There are two main types of law school examinations, in-class and take-home. Although the faculty members decide which type of exam to require for their class, the Chase Law Administration oversees the exam administration process.

In-Class/Proctored Exams

For Spring 2022 final examinations, the College of Law implements the Professional Proctoring Program. Please read the following information carefully.

General Notices

- A proctor will be present in the room during the examination. Proctors will supervise the exam process, enforce rules, and monitor the exam takers. In addition, proctors will instruct students when to start and end exams. Finally, the proctors will give students a 30-minute and a 10-minute warning notice.

- Students may use a single laptop during each in-class exam. The use of cell phones, tablets, smartwatches, headphones, listening to music via any device, second laptops, or other devices is strictly prohibited.

- Proctors will not have access to the students’ exam numbers. Students are responsible for having their exam numbers before entering the exam room.

- All backpacks, purses, clutches, rolling bags, or the like must be placed at the front or the side of the exam room. Cellphones must be turned off and placed in the front or side of the room.

Please ensure you download Examplify from https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fei.examsoft.com%2FGKWeb%2Flogin%2Fnu&amp;data=d04%7C7C019%7Cyoun%7C40nku.edu%7C9eacf51046e44398cb0108da0d947526%7Cac3218551f554d0bb2fa531085ca3022%7C0%7C0%7C63783722852946530%7CUunknown%7CTWFpbGZsb3d8eyjWjoiMC4wLjAwMDAlLCJQljiV2luMZlIiLCBItIl6Ik1haWwiLCJXCI6Mn0%3D%7C3000&amp;data=5xmUpbp4YvEiAupqi%2FpZiCLVgWbwBCrHFZ8pJR9mGM%3D&amp;reserved=0. The phone number for Examsoft's support line for when help is needed outside of my work hours (8:15-4:30 M-F) is 866-429-8889, ext. 1. You should have received an email from Trent McPheron with Installation instructions. Contact Trent McPheron (mcpheronw1) if you have any questions or concerns.

- Scratch paper and blue books will be available in each exam room.

- Food and drinks are permitted only if they are not distracting (noise/smell).
During the Exam

- Students must place their 5-digit exam number on all exam materials, including the exam questions, blue book, or scratch paper. Do not write your name on any exam materials.

- Students may leave the exam room quietly as needed for restroom breaks, but please be respectful of the needs of fellow test-takers.

- All materials distributed by the proctor must remain face down until the proctor says begin.

- Student using ExamSoft must upload their completed exam at the end of the exam administration once the proctor has called time. A green “Congratulations” screen will appear after a successful upload.

Late Arrival

- If a student is late for the exam, there will be a time penalty, and no extra time will be allowed.

Computer Failure

- If a laptop crashes during the exam, the student must complete the exam via handwriting.

- Students are responsible for bringing a power adapter for their computer. If the laptop battery runs out, the student must complete the exam via handwriting.

Illness/Emergency

- In case of illness/emergency during the exam, please notify your proctor, who will notify the Associate Dean for Academics.

- If an illness or extraordinary circumstances require you to miss an exam, you must contact the Associate Dean for Academics. You might be required to provide appropriate documentation. Failure to make arrangements with the Associate Dean for Academics may result in a failing grade. Do not contact professors about illness or emergency issues.