

Transcription of the Exam Video

Please Read Aloud if the Exam Video

Does Not Play

Please listen carefully to the Georgetown University Law Center examination procedures in order to avoid any inadvertent violation of the Student Disciplinary Code. Please complete any forms the proctor have given you. Students must have your exam number before the exam begins. If you do not have your exam number, you can get it by looking online at the Online Exam Management System.

Essential information regarding the exam is written on the cover of your exam questions and on the blackboard. Please review the information, and immediately direct any questions that you might have to the proctor.

In a closed book exam, place all personal items to the sides of the room, including books and notes. In a limited book exam, you may have only the supplement expressly authorized by the professor that you will receive along with your exam questions. If there is a question about what is permitted, consult with the proctor before the exam begins.

In an open book exam you may refer to any books, notes, and printouts of notes that you brought to the exam room. You may not share any of these materials, including computer equipment, during the examination. You are permitted to use your computer hard drives or the internet only if expressly permitted by the professor and included on the professor's instructions on the cover page of the exam.

Calculators are permitted if the professor has expressly permitted them. You may use earplugs to keep sound out, but may not use any head phones, ear pieces, or other devices that receive sound. Watches or other devices have to be set so that they emit no sound. Cellular phones, smart watches, and similar electronic devices must be turned completely off and put away from your desk. You are not permitted to remove any materials from the room during the exam or bring any additional materials back into the exam room once the exam has begun. You may leave the exam for short periods of time, but you will not be given extra time to make up for the time that you are gone, unless approved as a disability

accommodation. If you leave the room, do not discuss the exam with anyone, especially your professor, at any time.

When this video is finished, line up and receive your exam questions. Make sure you have your GoCard. If you do not you cannot get your questions and you must go to the Office of the Registrar to obtain an Exam Identity Verification Form in order to receive your exam questions.

Do not open your exam questions until the proctor tells you that you can begin.

Write your exam number for this examination on your exam books, the exam questions, and the scratch paper (only necessary if the professor(s) state they will accept the scratch paper). Your exam number is the only identifier that you should be using on your exams. Do not indicate, in any way your identity, to the professor and you should not use any identifiers as a writer on the exam prior to the official publication of course grades.

The official time of the exam will be kept by the proctor, using the clock that is in this exam room. It is your responsibility to ensure you are ready to start the exam when the proctor gives the signal.

Alert the proctor if you have a serious problem during the exam. If you become ill, have a problem with your computer, or experience some other serious situation, please alert the proctor immediately and follow the proctor's instructions. If you do not bring this problem to the attention of the proctor or to the Registrar during the exam, there will be no relief at a later time.

If a fire alarm sounds, you should assume that it is, an emergency and stop writing immediately. The proctor will announce and write on the board the time the exam has stopped. You want to leave the exam on the desk and exit the building. Remain close by so that when the emergency passes you can get back into the building and begin your exam. When you return to the room, do not restart the exam until the proctor announces that you may do so. The Registrar's Office will determine the amount of time that you will be given to make up for the lost time.

You will be given a 5 minute and a 2 minute warning prior to the end of this exam. When time is called you must stop writing immediately, stop scrolling on your computer or otherwise operating your computer. Once the 5 minute warning is given, please remain in your seat until the end of the exam. If you need to write your exam number on your exam after the time is called, wait and do that when you turn in your exam and you are at the proctor's desk. Failure to stop writing,

scrolling on your computer or using your computer after time is called is a violation of the Student Disciplinary Code. Failure to submit your exam will result in an Administrative F.

No materials may be added to your exam once it is submitted. Please check before you upload your exam that everything you want to be considered for grading is included. Please make sure that your exam number is on all of your materials.

In laptop exams, you will receive this message when the exam has been submitted: Exam Submittal Successful/Electronic Submittal Successful. This will be your exam submittal receipt. A copy of the receipt will be stored in the C:\Exam4 folder on your laptop. Hand-writers will receive an exam receipt from the proctor.

We are now ready to begin the examination, and we wish you the best of luck.