

TO: University of Iowa College of Law Students
FROM: Associate Dean Carin Crain
RE: Fall 2009 Exam Information

October 28, 2009

Fall 2009 Exam Information

Fall 2009 examinations begin on Tuesday, December 8, 2009.

Please check the exam schedule posted on the bulletin board across from the Administrative Office for the date and time of exams or on the College of Law web page at <http://www.law.uiowa.edu/students/exams.php>. Please note that this schedule is subject to change so please check it regularly.

POLICY ON MAKEUP EXAMS (see Student Handbook)

The examination schedule includes dates on which makeup exams are given. A make-up exam will be permitted if the student has exams four days in a row, has more than one exam on the same day, or has two consecutive exams (i.e. Wednesday afternoon, Thursday morning.) A take home exam given over a six- or eight-hour (or longer) period will not qualify as one of these consecutive exams. At the discretion of the instructor, students may be permitted to make-up an exam if they have exams three days in a row. Two exams in a row does not qualify for a makeup exam.

RESCHEDULING EXAMS

Any student whose situation matches those for which a makeup exam is allowed may request a makeup by obtaining a permission form from the Administration Office. The form must be completed by College of Law administrative staff and returned to the Administration Office no later than **Monday, November 9, 2009**. No requests for a makeup exam will be considered after this date.

MAKEUP EXAM DATES

Students who are permitted to schedule a makeup exam will be expected to take the exam on the next scheduled makeup date following the regularly scheduled exam date. **The makeup dates for this semester will be Thursday, December 10th, at 1:00 p.m., Saturday, December 12th, at 8:30 a.m., Wednesday, December 16th, at 1:00 p.m., and Saturday, December 19th, at 8:30 a.m.** Check the bulletin board for locations of make-up exams. Makeup exams will **NOT** be given on any other dates. NOTE: Makeups for take-home exams will be scheduled when staff are available.

EMERGENCY and ILLNESS

Students who have an emergency or are ill on the day of the exam must notify the Administration Office (not the faculty member) before the beginning of the exam. The phone number is 319-335-9034. Students will be expected to provide verification of the emergency or illness before they take a makeup exam. Verification can be in the form of a doctor's note or the "absence from class" form found at <http://www.registrar.uiowa.edu>. If an emergency arises that prevents you from your completing the exam, such as sudden illness, notify the proctor immediately.

ACCOMMODATIONS DUE TO DISABILITY AND/OR ENGLISH AS A SECOND LANGUAGE

Students who wish to request extra time or other exam accommodations because of disabilities or because English is their second language should submit a request by **Monday, November 2, 2009**. (The policies regarding providing accommodations are set out in the Student Handbook.) Forms for these purposes are available at the front desk in the administration suite (280 BLB). Students who have not yet submitted documentation verifying disabilities are encouraged to schedule an appointment with Dean Carin Crain immediately.

LAPTOP EXAMS

The Laptop Exam Policies and Procedures are available at <http://www.law.uiowa.edu/students/exams/> for more information. The software is available for purchase at the ISBA Bookstore, room 218.

The College of Law permits exam answers to be typed on a laptop computer using the ExamSoft SofTest software. Laptop computers are only permitted for those courses participating in the laptop exam program. Laptops may not be used for any other purpose during an exam, including accessing notes and outlines. Please print your outlines and notes prior to your exam. College of Law staff will not print your materials for you.

On exam day you will be provided written instructions on using the exam software and the procedures to follow if your laptop computer crashes. The IT staff will be in the exam room to assist you until the exam begins.

Proctors will begin exams promptly at the designated time. Therefore be in the exam room, at your seat and ready to start your exam 20 minutes before the exam begins to receive your exam and your instructions as well as to boot up your computer if needed. College of Law staff members have been instructed to direct any students standing in the halls to go directly to their exam rooms and take a seat.

NO cell phones, or any other electronic devices are allowed in the exam room. If you bring one of these devices into the exam room, please turn it off and bring it to the front of the room. If you have watches with alarms on them, please turn them off. Failure to comply may result in disciplinary action.

The name of the course, the professor, and the length and format of the exam will be on the blackboard. Make sure that you are in the correct exam room.

If the **exam is closed book** or **open book**, you may have only the materials approved by the professor.

BEST OF LUCK ON YOUR EXAMS!

CC: Deb Paul
All Faculty Secretaries
All Faculty