



**POLICIES AND PROCEDURES
FOR FINAL EXAMINATIONS**
(Spring 2024 Exams)

1. The Office of the Associate Dean of Academic Affairs (“Associate Dean”) has established these policies and procedures for the administration of midterms, where appropriate, and final exams. These policies and procedures apply to all exams, in whatever format, whether administered on the scheduled exam date, alternate dates, or other times, as determined by Associate Dean. No later than the last day of class, all faculty should provide the Associate Dean with instructions specific to their exam regarding the exam format and materials or other resources available to students during the exam by noon on Thursday, April 18, 2024 (the last day of class).
2. Exam Schedule. The exam schedule is available on the Cumberland website [here](#). Students must take their exams at the scheduled time or on an alternate date as permitted under Section 3 below.
3. Alternate Exam Times & Procedures. If a student not receiving ADA accommodations has two exams that fall on the same calendar day, the student may move one of the exams; however, the professor agreeing to move the exam may choose the alternate day on which the exam is administered.

The four scheduled alternate exam times are:

- Saturday, April 20, from 2:00 p.m. to 5:00 p.m.
- Tuesday, April 23, from 9:00 a.m. to 12:00 p.m.
- Friday, April 26, from 9:00 a.m. to 12:00 p.m.
- Monday, April 29, from 2:00 p.m. to 5:00 p.m.

Students permitted to take an exam at one of four (4) administratively proctored alternate exam times must arrange with the professor to do so by **noon on Thursday, April 18, 2024 (the last day of class)**. The professor must provide the following information to the Office of the Director of Academic Services and Accessibility (Tona Hitson and Chris Chrisenberry) by 12:00 p.m. on the above stated date:

- the student’s name
- the course title
- the professor’s name
- the scheduled alternate date on which the exam is to be taken, and
- what materials the student may use during the exam (e.g., open book, open notes, none, etc.).

A master list of students who have been approved to take their exam on an alternate date will be emailed and posted outside the Director of Academic Services and Accessibility office (room 124). If your name does not appear on that list then you are **not** approved to

take your exam on an alternate exam date. In such event, the student should check with his/her professor to ensure that the appropriate materials for the alternate exam have been submitted.

4. **Students Must Download NEW EXAM4 SOFTWARE BEFORE THE FIRST DAY OF EXAMS**

You will need to download the new *Exam4* software before your midterms **and again** before your final exams. All *Exam4* software expires at the end of each exam period. Make sure that you have the latest version before your midterms or final exams.

To download, students should go to <http://exam4.com/>, and follow the posted instructions to download and install the *Exam4* software directly from that site. If students need additional assistance with downloading, they should consult the *Exam4* directions posted on the law school website at https://www.samford.edu/cumberlandlaw/files/Extegrity_Instructions.pdf.

5. **Practice Using the new Exam4 Software.** After installing the latest *Exam4* software, students must:

- a. Take a practice exam to familiarize themselves with the new program's operation and features. NOTE: When taking a practice exam, use your assigned anonymous number and **choose "Practice Exam" from the course drop-down list.**
- b. Practice submitting the exam wirelessly. Note: Some personal firewall and Internet Security software programs will block new versions of the *Exam4* Software and must be configured each semester to allow wireless submission. Failure to test wireless submission prior to your first exam could result in delays.
- c. Any problems should be resolved prior to the exam period; limited technical support will be available immediately prior to and during exams. Additional *Exam4* instructions are posted on the law school's website.
- d. If you have issues with *Exam4* prior to exams, you may request assistance from jmwhitco@samford.edu, tlhitson@samford.edu or glsimms@samford.edu.

6. **Proctors.** All regularly scheduled exams will be administered by proctors under the supervision of the Associate Dean. Professors will be on call for problems but will not administer regularly scheduled exams.

7. **Exam Day Set Up and Starting Exams for Remote Students only**

1. Launch *Exam4* – See section 4 above
2. Complete the screens until screen 5 > Exam Mode
 - a. When the Takehome Preparations window appears, note the Exam Mode and any other pertinent information.
3. Click "Begin Exam" on Screen 6
4. After entering the exam window, click the Resources tab in the Exam Information window, confirm the exam question PDF is selected and click Open...

Note: If you hid this window, click "Exam Info" on the *Exam4* menu to display the exam

8. Timing and the End of the Exam for Remote Students Only. Students will be responsible for keeping their own time for exams. All exams, unless otherwise specified, are 3 hours in length. Please use a timer to track your allotted time for your exam. The start and end time logged in the *Exam4* software is the official time that will be used to determine tardy exam submissions.

To end your exam:

- a. Click End Exam
 - b. Click End Exam Now
 - c. Click Confirm
 - d. Click OK
 - e. Click Submit Electronically
9. Exam Day Set Up and Starting Exams For In-Person Exams. Students should report to the designated exam room at least **15 minutes** before the scheduled start time. They should sign in on the sheet provided, check the board for exam mode, and pick up only the required materials as distributed by the proctor. Students using computers should set up their computers, plug the computers into an electrical outlet, and verify the “stand-by” and hibernate features are disabled. Students must provide their own computers, power cords, and other technology requirements.

Students should then launch the *Exam4* software; complete screens 1-5 of the software; stop on the screen that instructs students to click the “Begin Exam” button on screen 6; and wait for the proctor to distribute exams. After distribution of exams, proctors will instruct students to click “Begin Exam.” Student may not begin the exam until instructed to do so by the proctor. Students must begin the exam with blank paper and computer void of text unless specifically allowed by the professor (i.e., open note).

10. Timing and the End of the Exam For In-Person Exams. Proctors will keep time and will announce the end of the exam. *THE TIMER IN THE EXAM4 SOFTWARE WILL **NOT** BE USED.*
11. Electronic Devices For In-Person Exams. Students may not use or have at their desk watches or any electronic audio or video devices (other than laptop computers operating the proper *Exam4* software) in regularly scheduled and alternate exams. This includes exercise-tracking devices.
12. Access to Hard Drive During Exam. If using “**Closed Mode**,” students are *not* permitted to access their hard drive(s) or other electronic storage media during the exam. If a student takes an exam on which use of notes, outlines, or other material is permitted and those materials are on the student’s hard drive, the student should print those materials prior to the exam. If using “**Open Mode**,” students are allowed to access their internal hard drive(s), but will not be permitted to use external hard drives or external flash drives. Use of other electronic devices (such as cellular phones, cellular wireless cards or watches with wireless capability) is prohibited. If using “**Open + Network Mode**”, students are allowed access to their internal hard drive(s) and the internet, but will not be permitted to use external hard drives or external flash drives.

Use of “Open Mode” or “Open + Network Mode” on Exam4 during a “Closed Mode” exam constitutes cheating. “Open Mode” and “Open + Network Mode” exams are allowed only when specifically instructed by the proctor.

13. Breaks During the Exam. Breaks during the exam are allowed, but time on the clock continues and is not paused or stopped during breaks.
14. Turning-In Completed Exams. When time expires, students should do the following:
 - a. Exams Submitted Through Wireless Transmission – Submit exam answers via your internet connection and exit the *Exam4* software.
 - b. Students who encounter problems saving or submitting their exams should contact Jeff Whitcomb or Grace Simms.
15. Keeping Answers on Hard Drives. Once a student submits the exam and “exits” *Exam4*, the program will not permit the student to re-enter the exam. The exam answers, however, will remain on the student’s hard drive in encrypted form. Students should keep the answer files on their hard drives until final grades are released. The law school can retrieve an answer from a student’s hard drive if there is a problem with the wireless submission.
16. “Take-Home” and “Floating” Exams. Professors offering “take-home” and “floating” exams that do not appear on the exam schedule will make arrangements about where and when students should take their exam.

Professors may elect to administer “take-home” and “floating” exams via *Exam4*’s online option. Complete instructions for using the TakeHome mode of *Exam4* may be found at <https://www.samford.edu/cumberlandlaw/files/Takehome-Exam---Exam4-only.pdf>.

17. Honor Code. All students are subject to the Honor Code, which is available on the Cumberland website, https://www.samford.edu/cumberlandlaw/files/honor_code.pdf.
18. Communications with Professor(s) during Exams. Students **shall not** directly contact a professor with questions, comments, requests, or concerns regarding or in any way associated with an exam 1) on the day of the exam, 2) during the exam, or 3) after the exam has been given but before grades are posted. Any such communications or correspondence related to an exam must go through the Director of Academic Services and Accessibility (Ms. Hitson) or the Associate Dean, Jill Evans. Students who are unable to take an exam on the scheduled date (or approved alternate date) or at the scheduled time—regardless of circumstance—must contact Ms. Hitson who will then reach out to the professor on the student’s behalf, if necessary. Students who contact their professors in violation of this rule will be considered in violation of the Honor Code and may be referred to the Honor Court.