

**Hofstra University
School of Law
Office of Academic Records**

IMPORTANT EXAMINATION INFORMATION for ALL STUDENTS

The Office of Academic Records is responsible for coordinating all final examinations. We are committed to ensuring that your examinations run as smoothly and efficiently as possible, and to providing whatever assistance we can so that you may have a successful examination season.

As the **Spring 2009 examination** period approaches, we wish to remind you of some important rules that you will need to follow. These rules are designed to ensure an orderly and well-run examination period, for the benefit of all students. We appreciate your cooperation and understanding. Below please find answers to common questions asked before exams. We hope you find them helpful in preparing for your exams.

The Faculty, Administration and Staff wish each of you the best of luck on your exams!

EXAMINATION DATES

The Spring 2009 Examination period is April 30th – May 13th, 2009. Consult the Examination Schedule (available on the law school website at <http://law.hofstra.edu/Academics/AcademicRecords/FinalExaminations>) for the days and times of your exams. **You are required to be in your exam room 15 minutes prior to the start of your exam.** During this 15 minute Administrative Period, important administrative tasks and directions will take place.

In the event of inclement weather, please call the Hofstra Snow Line at (516) 463-SNOW (7669) to find out if the University is open.

Exam Start Time	Administrative Period Begins (Students must be in exam room)
8:30 a.m.	8:15 a.m.
1:00 p.m.	12:45 p.m.
6:00 p.m.	5:45 p.m.

If you miss an exam due to an emergency situation, contact the Office of Academic Records at (516)463-5917. **Do not e-mail or call your professors for any reason at all. This will compromise your anonymity**

Writers and students electing to use a laptop will be in the same room.

GENERAL INFORMATION

1. What time do I need to arrive for exams?

- **You are required to be in your exam room 15 minutes prior to the start of your exam. Important administrative tasks and directions will take place during this 15 minute period.**
 - **Late arrivals**
 - You will be considered late if you arrive less than 15 minutes prior to the start of your exam but before the official start of your exam (i.e., 8:30 a.m., 1 p.m. or 6 p.m.). You will be required to complete a Late Admission Form indicating that you have arrived less than 15 minutes prior to the start of the exam. You will be seated in the front of the room. If materials have been distributed, you will need to wait until the proctors can bring materials to you. If directions or other important information have been verbally provided to the class, they will not be repeated. **You may not leave the room during the administrative 15 minute period.**
 - **Arrival during or after the official start of the exam.** If you arrive during or after the official start of your exam (i.e., 8:30 a.m., 1 p.m. or 6 p.m.), you will be required to complete a Late Admission Form indicating that you arrived after the official start of your exam (i.e., 8:30 a.m., 1 p.m. or 6 p.m.). The proctors will not stop administering the exam to help you get seated; you must wait until the proctor has finished speaking and/or giving instructions to approach the proctor. Absent compelling circumstances, no additional time will be granted to you. If you believe that **COMPELLING** circumstances prevented you from arriving on time, **DO NOT OPEN YOUR EXAM.** Report immediately to the Office of Academic Records (Room 114) to inquire about a possible time extension. Extensions are given on a **VERY LIMITED BASIS.** Oversleeping and traffic congestion do not constitute excuses for which extended time will be granted. If the Office of Academic Records denies your request, you must return to the room, take your seat, and take the exam. No additional time (either for lateness or for the time used for your appeal) will be granted.
- **Exams will begin promptly at their scheduled times.** If you are commuting to the Law School, you should plan ahead. Give yourself extra time to arrive safely and to prepare yourself for your exam. If you live a distance away from the law school, you might want to consider staying at a local hotel or a friend's house.
- **Exam room assignments are posted** on the boards located outside of the Office of Academic Records (Room 114) and on the Hofstra University School of Law website (law.hofstra.edu). The room assignments will also be posted on HofCast on the day of the exam. Please make sure that you **go to the room to which you have been assigned.**
- **Students with accommodations** should go to the Office of Academic Records (Room 114) at least one week before their first exams to obtain their exam schedules.

2. How do I obtain my student exam number?

- **All exam numbers are available on-line.**

YOU ARE RESPONSIBLE FOR KNOWING YOUR EXAM NUMBER. YOU WILL NEED THIS NUMBER IN ORDER TO FILL OUT IMPORTANT EXAMINATION FORMS.

Students should keep these numbers confidential. The instructions on how to access your exam numbers are as follows:

1. Log into the My Hofstra Portal (<http://my.hofstra.edu>).
2. Click on "Hofstra Online" on the left hand side menu, then click on "Hofstra Online Information Systems" .
3. Select "Student Services and Financial Aid".
4. Select "Student Records" and then select "Academic Records - Check your Law School Exam Numbers."
5. Select the term, Spring 2009, and click on the "Submit" button.
6. The exam number is listed to the right of the description.

- **Remember... bring your student ID number with you to the exam!**

3. What can I bring to my exam room if my exam is open book?

- **You must bring all materials in print format!** Students who are taking the exam using their computers will not have access to their hard drives once the exam begins. Thus, all students taking open-book exams who wish to consult materials that are stored on their computers should print out those materials well in advance of the examination. Students who are hand-writing their examinations may not bring computers into the exam rooms, even if the exam is open book. Thus, if you have notes on your computer, you must print them out before the exam and bring them with you.

4. Can I bring personal items to my exam and what about my Cell Phone, Blackberry, PDA, i-POD or other electronic device?

- **Personal Items:** You will be instructed to move all personal items to the front of the exam room. All hats or caps must be removed. If you wear a head covering for religious reasons, it must be the appropriate covering and not a baseball cap or other hat.
- **Electronic Devices:** All electronic devices, including but not limited to cell phones, beepers, and wireless devices such as Blackberrys and PDAs must be turned off and stored at the front of the room during exams. Please note that the device cannot make noise during the exam; therefore, all devices must be turned completely off and not merely set to low or to vibrate.
 - If you have reason to believe that someone will need to reach you during an exam, please contact the Office of Academic Records at 516-463-5917 in advance, so that arrangements can be made.
 - If your examination requires or permits the use of a calculator, you must bring a true calculator into the exam, and not rely on the calculator function in your phone, PDA, etc.

NOTE: Students who violate this or any other rule governing exams are subject to disciplinary action under the Academic Code of Conduct.

5. **May I wear ear plugs to block out any noise?**

- You may wear ear plugs provided that they are not connected to any device whatsoever. If there is any doubt, you will be asked to remove the ear plugs. To avoid this situation, it is recommended that you use disposable ear plugs. Limited number of earplugs will be available on a first come, first served basis in each room.

6. **What do I do when I am finished with my examination?**

- **Before you leave your exam room, make sure you collect all of your exam materials.** This includes: the “blue card” (Examination ID Form), the exam, all scrap paper, scantron sheet and your blue book(s). **Bring all materials to the proctor in an orderly manner and sign out.**
- **Be Courteous!** If you finish your exam early, submit your exam materials to the proctor (as noted above) and leave the room quietly. You must leave the area of the exam room.
- **Sign Out.** After handing your examination materials to the proctor, you must sign out of each exam.

7. **What should I do if I encounter an emergency on the day of my exam?**

- If you encounter a true emergency (family or medical) on the way to an exam, or at any time during exam season, you should **call the Office of Academic Records at 516-463-5917** immediately.
- Under no circumstances should you contact your professors or their secretaries about such matters, as it might compromise the anonymity of your exams.
- Also, in case of inclement weather, call the Hofstra University Weather Hotline at **516-463-SNOW**. In the unlikely event that the University is closed due to weather, exams will be cancelled and rescheduled. The Office of Academic Records will have information regarding scheduling of make-up exams.

8. **Study areas during the exam period?**

a. Where can I study in the Law School during exam period?

- Available library study rooms may be reserved through the Library’s Circulation Desk. Please note that the Office of Academic Records has first priority over the study rooms during this period and consequently may override an existing student reservation for exam purposes. When using the Library study rooms please remember that students in adjacent rooms may be taking an examination. Low voices will be appreciated.
- The Axinn Library is available for use during the examination period. You may use the study rooms as well as the open seating. You are reminded that you must adhere to the policies of the Axinn Library. Remember that you represent the Law School and should be courteous and respectful of the staff and students in the Axinn Library. You can find their hours of operation on the website at http://www.hofstra.edu/Libraries/lib_hours_fall_semester.cfm

b. Is it true that I cannot study in the Law School classrooms?

- **ALL classrooms** in the Law School **are OFF-LIMITS for studying** during the examination period (except on weekends and between the hours of 11 p.m. to 7 a.m. each weekday). This rule is designed to prevent distracting interruptions to students taking examinations in various rooms in the Law School by other students wanting to use those rooms to study. Even if a room is empty, the Office of Academic Records may be holding the room for exam related purposes (e.g. an approved late starting exam).
- In addition, **all bathrooms near exam rooms are off-limits** to students not taking exams. Students not taking exams must use the bathrooms in the library.
- Please be aware that exams are taking place throughout the building. Keep your voices low even in the hallways, outside of any classroom. Your fellow students will appreciate your courtesy.

10. Where can I find the Examination Regulations?

- You will find the Examination Regulations **on the website** (click on “current students”, then “Examination Forms”. You will see the Examination Regulations.).

COMPUTER EXAM INFORMATION

If you have elected to write your exams using a laptop, please read the information below and the *Computer Exam Procedures*.

1. What should I do when I get to the computer exam room?

- You should first take a copy of the Computer Exam Procedures and a copy of the character count chart. Start up your computer and connect to the Internet via HUNET, **not HuGuest** and then start up your software as per the instructions.
 - **The Computer Exam Procedure has been attached to this email for your convenience. Please read it carefully to ensure you are familiar with this year's instructions. There will be no IT Staff available in the computer rooms for the start of the exams. If you experience any problems starting your exam software, you are required to write your exam.**
 - If you have any questions regarding the Computer Exam Procedure, please email lawhelp@hofstra.edu.

2. I don't see the header of the exam? Where are my exam number, professor name, and date? Is it a big deal if I can't see it?

- No, not at all. When we print the exam all that information will print for each exam.

3. If I recently installed a windows update, will that cause a problem with the exam software?

- No, it will not affect your exam software but you should run a practice exam again before your first exam to make sure your exam software is working properly. Please note that you should run all windows updates before your exam.

4. This is the first time I am taking an exam on computer. Is there a Spell check?

- Yes, there is a spell check. In the windows exam software, it can be found under **Tools** and **Spell Check**. In the Apple exam software, it can be found on the toolbar, just click **Spell**.

5. I understand that some professors use character count limits for page limit exams and some professors use word count limits for their exams. How can I check for both?

- You can check for character counts or word counts by clicking on **Tools** and **Word Count**. For windows users, the character count to use (unless otherwise specified by your professor) is characters with spaces. You can also highlight a block of text and find the character and word counts for each. For Apple users, the character count includes spaces.
- If the exam has line limits, for windows users, use the character count provided for you on the character count chart. For Apple users, type the same number of lines as permitted for writers.

6. How can I add the section symbol when I am typing in the exam software?

- In the windows exam software, to get the section symbol sign click on **Insert** and **Symbol**. In the Apple Exam software, the section symbol sign is in the toolbar.

7. How often does the exam software save the exam document?

- The exam software saves the document every minute. You can also click on **File** and **Save** (Windows users), and **Save** at the bottom of the page (Apple users), to save the exam at its present moment.

8. Should I type single or double-spaced?

- Please type your answers single-spaced and we will print it out double-spaced.

9. There are several questions on my exam, but I only see one screen to type on. What should I do?

- Just type all your answers on that single screen and number your answers.

10. I see that there is a timer. Will the exam software shutdown if the time limit is reached?

- No, the timer is there for your benefit. You can only exit out of the software by clicking on **File** and **Exit** or **Finish Exam**.

11. My screen display is really small for the type size that appears on the screen. How can I make the screen bigger?

- In the Windows Exam software, change the font size on the drop down menu to a larger font size. There is no font size/screen enlargement for the Apple software.

12. If my computer should freeze during an exam, what do I do?

- If your computer should freeze during an exam, immediately raise your hand and start writing your answer in the bluebook. An IT staff member will come by and reboot your computer back into your exam. You do not get any extra time for a computer freeze. If your computer should freeze more than once, you will be exited out of the software and you will need to write the rest of your exam. The IT staff member will print out your exam, notarize it, and give it to you to hand in with the rest of your exam.

13. What do I do when I am done with the exam?

- You are responsible for uploading your exam; therefore follow the instructions on the Computer Exam Procedure for “End of an exam”. If the exam uploads successfully, you can go up to the front of the room to sign out of the exam. If you cannot upload the exam automatically or manually

following the instructions, you will need to raise your hand and an IT staff member will come and help you.

14. I understand the exam gets uploaded when done. Is there another copy of the exam on the hard drive just in case there is a problem?

- Yes, an encrypted copy of every exam is kept in a hidden directory on your hard drive.

15. My computer needs to go in for service after exams are done. How long should I wait to keep the exams and exam software on there?

- You should not have your computer serviced or reformat your hard drive until all your grades are in.