

CALIFORNIA WESTERN SCHOOL OF LAW

FINAL EXAM ROOM PROTOCOLS and PROCEDURES

- 1) Please follow the proctor's instructions as they will manage your time during the exam. The exam password will be provided by the proctor on the day of your exams.
- 2) All personal items including backpacks, purses, etc., should be placed at the front or the side of the classroom before the examination is passed out.
- 3) Students may not leave the room to collect additional notes/materials once the exam begins. Exams given as "non-secure" will have access to local resources and the internet unless the professor chooses to block the internet. Students are strongly encouraged to bring materials in hard copy in the event of any technical difficulties with their computer.
- 4) Students may not bring their own scratch paper into the exam room. Only scratch paper provided by the proctor may be used during an exam.
- 5) Students may not make any notes on their exam packet or scratch paper until the proctor advises students to begin the exam.
- 6) No electronic devices are permitted. All electronic devices other than your laptop are not allowed on your desk. Cell phones and electronic timepieces such as smart watches should be placed in your bag. Be sure to turn off all phones. If a phone rings during an exam, the proctor will remove the bag emitting the noise and you will need to collect it from security after the exam ends. Secondary devices such as iPads, additional laptops, or monitors are not permitted.
- 7) No food is permitted unless you are receiving accommodation; all drinks should be placed on the floor.
- 8) No headgear is allowed, including hats, beanies, sunglasses, etc., unless accommodation is granted by Student Affairs.
- 9) If you have a computer issue, please immediately notify the proctor. I.T. will not be able to come into the classroom once an exam has begun to troubleshoot tech issues. The proctor will provide you with a bluebook (for essay) and/or scantron sheet (for multiple choice) for you to continue with the exam.
- 10) Students may not leave the building during the exam for any reason, including to add money to the parking meter. Please plan accordingly. If you have an emergency, please notify the proctor.
- 11) Students are not permitted to leave their seats during the last five minutes of the examination. At the end of the examination, place everything (answers, scratch paper, etc.) inside the examination. All exam materials will be collected while you are seated. Do not leave the classroom until excused by the Proctor. It is your responsibility to turn in everything to the Proctors. Failure to submit exam materials is subject to violation of the Honor Code.
- 12) Please be mindful when exiting the exam room and keep your noise level down as other students are taking their exams.