

The Digest

FROM THE OFFICE OF STUDENT AFFAIRS/FINAL EXAMS

As final examinations approach, all students should take a few minutes to review the Law School rules relating to examinations. These rules may be found in Sections 1-607 to 1-609 of the Academic Code.

Anonymity. According to Section 1-607(f)(1) of the Code, all examinations are graded anonymously. Any statement made or action taken by a student that has the effect of compromising the anonymous grading system by allowing an instructor to identify a student for whom a grade must be issued shall be treated as a violation of the Student Code of Conduct.

Exam Conflicts. The Registrar generally schedules exams in three slots during each exam day with exams beginning at 9:00 a.m., 1:00 p.m., and 6:00 p.m. Exams beginning at 9:00 a.m. are in the morning slot; exams beginning at 1:00 p.m. are in the afternoon slot; and exams beginning at 6:00 p.m. are in the evening slot. A student may request that a final exam be moved if 1) The student has two final exams at the same time on the same day, 2) The student has two final exams in consecutive exam slots, or 3) The student has two final exams on the same date. Exams will not be moved simply because the student has two final exams within a 24-hour period or because the student has final exams on consecutive days.

Emergency Exam Deferral. Other than exam conflicts, exams may be deferred only for good cause in extreme cases. Please refer to the guidelines for examples of good cause in Section 1-608-2(b). Emergency deferrals will be granted if you, for good cause, are unable to sit for an examination when scheduled. If you cannot take an examination when scheduled, you must call the Registrar's Office **before** the examination begins. If you cannot appear in person or call the Registrar, you may miss the exam and apply for a deferral. An application for this type of deferral must be made within 48 hours of the original exam date and in no event later than the last day of regularly scheduled examinations for that semester. The burden is on the student to show (i) good cause and (ii) sufficient reason for not requesting a deferral in writing, in person, or by telephone prior to the examination.

Anonymous Numbers. Anonymous numbers must be placed on all examination booklets and on the examination itself. In the unlikely event you forget to put your anonymous number on your papers before time is called, you may do so at the proctor's table when you turn in your exam.

Honor Code. If you continue to write after the proctor has told you to stop, your examination number and the fact that you did not stop when told will be reported to the Registrar's Office and may ultimately be reported to the Office of Student Affairs. You are reminded that the Student Code of Conduct Section 2-202 requires you to report all Code of Conduct violations.

Headphones. You are permitted to use only foam, silicone, or rubber earplugs without a cord or string. Headphones, headsets, "shooter muffs," or similar devices of any kind, with or without a cord or string, are not permitted.

Restroom Breaks. You are reminded that the honor code applies during the entire exam, including any restroom break.

Open Book Exams. You may bring into an open book exam only those items designated by the professor. If you are in doubt as to what can be brought into the exam, check with your professor before the examination.

Scrap Paper. Scrap paper will only be permitted in an examination if the professor has specifically told the Registrar that it will be permitted. The proctor will distribute scrap paper to you during the examination.

Student ID. Finally, bring your Student ID to each of your examinations. **STUDENTS MUST BE POSITIVELY IDENTIFIED BY THE REGISTRAR OR PROCTOR BEFORE SITTING FOR EACH EXAM.** If you have lost your ID or do not have it with you, you must go to the Registrar's or Faculty Secretary's Office to get a note to allow you to sit for your exam.

Questions. All questions should be directed to the Office of Student Affairs or the Registrar's Office.



Dean Johnson's
End of Semester Pizza Break
Tuesday, November 27th
Stop by for a slice in the Pit
Noon and 5:00 PM

CALENDAR OF EVENTS

November

- 27 **CDO Lunch & Learn**
- 27 **Pizza in the Pit**
- 30 **Last Day of Classes**

December

- 1-2 **Reading Period**
- 2 **Hanukkah Begins**
- 3-17 **Final Exams**
- 21 **First Day of Winter**
- 25 **Christmas Day**

January

- 2-8 **Spring Intensive Courses**
- 9 **Classes Begin**
- 9-15 **Add/Drop**
- 21 **Martin Luther King Day (no classes)**

CAREER DEVELOPMENT OFFICE

All Welcome!!!

LUNCH & LEARN

**PA Attorney General's Office
w/Speaker, Alixandra Eichelberger**
**Ms. Eichelberger will be here to discuss the AG's
organization structure,
hiring practices and details about the office's new
Honors Fellowship Program.**
November 27, 2018/12:00 p.m.
Career Development Office
Sign up on TWEN on the left side under
"Sign-Up for Lunch & Learn & Workshops"
Deadline to sign up is 11/20/18