Sample Cover Page of Exam-In Class

Exam Number: ______________________
Confirmation Code: ______________________

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME) (___ HOURS)

Professor ______________________  Date of Exam

INSTRUCTIONS:

1. This is an (OPEN, CLOSED, LIMITED) book exam. Please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. Also state, if appropriate, whether calculators may be used.

2. If you wish to do so, list time and point allocations for each question.

3. For handwritten exams, if you have a preference, please state whether students should double-space or single-space, use only one side of the paper, etc.

4. If you have specific space or length restrictions on student answers, please call the Office of the Registrar, for handwriting/typewriting equivalents.

5. If students are permitted to use their laptop computers when taking your exam, please choose one of the following sets of laptop instructions:

A. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are not permitted to electronically access other documents, outlines, notes, files, etc. and are not permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. iPads, e-readers, and other electronic devices that store information may NOT be used in the exam room. Cellular phones, smart watches, and similar electronic devices must be turned completely off and put away from your desk; they may not be used as calculators or time pieces during the exam.

B. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are permitted to electronically access other documents, outlines, notes, files, etc. on their computers, but they are not permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room, during the exam administration. iPads, e-readers, and other electronic devices that store information may NOT be used in the exam room. Cellular phones, smart watches, and similar electronic devices must be turned completely off and put away from your desk; they may not be used as calculators or time pieces during the exam.

INSTRUCTIONS CONTINUED NEXT PAGE
(if more than one page)
C. Laptop users: To write your exam answers, use a blank document screen to access the exam template in Word as directed by the proctor(s). You must submit your exam in either Word or .pdf format. Laptop users are permitted to access other documents, outlines, notes, files, etc. on their computers and are also permitted to access the Internet. Students may not consult one another or any other person by computer or other electronic device, and may not consult any materials not specifically permitted in the exam room during the exam administration. iPods, e-readers and other electronic devices that store information may NOT be used in the exam room. Cellular phones, smart watches, and similar electronic devices must be turned completely off and put away from your desk; they may not be used as calculators or time pieces during the exam.

6. If you believe there is an error, inconsistency, or omission in the exam, please state your assumptions about the issue within your discussion of that issue. No clarifications or corrections will be provided. Once an examination is submitted for grading, no amendments or supplements will be permitted or accepted.

7. Exams at the Law Center are graded on an anonymous basis. The Student Disciplinary Code provides that the "unauthorized breach of anonymity in connection with a blind-graded examination" is a disciplinary violation. Therefore, be sure that you do not reveal your identity as the author of an examination in your answers themselves. In any communications with the professor, or otherwise discuss the substance of the exam with your professor(s) or with any other student from the time the exam is first administered until after grades are published.

8. You must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions on how to remove personal identifying information from your exam are available in the laptop instructions handed out by the proctor.

9. Please be aware that students are prohibited from cutting and pasting prewritten text into their exam answers.

10. Other instructions, if any.

This exam consists of ___ pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).

PLEASE DO NOT TURN THE PAGE UNTIL THE PROCTOR GIVES THE SIGNAL.
Sample Next Page of Exam

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
(__ HOURS)

Professor ____________ Date of Exam

Question 1 (Fact pattern, etc.)
Sample Last Page of Exam

END OF EXAM

WRITE NOTHING AFTER TIME IS CALLED.