtain their schedules from the Office of Student Affairs.
- II. Because a limited number of students can be seated in a classroom during the examination, if a professor has an exam given in two classrooms, students must first pick up a seating number at the front of the exam room to secure a seat. There will be a maximum number of seats per classroom. When all numbers have been dispersed, additional students will be directed to an alternate classroom. When instructed, students must sign in on the **“Examination Attendance Roster”**.
- III. All personal belongings, i.e., coats, book bags, pocketbooks, pagers, cell phones, blue tooth, iPods, etc. must be placed in the front of the classroom. Cell phones cannot be used to monitor the time or for calculations.
- IV. Only materials designated by the professor in the examination instructions are to remain on the desk.
- V. The proctor shall place the examination **face down** on the desk and it will remain face down until instructed by the proctor to start the exam. Wait for the start signal from the proctor.
- VI. Students are not allowed to wear hoodies or hats on their heads or have earphones during the exam. Students are allowed to wear earplugs during the exam.
- VII. There is to be no food or drink in the classrooms, either before or during the exams. Only **clear** water in **clear** containers will be allowed in the classrooms.
- VIII. No more than one student shall leave the room at anytime. Students are required to sign the sign-out roster and check the box on the blackboard when they leave the room and must sign-in and erase the check on the blackboard when they return to the room.
- IX. **ALL** students must stop typing or writing when the allotted time has expired. The proctor shall call time and direct students to submit the exam electronically or insert exam materials into the security envelope.
 - A. Each student must remain seated until the proctor collects the student’s exam and directs the student to sign-out.
 - B. A student who completes the examination before the allotted time has expired, may proceed to the front of the class and turn in his or her examination, blue books, etc.
 - C. When the remaining time is 15 minutes or less, the student must remain seated until the end of the exam and follow the proctor’s instructions.
- X. For students using blue books, the proctor will verify the contents of the security envelope to ensure that all materials are included e.g., test, blue books, scrap paper. All “scrap” or

unused paper shall be placed inside the security envelope and prominently marked as “SCRAP”. Any unused test booklets must be returned to the proctor.

SECURITY ENVELOPES (ONLY FOR BLUEBOOK EXAMS) will be imprinted with the following information:

COURSE: Completed by Adm.

DATE: Completed by Adm.

STUDENT EXAM#: Student Completes

CLSRM#: Completed by Adm.

TEST CTRL#: Completed by Proctor

TEST BKLTs: Completed by Proctor

PROCTOR’S SIGNATURE: _____ Completed by Proctor

PLEASE BE ADVISED:

No examination material may be removed from the examination room without prior approval of a dean. Before you will be given an examination, you must place any knapsack, book bags, or other personal materials at the front of the classroom. This means you must leave any cell phone or other electronic device, except your laptop if you are using it for the final exam, in the front of the classroom and nowhere on your person. When the Proctor announces that the exam is over, you will stop typing, writing, erasing or otherwise adding to, altering, or modifying your exam or any examination materials and you must remain quiet and seated until the proctor collects your exam. You will not give aid to or receive aid from any other student or unapproved source during the administration of the examination.

Any student who engages in cheating or conduct that disrupts or attempts to disrupt the final examination process is in violation of the examination regulations. You understand that a violation of any of these regulations may result in charges against you under the Howard University Academic Code of Conduct, the Howard University Student Code of Conduct, and academic provisions contained in the Student Affairs Guide. By signing in, you acknowledge that you (1) have read, (2) understand, and (3) will comply with the rules in this statement.

COMPUTER BASED EXAMS

- I. Students are required to have their own laptops. The school will not provide laptops or have any additional laptops in the classrooms. Students without a laptop will be required to use a bluebook and remain in the classroom.
- II. All students **must** download Exam4 software prior to the day of the exam. Students showing up for the computer based exam without the software loaded on the computer will be required to use a bluebook and the student will remain in the classroom.
- III. All students must be seated and ready to receive instructions by 9:45 a.m. Students that are late for the final exam will be required to use a bluebook and remain in the classroom.
- IV. Technical troubleshooting – In the event that a computer crashes or freezes, students will be instructed to leave the computer in its crashed or frozen state and to contact the proctor immediately. If IT cannot restart the computer in one minute, the student will be required to use a bluebook and the student will remain in the classroom.

PROCTOR PROTOCOLS

Proctors will be provided with the **Examination Protocols** at training sessions prior to the examination period. The Proctors shall follow the instructions set out below and shall not make adjustments to these protocols.

- I. **ALL EXAMINATIONS WILL BEGIN PROMPTLY AT 10:00 A.M, with the exception of those for which special arrangements have been made with the Dean for Student Affairs.**
- II. Proctors shall report to Room 119, Houston Hall, 9:00 am promptly, to sign-in and obtain daily instructions. Any proctor who has not arrived by 9:00 a.m. shall be deemed a “no-show” and an alternate Proctor will be assigned to the examination room. The “**Examination Materials**” and **Proctor’s packets** will be delivered to the examination room after 9:15 am.
- III. Because a limited number of students can be seated in a classroom during the examination, if a professor has an exam given in two classrooms, students must first pick up a seating number at the front of the exam room to secure a seat. There will be a maximum number of seats per classroom. When all numbers have been dispersed, the proctor will direct additional students to an alternate classroom. The proctor will instruct the students to sign in on the “**Examination Attendance Roster**”.
- IV. **VERY IMPORTANT** - The proctor is to follow instructions that are specified in writing by the professor. When there is a variance between the actual “Final Exam” and the “Final Exam Instructions Form”, the actual Final Exam instructions should be followed.
- V. Proctors will note the beginning time and the ending time for the examination on the board prior to the start of the examination.
- VI. Proctors cannot allow more than one student to leave the room at anytime. Students are required to sign the sign-out roster and check the box on the blackboard when they leave the room and must sign-in and erase the check on the blackboard when they return to the room.
- VII. All students must stop writing or typing when the allotted time has expired. The proctor shall call time and direct students to submit the exam electronically or insert exam materials into the security envelope.
 - A. Each student must remain seated until the proctor collects the student’s exam and directs the student to sign-out.
 - B. A student who completes the examination before the allotted time has expired, may proceed to the front of the class and turn in his or her examination, blue books, etc.
 - C. When the remaining time is 15 minutes or less, the student must remain seated until the end of the exam and follow the proctor’s instructions.

- VIII. For students using Blue Books, the proctor will verify the contents of the security envelope to ensure that all materials are included e.g., test, blue books, scrap paper. All “scrap” or unused paper shall be placed inside the security envelope and prominently marked as “**SCRAP**”. Any unused test booklets must be returned to the proctor.

SECURITY ENVELOPES (ONLY FOR BLUEBOOK EXAMS) will be imprinted with the following information:

COURSE: Completed by Adm.

DATE: Completed by Adm.

STUDENT EXAM#: Student Completes

CLSRM#: Completed by Adm.

TEST CTRL#: Completed by Proctor

TEST BKLTs: Completed by Proctor

PROCTOR’S SIGNATURE: _____ Completed by Proctor

- IX. Proctors must stay with exam box at close of exam until it is picked up by administration.

- IX. Law School administrative staff will periodically check each classroom to resolve any problems that may arise. Proctors are never allowed to leave the classroom unattended.

COMPUTER BASED EXAMS

- I. Proctors cannot allow students to download Exam4 software the same day of the exam. If a student is not prepared to take a computer based exam, the proctor will provide a bluebook to the student and the student will remain in the classroom.
- II. Proctors must make sure that all the students are seated and ready to receive instructions by 9:45 a.m. Students that are late for the final exam will be required to use a bluebook and the student will remain in the classroom.
- III. Proctors will make sure that all the students have a laptop ready for the computer based exam. Students without a laptop will be required to use a bluebook and the student will remain in the classroom.
- IV. Technical troubleshooting – In the event that a computer crashes or freezes, the proctor will instruct the student to leave the computer in its crashed or frozen state and to contact the proctor immediately. If IT cannot restart the computer in one minute, the student will be required to use a bluebook and the student will remain in the classroom.



Howard University School of Law
Computer Based Exams
Frequently Asked Questions

1. What is Exam4?

Exam4 is an **armored word processor** designed to allow students to take computer based exams safely and securely. While students are taking an exam, nothing else can get in or out. Exam4 turns the computer into a dedicated essay exam-taking machine.

- Exam4 Features:
 - a. Basic Editing Functions
 - b. Timer and Word Counter
 - c. Auto- saves Exam every 10 seconds plus an additional failsafe backup every 2 minutes
 - d. Submit exam electronically to a server or save it to a USB flash drive

2. What are the Laptop Requirements?

- Exam4 requires a laptop or desktop computer with:
 - a. Supported operating systems:
 - b. 10 MB free hard disk space (a very small amount)
 - c. Network connection and/or working USB port (as required by your institution)
 - d. Minimum 800x600 screen resolution

3. How do I download and install the software?

- Go to: www.exam4.com and follow the instructions. Exam4 is the software used by all the local law schools. Students **MUST** download the software prior to the day of the exam. Students showing up for the computer based exam without the software loaded on their computers will be required to use bluebooks.

4. What are the features that Exam4 offers?

- Testing Features
 - a. Students will continue to use the Student Exam Number (1 to 3 digit number)
 - b. Exam Mode, CLOSED or OPEN
 - c. Practice Exam
 - d. Word Count
 - e. Multiple Choice

- Saving and submitting exams
 - a. Exam4 saves backup copies on the hard drive
 - b. Submit electronically to the server

- What does it mean to click “Exit Exam”?
 - a. Same thing as putting exam in envelope and submit to Proctor
 - b. Not possible to retrieve exam once is submitted

- Printing exams

All exams will be printed through Faculty Services Center and given to the professor for final grading. Faculty Services Center expects to have all exams printed and ready to pick up the same day of the exam.

5. Concerns?

- Hard copy of final exam

Students will be instructed to return the hard copy of the final exam and Proctors will be instructed to collect ALL hard copies of the final exam.

- Scrap paper

Proctors will be instructed to collect ALL scrap paper. Faculty will instruct Faculty Services Center whether they want to receive the scrap paper used by the students during the exam.

- Extra laptops

We checked with other schools and determined that when student computers break down during the exam and we cannot repair within one minute, the student resorts to bluebook. No additional computers will be reserved for them.

- What happens if Internet goes down?

Students will be instructed to save the exam to a USB flash drive. The USB flash drive will be provide by Faculty Services Center.

- Technical Troubleshooting

If a computer freezes or crashes: Students will be instructed to leave the computer in its crashed or frozen state and call the proctor immediately so IT can restart the computer.

6. Is there an Opt-Out Policy?

Yes, if a student chooses not to participate in computerized testing during final exams, he has the option to opt-out. The student will be required to use a Bluebook during the testing period.