As we approach the end of the academic term, we want to highlight for you the types of Student Disciplinary Code and related administrative rules that are of special importance to you as you start to prepare for exams and to submit papers. This memo is intended to assist you in navigating these provisions knowing that the vast majority of students are committed to following the examination instructions, which are designed to provide a level playing field to all students.

INTRODUCTION

Take-home examinations are being used for almost all spring courses. If you have little or no experience with the take-home exam process, we emphasize here that you need to take special care to avoid being accused of an exam violation, including collaboration, which, of course, is prohibited. Far too often, discipline charges result from a failure to read and comply with exam instructions. Please study all exam instructions, including this memo, to avoid even the hint of possible rule violation. A disciplinary investigation is extremely stressful and, even if it is resolved in the charged student's favor, the fact that you have been investigated can have consequences for bar admission and employment. Now, as in the practice of law, you need to take special care to know and comply with any rules that apply to you. Inadvertence or mistake may not be a defense and that is why reading this memo is worth your time.

Selected rules and sanctions of particular concern are addressed below:

1. SANCTIONS ASSOCIATED WITH LATE TAKE-HOME FINAL EXAMINATIONS.

It is important to make sure that you begin and submit your exams by reference to United States Eastern Time (Washington DC time). The table below shows the start and stop times for the final take home exam period in Washington DC in comparison to several different time zones. Students can see how their particular time zone compares to Washington DC time using the World Clock. Please take particular care to be aware of and comply with submission times regardless of the time zone where you are taking your exam.

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Washington DC</th>
<th>Houston TX</th>
<th>Denver CO</th>
<th>Los Angeles CA</th>
<th>London UK</th>
<th>Tokyo Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Take Home Exam Period Start Time</strong></td>
<td>Tue 5/3/22 8:30am ET</td>
<td>Tue 5/3/22 7:30am CT</td>
<td>Tue 5/3/22 6:30am MT</td>
<td>Tue 5/3/22 5:30am PT</td>
<td>Tue 5/3/22 1:30pm BST</td>
<td>Tue 5/3/22 10:30pm JST</td>
</tr>
<tr>
<td><strong>Take Home Exam Period Stop Time</strong></td>
<td>Tue 5/17/22 6:30pm ET</td>
<td>Tue 5/17/22 5:30pm CT</td>
<td>Tue 5/17/22 4:30pm MT</td>
<td>Tue 5/17/22 3:30pm PT</td>
<td>Tue 5/17/22 11:30pm BST</td>
<td>Wed 5/18/22 8:30am JST</td>
</tr>
</tbody>
</table>

Late-return of final take-home examinations are covered either by the Code or by the General Administrative Policies which also cover late arrivals and missed examinations, as well as the submission of the wrong examination for grading or breach of a variety of rules that relate to examinations and papers. All students should exercise great care to ensure that these rules are followed. Students should review Section 402 of the Code, page 111 of the Student Handbook, as well as the General Administrative Policies (EXAM AND PAPER ADMINISTRATIVE POLICIES), Student Handbook at 90-92. Together, these provisions describe Law Center policies related to examinations and papers.

The penalties that apply when these rules are violated may be significant, including disciplinary action. Even if disciplinary action is not indicated, the student may receive an AF grade for the course, which is factored into the GPA as an earned F. Students should also be familiar with the AP grade which comes into play when an exam is returned even one second late. THIS RULE APPLIES TO PASS/FAIL EXAMS AS IT
WOULD FOR GRADED EXAMS. RETURN YOUR FINAL EXAMS WITHIN THE TIME ALLOWED.

2. SANCTIONS ASSOCIATED WITH IN-CLASS EXAMINATIONS. For in-class examinations, any accessing or attempts to access unauthorized materials, or any attempt to continue work on the exam after time has elapsed, exposes the student to disciplinary charges.

3. GENERAL RULES FOR IN-CLASS EXAMINATIONS. Listen to and follow the instructions on the examination video. Cell phones, smart watches, or similar electronic devices must be turned off and left in the aisle. Any questions about in-class rules must be addressed with the proctors before the examination begins. The use of external scratch paper is prohibited. Any notes taken during the exam should be on the exam itself or on the scratch paper handed out by the proctors. These materials will be collected at the end of the exam.

4. PLAGIARISM IN PAPERS AND EXAMINATIONS. Plagiarism is the use of the words or ideas of another as one’s own and without proper attribution to the source. Although plagiarism normally is associated with the unattributed use of published work of another, it has broader meaning in the law school setting where students are being graded on the quality of their thoughts as expressed in examinations, papers, and articles. Consequently, any use of written material without proper attribution to the source of the words or ideas on an examination or paper violates the Code. The plagiarism provision in the Student Disciplinary Code provides links to helpful information about plagiarism (Section 101(a), pp. 107-108 of the Student Handbook). Again, a reminder that you are responsible for knowing the rules stated in the Code, and a responsible law student, like a responsible lawyer, must fully understand the rules that govern their behavior.

Students should take great care to distinguish their own words from text taken from other sources. The term “sources” includes, but is not limited to books, articles, papers, speeches, and all other primary and secondary material, whether published in traditional hard-copy sources or on the Internet or in other computer-accessed sources. A student’s sloppy note-taking – in which the student mistakenly copies someone else’s words or ideas into the student’s work product without attribution -- is not a defense to a charge of plagiarism.

It also bears repeating that plagiarism rules apply to all examinations as well as papers and articles. Thus, cutting and pasting someone else’s words into examinations without attribution is plagiarism.

5. CUTTING/COPYING/PASTING IN EXAMINATIONS. Cutting and pasting violates general final exam rules that prohibit cutting and pasting regardless of the source even if the material is not plagiarized. Thus, cutting and pasting one’s own words into an exam is not plagiarism but it is a disciplinary infraction because it violates general examination instructions. Unless expressly authorized by the course professor in written exam instructions, students are prohibited from copying/cutting and pasting any pre-written text (written prior to starting their exam) into their final take-home exam answers. This rule applies regardless of who authored the text. Note that for in-class exams, it is not possible to cut/copy and paste material from any external document into the exam screen in the Exam4 software.

6. COLLABORATION ON EXAMINATIONS. Collaboration is a serious ethical violation that compromises the integrity of our examination processes. Discussing the exam with anyone while the exam is being taken is no more appropriate for a take-home exam than it would be for an in-class exam. Students should be aware that any discussion—with other students, faculty, or anyone else—about the examination, no matter how casual, may be considered a violation of the Code. For instance, any online discussion of an examination is prohibited. Students are not permitted to share examination questions or their work product with others. The Law Center carefully investigates whenever there is a suggestion that there may have been collaboration on take home examination answers. In aid of such investigations, advanced software programs are used to compare examinations for substantially similar answers suggesting collaboration.

7. ANONYMITY IN EXAMINATIONS. Where students have been provided with exam numbers, students should not reveal to their professor any information in the exam answers that would in any manner identify them as the author of the examination.

To protect student anonymity and remain in compliance with the Student Disciplinary Code, students may not indicate to the professor that an exam has been deferred, discuss any modification of the timing of an individual exam with the professor, or otherwise identify themselves in any way to the professor as the author of the examination until after grades are published. Students may not discuss the substance of the
examination with the professor or with any other student from the time the exam is first administered until after grades are published. *Student Handbook* at 16, 67, 94, 107.

8. **EXAMINATION COMMUNICATIONS.** If you have an issue relating to a final exam or final exam instructions, you have one place to go to and that is the Office of the Registrar. DO NOT CONTACT THE PROFESSOR. Sending an anonymous email or note to a professor that relates to the examination violates this rule. Any questions about final examinations must be directed to the Office of the Registrar, not the professor or anyone else.

9. **DISCUSSING EXAMINATIONS WITH FELLOW STUDENTS.** Because examinations are not all administered at the same time, you may not discuss the examination with other students until grades are posted. It is very common to want to share your exam experience with other students in the class. Because of the self-scheduled and deferred exam administration processes, however, you cannot know whether another student has taken an exam. Even casual discussions about the format used or general issues discussed are prohibited.

10. **OTHER EXAMINATION RULES.** Examinations are subject to general rules as well as individual professor instructions regarding use of materials and electronic access. It is the responsibility of each student to be aware of and comply with all rules that apply to an examination and failure to do so may subject a student to disciplinary sanctions.

The purpose of this memorandum is to alert all students to be careful to comply with ALL examination and paper rules. This memorandum does not attempt to exhaust all requirements and students should make sure they read and understand the information in the Student Handbook. Students should be sure that they understand the concept of plagiarism and the express terms of all final examination and paper rules. While we hope that no student will ever violate these rules, we want to educate each student about these policies and consequences of violations to keep violations to a minimum.