

## Faculty Exam/Paper Response Form

Complete the first section and indicate what type of final you have selected for your course. For in-class exams, take-homes and papers, please complete the appropriate section below.

This information is vital in resolving exam conflicts in accordance with the [Exam Deferral Policy](#). If you have any questions, please contact Associate Registrar, Susan Mesick, at 202-662-9223 or email [exams@law.georgetown.edu](mailto:exams@law.georgetown.edu).

**Faculty Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Type of Final**

	In-Class Exam
	Take-Home Exam
	Paper
	Special Requirement (in-class presentation, etc)

Will you be offering a **mid-term** exam? (If yes, please complete additional section “Mid-Term Exam.”)

	Yes
	No

### In-Class Exam

Length of Exam (e.g., 3.5 hours): \_\_\_\_\_

**Type of Exam**

	Open Book
	Closed Book
	Limited Materials*

\*List Materials Allowed: \_\_\_\_\_

\*\*Restrictions that you place on materials that may be used during exams must be easily enforceable by proctors. For example, allowing certain commercial outlines, but not others, is difficult to enforce.

**Laptop Usage**

Yes/No

Will you allow students to write their exam answers using a laptop?	
Will you allow students to use their laptops to access their notes/outlines, etc. on their <b>hard drives</b> ?	
Will you allow students to use their laptops to access the <b>Internet</b> ?	

Will your exam include a **computer-scored** section?

	Yes
	No

Will you offer a **final paper option** in lieu of an in-class exam? (If yes, please complete “Final Paper” section.)

	Yes
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<input type="checkbox"/>	No
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## Take-Home Exam

Take-home exams must be administered during the final exam period, Tuesday, May 3 to Tuesday, May 17. Note: the Office of the Registrar is closed on Sundays during the exam period.

### Length of take-home exam:

<input type="checkbox"/>	8 hours
<input type="checkbox"/>	24 hours
<input type="checkbox"/>	48 hours
<input type="checkbox"/>	72 hours
<input type="checkbox"/>	Entire Exam Period

Date(s) students may pick up the exam: \_\_\_\_\_

Will you offer a **final paper option** in lieu of a take-home exam? (If yes, please complete "Final Paper" section.)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

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## Final Paper

Unless you set a different date, all graduating students' **papers are due on Monday, May 2.**

### Paper Due Date for Graduating Students:

<input type="checkbox"/>	May 2, 2011 (default date)
<input type="checkbox"/>	Other*

\*Other due date: \_\_\_\_\_

Unless you set a different date, all non-graduating students' **papers are due on Tuesday, May 17.**

### Paper Due Date for Non-Graduating Students:

<input type="checkbox"/>	May 17, 2011 (default date)
<input type="checkbox"/>	June 20, 2011 (Blanket paper extension due date)
<input type="checkbox"/>	Other*

\*Other due date: \_\_\_\_\_

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## Mid-Term Exam

Date of mid-term exam (March 19 or March 26): \_\_\_\_\_

Length of midterm exam (e.g., 3.5 hours; 24 hours):

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**Confirmation:** If you would like to receive an email confirming that you have submitted this form, please provide the email address you wish to have the confirmation email sent to:

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