

FINAL EXAMS

The method of evaluation of student performance in a course lies solely within the discretion of the instructor. In many courses, a student's grade is based primarily on one written examination given at the conclusion of the course. Some instructors also give a midterm examination or assign papers. Final Exam times are posted in the class schedule.

Exam Administration

During closed book examinations, all books, notes, cell phones, tablets, electronic devices, outlines, backpacks, briefcases, and other materials must be placed in the back of the room. During open book exams, students may have whatever materials the professor approves for use during an examination. For Exam4 exams, the proctor will announce the start time and write the start and end time for the exam on the board. Exam4 will automatically close the exam after the allotted time. For bluebook and Scantron exams, the test proctor will advise the students of the time at which the exam will end and will write the ending time on the board. When time has expired, the proctor will announce that the exam is over. Students must stop writing/typing immediately upon the proctor announcing that time is up and turn in their examinations. Failure to stop writing/typing immediately is a violation of the Honor Code. Students are not permitted to leave their seats for any reason during the last 15 minutes of an exam.

Anonymous Examination Numbers

Each student is randomly assigned an anonymous exam number each semester, and most exams are graded anonymously. Generally, upper-level seminars and skills courses are not anonymously graded.

For exams graded anonymously, students must identify themselves only by assigned anonymous examination number. Students must not identify themselves by name, student identification number or any other designation or symbol anywhere on the examination questions or answers. A student should not disclose the examination number to the instructor, either directly or indirectly, until the instructor has submitted the final grades for the course. Failure to comply with these provisions may be a violation of the Honor Code.

Exam Schedule and Conflicts

The final examination schedule is published with the class schedule prior to registration each semester on Campus Connect. Students should select their courses to avoid exam conflicts.

All students must take their examinations at the scheduled time. If two sections of a course are offered, students must take the exam at the time scheduled for the section in which they are enrolled.

Final exams will be rescheduled only in extraordinary circumstances, or according to the rescheduled exam policy below. Exams will not be rescheduled because of job commitments, weddings, graduations, vacation plans, travel plans or for other personal reasons.

Rescheduled Examinations

Under certain limited circumstances, students may shift one examination to a different day. This policy is known as the "rescheduled exam" option.

If you have two in-class exams on the same day or within 24 hours (i.e., less than 24 hours), you can designate one exam as a "rescheduled exam." You must take the rescheduled exam within two weekdays of the

original exam date, which may be before or after the regularly scheduled exam. Rescheduled exams are held between 9:30 a.m. - 12:30 p.m. on designated days when no first-year exams are scheduled. The application form is available online.

Students may only request one rescheduled exam per semester. Students must register no later than the sixth week of classes. Forms are available on the College of Law website. First-year students, both full-time and part-time, may not reschedule exams because their exam schedule is set up with several days between exams. Rescheduled exams are not available in Summer term.

Missing an Examination

Students are expected to take examinations when scheduled, even if inconvenienced. However, in the event of serious illness or for other extraordinary or compelling cause beyond a student's control, the Assistant Dean for Student Affairs or the dean on duty may excuse a student from taking the exam at its scheduled time. Students will not be excused from an examination for job-related reasons, weddings, travel, graduations, vacations or for other personal reasons. Students are expected to adjust their outside commitments to conform to the law school examination schedule.

A student who must miss an exam must notify the Assistant Dean for Student Affairs on or before the scheduled exam day. If prior notice is not possible, the student must contact the Assistant Dean as soon as the inability to take the exam becomes manifest. If a student does not notify the Assistant Dean for Student Affairs at the first available opportunity, the student will receive a failing grade. A student should never contact the professor about rescheduling an examination that will be graded anonymously.

A student who is more than ten minutes late for an exam will not be permitted to take it unless authorized by the Assistant Dean for Student Affairs or dean on duty. A student who is less than ten minutes late may take the exam but will not be allotted additional time.

Examination Accommodations

Students who wish to request accommodations on the basis of a disability should contact, and register with, the Center for Students with Disabilities. Students who have been approved to receive accommodations should also notify the Assistant Dean for Student Affairs at the start of each semester.

Accommodations of time and one half per in-class exam are offered to international College of Law non-JD students (LLM, MLS (MJ), Visiting and Exchange) for whom English is not a first language. Students who qualify should contact the Office of Student Affairs at least one month before each exam period to confirm accommodations.

International College of Law Non-JD Students for whom English is not a first language will be permitted to use a standard English dictionary while taking in-class final exams. Eligible international students must be registered with the DePaul University Office of International Students and Scholars. Eligible students may not use their own dictionary, but must use a standard English dictionary (Merriam-Webster or comparable) provided by the College of Law at the time of the exam. This policy applies to final exams that are closed book or where there are restrictions on materials that would otherwise prevent the use of a dictionary.