



Policy Title
Final Examination and Use of Electronic Devices Policy (former Laptop Examination Policy)

Policy Number
1-025 (formerly #IT0017)

Responsible Unit: Office of Academic Affairs	Effective Date: June 14, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: June 14, 2021
Policy Classification: Academic Affairs	Last Revised Date: June 14, 2021
	Origination Date: December 10, 2013

I. Policy Purpose

The purpose of this policy is to inform Southern University Law Center (SULC) faculty and students of the administration of final examinations and students' responsibilities for using computers during those examinations.

II. Policy Scope

This policy applies to all students, but any provisions of this general policy regarding the administration of or use of electronic devices to take examinations that conflict with any individual accommodation provided pursuant to the Americans with Disabilities Act will not apply.

III. Policy Compliance

Students must comply with this policy so that they can take final examinations using their computers.

IV. Policy Definitions

Not applicable.

V. Policy Development and Implementation Procedure

This policy was implemented by the Administration and faculty to inform students on the method and circumstances in which final examinations would be administered as well as the items that students were responsible for acquiring in order to take final examinations. The Vice Chancellor for Academic Affairs will be charged with reviewing, implementing, and enforcing this policy.

VI. Policy and Applicable Procedures

1. Final examinations will be administered pursuant to procedures/guidelines that will be published by the Office of Academic Affairs at the beginning of each academic term (Fall, Spring, Summer).
2. Final examinations are generally administered in required doctrinal courses.
3. Final examinations are not generally administered in skills courses, simulation courses, or electives.
4. Use of computers/laptops/tablets/iPads to take final examinations is a requirement absent extraordinary circumstances or an ADA accommodation.

VII. Policy History and Review

This policy was originally adopted December 10, 2013 with an immediate effective date. It was revised on November 28, 2016.

Changed circumstances necessitated extensive further review and changes in June 2021.

1. The prior policy required permission of instructors to take exams on laptops, which was inconsistent with SULC's subsequently adopted policy of recommending that students take exams on computers.
2. SULC adopted Examsoft instead of Exam4 as its examination software, and the prior policy assumed the use of Exam4.
3. The prior policy assumed that students would be using laptops at school, such that SULC would be responsible for providing access to electricity and other conditions surrounding the exam. The language has been broadened to include all electronic devices such as computers, laptops, tablets, etc.
4. Remote administration of final examinations is a possibility and has been factored into the policy


The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

IX. Policy Approval

This policy was approved by the faculty on June 14, 2021.



John K. Pierre
Chancellor, Southern University Law Center

June 14, 2021
Date

APPENDIX

SULC Rules for Final Exams – Fall 2021

(as of June 14, 2021)

- I. All final exams that are administered pursuant to the Final Exam Schedule must be administered via ExamSoft.
- II. Generally, professors will write a 3-hour exam in the ExamSoft program. No exam will be longer than 3-hours.
- III. Students must take two practice exams – starting 8:00 a.m. on November 6, 2021 but before close of business on November 20, 2021 – through the ExamSoft program. A detailed schedule for the practice exams is forthcoming.
- IV. Exams will be posted on the ExamSoft program and students will have to download their exams on November 26, 2021. While the exams will be downloaded to the student's computer, the exam cannot be accessed without a password. A student will need access to Wi-Fi in order to download exams.
- V. On the day of a given exam, SULC will send students a password, thirty minutes prior to the start of that exam. The passwords are unique to exams starting at a specific time on a specific date of the exam. A password used for an exam scheduled for 9:00 a.m. will not work for another exam scheduled to start at another time or on a different day (even if that exam scheduled on a different day is scheduled for 9:00 a.m.).
- VI. Students will not need Wi-Fi access in order to take the exam in ExamSoft. Students should find, where possible, a quiet and well-lit area in which to take their final exam.
- VII. Students will be permitted two blank sheets of paper as scratch paper in an exam. At the commencement of an exam (once the timer has started) the student will have to show both sides of each blank sheet of paper to the camera.
- VIII. A student can take a single bathroom break (no more than 5 minutes) during each hour of the final exam (3 hour final exam; then 3 bathroom breaks); however, the time in which the student takes the exam is not extended as a result of taking the bathroom break(s).
- IX. The examination cannot be printed out, which is why two sheets of scratch paper are being allowed, but students will be able to highlight information in the question inside of ExamSoft.
- X. Once a student completes the exam – or the 3-hour time period has elapsed – the process for submitting the exam should be completed by the student. The step for completing or ending an exam is different from the step of submitting an exam. In order to submit an exam a student will need Wi-Fi access. We ask that this be completed within 24 hours of completing each final exam.