

**TO: University of Iowa College of Law Students**  
**FROM: Associate Dean Carin Crain**  
**RE: Fall 2011 Exam Information**

**November 8, 2011**

**FALL 2011 EXAMINATIONS BEGIN ON TUESDAY, December 6, 2011**

Please check <http://www.law.uiowa.edu/students/exams/> or the exam schedule on the bulletin board across from the Dean's Suite for dates and times. This schedule may change, so please check it regularly.

**POLICY ON MAKEUP EXAMS** (see [Student Handbook](#))

Students with more than one exam on the same day, two within 24 hours (e.g., Tuesday p.m. and Wednesday a.m.), or who have exams scheduled four days in a row, may reschedule the third exam. Students with exams three days in a row may reschedule one with the instructor's permission. Rescheduled exams will be given on the next available makeup day after the regularly scheduled exam.

**RESCHEDULING EXAMS**

A student eligible for a makeup exam may request one on a form from the Dean's Suite. The form must be completed by College administrative staff and returned to the Dean's Suite by November 18, 2011. Late makeup requests will not be considered.

**MAKEUP EXAM DATES**

A student eligible for a makeup must take it on the next makeup date after the regularly scheduled exam. This semester's makeup dates are Thursday, December 8 at 12:45 p.m.; Saturday, December 10<sup>th</sup> at 8:15 a.m., Wednesday, December 14 at 12:45 p.m., and Saturday, December 17 at 8:15 a.m. The bulletin board lists locations. Makeups will not occur on other dates. Take-home makeups will be scheduled individually.

**EMERGENCY AND ILLNESS**

If before or during an exam a student believes that s/he is unable to take or complete the exam because of serious illness, emergency, or personal tragedy, s/he must immediately contact Dean Crain at 319-335-9034. Otherwise, students may not take exams at a later time. An unexcused absence from an exam will result in a grade of 1.5. Any request for a makeup should include written verification of the event that caused the absence (e.g., doctor's note).

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

Students seeking exam accommodations for disabilities or language limitations must submit a request form, available in the Dean's Suite. Students who have not yet submitted a request must meet with Dean Crain. See page 39 in the [Student Handbook](#) for accommodation policies.

**LAPTOP EXAMS**

If their professors permit, students may type exam answers on a laptop using SofTest software, available for \$25.00 at the ISBA Bookstore until Monday, November 21, 2011 at 2 p.m. Between November 22 and December 5, 2011, the software will cost \$50.00. **Students cannot purchase the software after December 5, 2011 at 2:00p.m.** Laptops may not be used for other purposes during an exam, such as accessing notes and outlines. Please print permitted materials before the exam. College staff cannot print for students.

On exam day, students will receive written instructions and procedures to follow if a laptop crashes. IT staff will be in exam rooms to assist until the exams begin. If a laptop crashes, please follow the provided procedures. Start up laptops before entering exam rooms so that any updates can load. Find Laptop Exam Policies and Procedures at <http://www.law.uiowa.edu/documents/LaptopExamsPolicies.pdf><http://www.law.uiowa.edu/students/exams/>.

**BEST OF LUCK ON YOUR EXAMS!**

cc: Registrar Deb Paul, All Faculty Secretaries, All Faculty

November 8, 2011