FREQUENTLY ASKED QUESTIONS

EXAMS – General Information

Exams on Computer

If you have not yet registered for Examplify, and intend to use the software for your exams, you must do so (www.examsoft.com/bclaw). You will receive a notice when exams are ready to be downloaded.

You must download your exam from Examplify before you enter the exam room.

In order to start exams on time, we will not delay the start of exams for students who have not downloaded their exam prior to entering the exam room. If you are not ready, you must write in blue books or use some of your allotted exam time to download - you will not be given extra time.

Accommodations

If you have a documented accommodation on file with the DSO or CFLC, Student & Academic Services will be in contact with the details of your exams. Any questions can be directed to lawadaservices@bc.edu.

Will spell check be available?

Spell check will be activated for all exams.

My professor stated that there will be a word limit, how do I keep track?

To check your word count in Examplify, click on the page icon next to the character count.

Will noise cancelling headphones be allowed?

No, only ear plugs are allowed; they are available in the library and Student & Academic Services during the exam period.

Will I be able to access my notes from my computer?

Examplify locks down your computer so that you do not have access to any of its resources during an exam. You can use it solely as a word processor. Therefore, if you are taking an exam on Examplify, you will not be able to access notes on your hard drive during the exam and so must print them out beforehand (if notes are allowed by your professor). If you are taking the exam in Bluebook format, you may not bring your laptops into the room to access your notes. This procedure encompasses **all** in-class exams given on Examplify – including those that are open-book exams (unless otherwise specified by your professor).

Are electronic devices allowed?

Other than laptops, <u>no other electronic devices are allowed during the course of an exam</u>. This includes all cell phones, PDAs, tablets, e-readers, and similar devices. Only wristwatches (Apple watches and similar devices excluded) and stand-alone pocket calculators (if deemed by the professor's instructions) are permitted on the desktop.

What happens if my computer breaks down before exams?

You can arrange a loaner from ATR or borrow one from someone else. If it doesn't have Examplify installed, you will need to do so. If you have already downloaded your exams, contact Student and Academic Services for assistance.

What happens if my computer breaks down during an exam?

Inform the proctor that your computer is not working. SAS will be notified and ATR will be dispatched to assist. If the problem cannot be resolved within seven minutes, you will need to hand write the exam.

TAKE-HOME EXAMS

How do I pick up a take-home exam?

Exam Pick-up and Drop-off times are between **9:30-10:00 a.m. and 3:00-5:00 p.m. <u>ONLY</u>**, in Student and Academic Services (SAS), 308 Stuart. If you will be using Examplify to take your exam, **there is no need to pick up a copy**, the questions will be on Examplify. If you decide to pick up a physical copy of the exam, your allotted time will start when the exam is handed to you. You will need to return the physical copy to Stuart 308 *before* your allotted time is up. 24-hour take-home exams may **not** be picked up from SAS on a Friday.

How will I receive the exam password?

The exam password for take-home exams will be emailed on the first day of exams by 9:00 a.m. The exam password for 1L take-home exams will be emailed by 9:00 a.m. on the day of the exam.

Are take-home exams timed?

Take-home exams are timed and Examplify will shut down at the appropriate deadline. Once you open your exam, you must complete and upload the exam within the designated time allowed. ***EXCEPTION****: Examplify will not shut down a 24-hour exam, you must keep your time. We will check to make sure everyone complies with the time limit.* All Self-Scheduled Take-Home Exams (even if taken with Examplify) are due as noted on the exam schedule **-- unless otherwise specified by your professor.**

I receive exam accommodations, will they apply to take-home exams?

Yes, if you receive an accommodation, it will apply to take-home exams of 7-hours or less. They will not apply to 24-hour exams.

Can I print a copy of the exam questions from Examplify?

You will NOT be able to print out copies from Examplify.

Do I need to use Examplify for my take-home exams?

No, you do not need to take the exam on Examplify if you are picking up a paper copy of the exam. You can type your answer in Word and return your answer and exam copy to SAS. If you access the exam through Examplify but type your answer in Word, you can copy your answer into Examplify – either by drag and drop or cut and paste.

Can I shut off my computer?

During the exam, you can allow your computer to enter sleep mode, however, you must not shut off your computer. The "suspend" feature will *not* be enabled.

What materials can I use/access during the exam?

Examplify does not "lock down" your computers for take-home exams, so you will have access to all other programs on your computer. However, you must adhere to any restrictions as to allowable materials specified by your professor.

What do the exam options (listed on the schedule) mean?

- **Unlimited Open Book** - Students may use any handwritten or published material they choose. No internet access is permitted, nor may any electronic versions of otherwise permitted materials be used.
- **Open Book/Open Notes** - Students may access their casebook, supplements and rulebooks, their notes, and any outlines prepared by them or other students. Students may not access commercially prepared outlines, treatises, hornbooks, or study aids or any published material other than that assigned and required for the course. No internet access is permitted, nor may electronic versions of otherwise permitted materials be used.
- **Closed Book** - Students may not use any materials other than the exam booklet -- no books, notes or outlines, and no internet access.

Computer Help Desk – During the Exam Period

If you need computer assistance, you can stop by the Help Desk in the Law Library. The Desk hours are currently 9:00 a.m.-5:00 p.m. and will be 7:30 a.m.-5:00 p.m. during exams.