

SULC POLICIES FOR USING LAPTOP COMPUTERS DURING EXAMS

(Amended 4/07/2008)

Students who elect to type their exams must use laptop computers. SULC will administer exams using the **Exam 4** software. This software allows the laptop to operate like a word processor, but prevents the student from accessing any data on the computer's hard drive during the exam. The policies and procedures that will govern the use of computers on exams are:

1. Computers may be used for exams **only if** students obtain prior authorization from the course instructor.
2. Students must indicate their intent to use Exam 4 by signing up on a list, maintained for that purpose by the instructor, for **each** class in which the instructor has authorized an option to take exams on the computer.
3. Students who do not sign up before relevant sign-up date, will **not** be permitted to use a laptop computer for their exams. Students must sign the list no later than:
November 15 for the Fall Semester
April 15 for the Spring Semester
July 1 for the Summer Session.
4. Students who sign up to use a computer for an exam may later withdraw their election and take the exam using bluebooks by informing the instructor of the change **at least one week before the scheduled exam date.**
5. **At least 48 hours before the first exam of the semester,** students must download the new version of Exam 4 from www.Exam4.com and must pay \$10.00 to Exam 4 online, using credit card or Paypal. A version's license expires after each semester's exam period. Exam 4 keeps track of these downloads. Students must print their receipts as proof of payment to show the proctor before taking each exam. **Students who do not pay the fee may not take the exam using the laptop. Failure to pay will lead to disciplinary action.**
6. **Before taking any exams,** students must test the software and become familiar with its operation. After installing the software, students should take a practice exam using the software to become familiar with the program's operation. Lack of familiarity with the software will not toll the exam period.
7. **Students should make sure their laptop batteries are fully charged.** They must also make sure that the laptops have wireless cards and they are properly installed and authenticated to the SULC network. Students must bring personal power strips, if they intend to use an electrical outlet in the classroom.
8. **Computer users should arrive early on the day of an exam,** to set up their computers in designated classrooms. Computer rooms will be designated for each exam at least one week prior to the examination date. After setting up, students should make sure their computer and software are operating properly.

9. Once in the designated classroom, students will be given further instructions on how to begin the exam using the software. ***Students must wait until their laptop connects to the SULC wireless network before opening the software.*** Each student must enter his/her anonymous exam number, the name of the course, and the name of the instructor immediately after opening the software. Unless otherwise instructed, students will not be permitted to open any books during the exam. Blue books will be provided in case of equipment failure.
10. When students finish the exams, the Exam 4 program will prompt them to “save” their exam answers either electronically or to the floppy/CD/USB drive. **Students must save their exam electronically to the network, and then must also save the exam on their hard drive.**
11. Once students save the answer and “log out,” the program will not permit student to re-enter their answers. Although the answers will remain on the students’ hard drives, they cannot be accessed without special codes and software to read the encrypted data. As a precaution, students should keep their answers on their hard drives until final grades are released. The law school can retrieve the answer from a student’s hard drive if the answer cannot be printed from the student’s electronic submission.
12. **NOTICE: SULC is NOT responsible for any equipment failure during the exam, will not provide a back-up laptop, and will not allot extra time to enable students to address equipment failure. Students who experience equipment failure must continue the exam by writing in Blue books in the laptop room. Once a student starts taking the exam on the laptop using Exam 4, it keeps track of activities as part of the exam file which is then printed while printing the hard copy of the exam. All other exam rules in the Code of Student Professional Conduct pertain to laptop users.**
13. This policy must be signed and returned to the examining professor no later than the last scheduled class day or at another date established by the professor. A signed copy of the laptop policy must also be filed with the IT department.
14. Additional instructions on taking the examination (such as line spacing, font, etc.) may be given by the examining professor.

I, _____(Print your name) have read the terms and conditions of use, understand their significance, and agree to abide by the terms.

Signature: _____

Date: _____