Exam Procedures
The People to Know

Proctors (law-exams@uidaho.edu)
- Moscow
  - Robin Inman
  - Chris Price
- Boise
  - Tonia Harmon
  - Janet Weybright

Technology (lawtech@uidaho.edu)
- Moscow
  - Bradley Neal
  - Jason Ballester
- Boise
  - Rowland Marshall
  - Lee Moats
Students receive 3 digit number twice a semester. This allows for professors to anonymously grade your work. Do not share your number with classmates or your professors.

This is how your exams and quizzes will be identified (by your number not your name)
For Two Whole Weeks...
...we have to share

- Classrooms
- Hallways

Be Quiet!
Room Assignments

In general, 1L exam room assignments are:

- **Boise**
  - Room 325 Distribution Room and Room 313 Overflow

- **Moscow**
  - Room 104 Distribution

**Distribution** = where the exam is handed out from (where you will gather) and where the instructions/cover sheet will be read

**Overflow** = The secondary room where students can setup to take their exam when distribution room does not have an empty seat between each person or there is not enough space
ExamSoft ID and Password will be a separate email from your exam number sent also from the administration office once a year (September).

Don’t forget your charger. We do not have extra chargers and you will need to keep your laptop powered for exams (some exams can be up to 4 hours long)
Exam password is different from your ExamSoft password. This password is used to begin the exam and is provided by the proctor.
Exam Day: Before the Fun Begins

- 10 minutes prior to exam
  - Proctor will begin
    - Reading exam cover sheet
    - Answering procedural questions
    - DO NOT LEAVE THE ROOM WITH YOUR EXAM
    - If you do need to leave the room before the exam begins give your exam to the proctor

NOTE:
Once you see the exam you must finish it.
If you do need to leave during an exam leave your materials and the exam itself in the exam room in your test taking area.
During the Exam: Questions

- Questions about exam content
  1. Proceed to the administration office
  2. Explain your question to the proctor
  3. Return to your exam room

The proctor will follow up in the manner requested by the professor. Some professors will choose not to clarify or answer the question.
Examplify and ExamSoft

ExamSoft
- The company and website that provide the Examplify software

Examplify
- The test taking application made by ExamSoft
Examplify Application

• The Examplify application allows students to take secure exams on their laptops

• You will need an internet connection to download the Examplify application and exams provided by the college of law

• An Internet connection is required to upload your finished exam.
Downloading an Exam

Beta Mock Exam
Ready for Download

Non-Secure Mock Exam
Exam file downloaded

Download Exam

Beta Mock Exam
Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.

1. Download Exam File
2. Start Exam
3. Upload Answer File

Examplify information

• You will be locked out of your computer and put into the Examplify secure mode once the exam has started

• Examplify saves a copy of your work every 60 seconds

• Examplify creates a back up every 6 minutes
Starting an Exam
Beginning an Exam - continued

This is the Student Agreement for Final Exams form regarding laptop use. Please read before continuing on to your exam.

All procedures and policies are based on the procedures used in the Math class. These are:

1. If power to the room is lost, you are responsible for finishing the exam using your own power source. Failure will not be compensated, except for the time provided to all students.
2. If your computer crashes during the exam and cannot be resumed, use a pen and paper. Any lost time due to computer failure is at your own risk and responsibility.
3. If your computer slows working, you should begin handwriting using your computer.
4. If your computer stops working, you should begin handwriting using your computer.
5. If the tech takes your computer away for repair, you MUST CONTINUE TO WRITE PAPER. DO NOT wait for the tech to return your computer. You will only lose the time for the repair.
Beginning an Exam – wait here
Examplify information continued...

- You can track how many words and characters you have entered for your essay questions in the Examplify application.

- Make sure you are on an essay question and then click “Characters” listing on the main screen (between the prompt and answer box).

- You will be provided with the following information:
  - Words and characters for all essay questions.
  - Words and characters for the specific essay question.
1. Welcome to SoTest! You will be able to respond to essay questions while taking an exam using the SoTest application provided by ExamSoft. You will be provided with a basic word editing program that will let you format and edit your essay response to the questions asked during an exam. Please respond to this essay question with remarks on how you feel so far about your first year at the Institute of Law. While responding please take a few minutes to not familiar with the.

Essay Answer:

Word Count: 12,109 (characters)

And

Testing 6 2 3
SystemRequirements
Uidaho.edu/law-it
If it has been more than 2 weeks since your last exam take the mock exam again
Problems with mock exams?

• Send lawtech@uidaho.edu an e-mail with information about where you had technical problems with the mock exam.

• This will allow LawTech time to troubleshoot and work with ExamSoft support to fix any issues you may have with the Examplify application.

• DO NOT WAIT UNTIL EXAM DAY TO TEST THE MOCK EXAM!
Loan Laptops

Law Tech has several loaner laptops available for emergency use during finals.

To receive a loaner laptop you must:

- Contact Law Tech 7 days prior to your exam
- Bring your computer to Law Tech for troubleshooting (if applicable)
- After your laptop has been verified as not suitable for exams we will provide you a loaner laptop

If you have an emergency with your laptop less then 48 hours prior to your exam please contact us ASAP! If you do not contact us there may not be a loaner laptop available for you.
Technical Issues

• Proceed to the front office immediately
  • Briefly explain the issue
  • Tell the proctor what room you are in
  • Return to your exam room & immediately begin handwriting your exam (on specified handwriting paper)

• The proctor will locate the IT Department
• The tech will attempt to fix the issue
• IT will troubleshoot for 7 minutes
Computer Revival

- If your computer is fixed before the exam ends, you can choose to do one of the following:
  - Type the hand-written materials into your computer exam
  - Continue hand-writing your exam and submit the materials to the proctor upon completion of the exam
  - Continue typing your exam and note that hand-written materials are to be inserted at that point in your exam

- If your computer continues to be obstinate:
  - Finish your exam by handwriting from the place where you left off on your laptop
  - You will not receive extra time if you need to start handwriting or are interrupted because of technical issues.
The Beginning of the End

- Proctor will provide a 5 minute warning
  - The proctor will attempt to get everyone’s attention
  - If you choose to wear earplugs please be extra aware
- At the end of the exam period
  - The proctor will call time
The End

- Press "Exam Controls" in Examify and select "Submit Exam"
Submitting an Exam - continued

You are closing your exam!

Warning! There is no way to reopen an exam once you exit.

☑️ I am ready to exit my exam.

Exit

RETURN TO EXAM
The End

Proceed immediately to the front office with the hard copy of the exam

- Exams are checked-in
- Verify that yours is marked off the check-in sheet before you walk away
- Don’t have your exam number?
  - Wait until all exams are turned in
  - The proctor will get you your number

Return to your laptop and verify that your exam has uploaded

**DO NOT leave the building if you have not received the green check mark!**
Are You Really Done?

You are not finished with your exam until you see the following screen:
Exam schedule is posted on the Academic Administration page and is updated regularly
Reschedule Process

- Complete the “Request to Reschedule Final Exam” form (pdf found under “Exam Rescheduling” on the Academic Administration webpage)
- Save form to computer BEFORE completing
- Email completed form to law-exams@uidaho.edu
- Requests must be submitted 30 days before exam
- YOU MUST COMPLETE A RESCHEDULE REQUEST FORM FOR ALL EXAM RESCHEDULES, NO MATTER THE REASON
Accommodations

- Disability Support Services (DSS) Tutoring & Academic Assistance Programs
  - Located in the Idaho Commons, Room 306
  - dss@uidaho.edu
  - 208-885-6307
  - www.uidaho.edu/studentaffairs/taap/dss
  - Requests for exam accommodations must be made every semester the student wishes to receive the accommodations
  - Student must contact DSS to complete paperwork and schedule EACH exam for which he/she would like accommodations

If your accommodation requires addition technical needs contact lawtech@uidaho.edu ASAP
Refresher and Installation Instructions

www.uidaho.edu/law-it
Questions?