SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Examination Administration Policy

Administrative policy with faculty-approved components.

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in July 2022; revised October 2023; renamed "Examination Administration Policy" and revised in May 2024 to address courses that are offered in a primarily online format, incorporate the formerly separate Examination Policies, and create a freestanding Criteria for Final Course Grade Policy and a freestanding Examination Review Policy; revised November 2024 to add Examplify in place of ProctorU; technical and clarifying edits made in December 2025; revised September 2026 to incorporate live remote proctoring through MonitorEDU for online examinations beginning in Fall 2026 and corresponding SCALE Quarters 1 and 5, and to make technical and clarifying revisions; revised September 2026 to add a sanction provision for students who possess an unauthorized electronic device.

Effective date and applicability of section D(3): Section D(3) takes effect on September 23, 2026, and applies only to examinations that begin on or after that date. The sanction and procedures in Section D(3) do not apply to an examination that began before September 23, 2026, regardless of when an alleged violation is discovered, reported, reviewed, or decided.

Related policies and guide: Religious and Cultural Observances Policy; Incomplete Grade Policy; Grading and Scholastic Honors; Online Student Identity Verification Policy; Student Honor Code; Disability Accommodations Policy (Including Standards for the Study of Law); Criteria for Final Course Grade Policy; Examination Review Policy; Examination Administration Contingency Plan; MonitorEDU Remote Exam Student Guide

Scheduled Review Date: March 2027 (Registrar's Office and Associate Dean for Online Education)

Table of Contents

A. General Examination Procedures

B. Exceptions to General Examination Procedures

C. Deferring an Examination for Extraordinary Circumstances

D. General Examination Policies

E. On-campus Examinations

F. Online Examinations

G. Timing of Midterm and Final Examinations in the Online J.D. Program and Other Courses That Are Fully Online

H. Examination Return and Retention

I. Policy Revisions

Appendix A: Contacts for Exam Issues and Emergencies

A. General Examination Procedures

1. **Final examination schedule:** Southwestern will publish the final examination schedule on the Registrar's Office page on Southwestern's Portal. Each upper-level student is responsible for registering for courses that allow for an examination schedule that the student can manage without alteration.

2. **Courses with an on-campus component:** For courses that have an on-campus component, midterm and final examinations will generally be administered in person and on campus. The professor may provide notice of any exceptions to the in-person and on-campus midterm and final examination procedure via the course syllabus or other written communication. In addition, the Law School reserves the right to change exam administration from on-campus to remote, or to make other adjustments when circumstances render on-campus exam administration unsafe or infeasible.

3. **Fully online courses:** For courses that are fully online—including courses delivered fully via Zoom and outside the Online J.D. Program—midterm and final examinations will be administered online with proctoring. Proctoring may include Examplify/ExamMonitor, live remote proctoring through MonitorEDU, or another proctoring method approved by Southwestern. Southwestern identifies fully online courses in Self Service

with a 🌐 symbol. However, with sufficient notice, Southwestern reserves the right to administer an examination in a fully online course in person and on campus.

4. **Examination schedule and missing an examination:** Except in the limited circumstances outlined below or otherwise provided in another Southwestern policy, students must take examinations on the dates and at the times scheduled for the courses in which they are enrolled.

   For on-campus examinations, students must take their examinations on the dates and at the times specified in the Exam Schedule posted on the Registrar's Office portal page. See Section E of this policy for information regarding timely arrival and the consequences of late arrival for an on-campus examination.

   For online examinations requiring MonitorEDU, students must take their examinations at their scheduled MonitorEDU appointment times. See Section G of this policy for information regarding scheduling a MonitorEDU appointment.

   Absent extraordinary circumstances as determined by a Vice Dean or the Dean, students who fail to take an examination as scheduled will not be permitted to sit for that examination.

5. **Open-book or closed-book examinations:** With limited exceptions approved by the appropriate Vice Dean and noted in the course syllabus, final examinations will be closed-book. Students should consult their professor or the course syllabus to determine if the exam will be open-book or closed-book. Students should also consult their professors regarding specific exam instructions.

   In a closed-book examination, students are not permitted to use or access, directly or indirectly, the following materials in any format (e.g., print, digital, audio, etc.): books, notes, outlines, or other materials.

   In addition, students may not use unauthorized scratch paper during a closed-book examination. For closed-book exams administered on campus, Southwestern will provide three sheets of scratch paper in each student’s exam packet. For closed-book exams administered online, Southwestern will enable the digital notepad function.

   In an open-book examination, students may use only the books and other materials specifically permitted by the professor or identified in the course-specific examination instructions, provided that such materials are

physical copies or printed materials, not digital, audio, or another format. Unless expressly permitted in writing, digital materials, audio materials, and electronic communication devices (e.g., cell phones) are prohibited during all examinations. For open-book exams, the Examplify program will disable access to digital books, documents, and other applications or programs on a student's computer during the examination.

Faculty may choose to provide students with a supplement to use while taking the examination. For on-campus exams, Southwestern will provide any supplement to students as part of the exam packet. For exams administered online, supplements will be included as an attachment to the exam template and accessible through the Tool Kit in Examplify.

6. **Examination technology and service providers:** This policy identifies certain technology platforms and service providers Southwestern currently uses to administer examinations. References to a particular platform or provider reflect the platform or provider in use as of the most recent revision of this policy and do not limit Southwestern's ability to use a different platform or provider. Southwestern may change examination technology platforms or service providers without amending this policy, and will provide students with applicable instructions regarding any platform or provider they are required to use.

B. Exceptions to General Examination Procedures

Exceptions to the General Examination Procedures in Section A will be made only in extraordinary circumstances as determined by the Student Services Office or, if Student Services Office personnel are unavailable, by a Vice Dean. This section lists the most anticipated exceptions and their related procedures. Students must also follow the procedures outlined in Section C. **A student should never discuss an exception, or the possibility of one, with their course professor, as contacting the professor may compromise anonymity.**

1. Administrative change of examination date or time

If the Law School changes the date or time of an examination and the change results in a conflict with another Southwestern examination, the Law School may reschedule one of the student's examinations. For final examinations, relief will be granted only when the conflict was not apparent during course registration or when the potential conflict was discussed with the Student Services Office during course registration and an exception was granted in writing. A conflict exists only when two or more examinations are scheduled on the same date and time (for the

purposes of this policy, one hour between the end of one exam and the start of a second exam is considered overlapping).

2. Religious or cultural observance

The Law School may reschedule an examination that conflicts with a student's religious or cultural observance under Section 5 of the Religious and Cultural Observances Policy. Students must direct exam accommodation requests to the Student Services Office as early in the semester as possible. The Law School may deny requests made late in the semester or close to an examination date.

3. ADA or pregnancy accommodation

The Law School may change an examination time or testing conditions for a student pursuant to the Disability Accommodations Policy (Including Standards for the Study of Law).

4. Student illness or injury

A student who believes they cannot sit for an examination due to an illness or injury should immediately contact the Student Services Office via email at studentservices@swlaw.edu.

The student must promptly visit a treatment provider, such as a physician, and obtain the necessary documentation. The student must also obtain a written statement from the treatment provider regarding the student's illness or injury and the student's fitness to return to school. The Student Services Office will determine if the note is sufficient and timely. If the student obtains and provides the necessary documentation on a timely basis, the Student Services Office may permit the student to take the examination at the time and under the conditions determined by the Law School.

If the student does not promptly visit a treatment provider or obtain the necessary documentation on a timely basis, they risk receiving an "F" or "Administrative F" (*F) grade in the course.

Depending on when the illness or injury occurs during the examination cycle, when the necessary documentation is received, and other factors, the student may need to accept an Incomplete and thereafter remove the Incomplete pursuant to the Incomplete Grade Policy.

5. Death or serious illness

The Student Services Office may reschedule an examination when a student experiences the death or serious illness of a person in their immediate family or another person with whom the student has a similarly close relationship. While the Law School may be able to reschedule an examination that falls on the day of a funeral, it may not be able to reschedule an examination that falls several days after the funeral. In such a situation, the Student Services Office may consider assigning an Incomplete and allowing the student to remove the Incomplete pursuant to the Incomplete Grade Policy.

6. Unavoidable conflict with clinical obligations or Advocacy Honors Program

The Student Services Office may reschedule an examination that conflicts with a court hearing or an administrative proceeding related to the Law School's clinical programs. The student must demonstrate that they have exhausted all means of avoiding the conflict, including attempting to reschedule the hearing or, if feasible, having another attorney handle it. The Student Services Office may contact the supervising attorney to verify that the conflict is unavoidable.

The Student Services Office may reschedule a midterm examination that conflicts with the dates on which a student is scheduled to travel or participate in an interscholastic competition as part of the Advocacy Honors Program or is otherwise approved by the Law School. The Student Services Office may contact the program director to verify the conflict.

7. Unavoidable military commitment

If a student is called to military duty or has an unavoidable military commitment, the Law School may reschedule an examination. The student must provide the Student Services Office with official paperwork as soon as possible.

8. Time-zone difference

Students enrolled in the Online J.D. Program who reside in a time zone that makes the scheduled exam window unreasonable or places the student at a disadvantage (e.g., a time zone that would result in a student taking the exam in the middle of the night) may request the Student Services Office to reschedule the examination. The request must be made

as early in the semester as possible, but typically at least one month before the examination.

Students enrolled in Southwestern's London Summer program but who are also taking other Southwestern courses during the same period may request the Student Services Office to reschedule an examination in the non-London course if the time-zone difference makes the scheduled exam window unreasonable or places the student at a disadvantage (e.g., a time zone that would result in a student taking the exam in the middle of the night). The request must be made as early in the term as possible.

9. Online J.D. Program considerations

Students enrolled in the Online J.D. Program who have a significant conflict that is not otherwise noted above must contact the Student Services Office as soon as possible, but typically at least one month before the examination, to request an exception and provide appropriate documentation.

C. Deferring an Examination for Extraordinary Circumstances

When an extraordinary circumstance prevents a student from taking an examination at the scheduled time, the student must follow the procedures below.

1. The student must notify the Student Services Office via email at studentservices@swlaw.edu of the circumstances preventing the student from taking the exam. Whenever feasible, the student must provide notice before the exam. **The student should never contact the course professor about an examination deferral because doing so may compromise anonymity.**

2. If, after considering the request, the Student Services Office grants a deferral of an examination, an alternative exam date will be scheduled for that exam period, or a mark of Incomplete will be entered for that course. See the Incomplete Grade Policy located on the Institutional Policies page for specific details.

3. Absent extraordinary circumstances as determined by the Student Services Office, examinations that qualify for rescheduling under this policy will be rescheduled for the next available time that does not create a new conflict under this policy. That date may fall on a weekend or immediately after the examination period. All rescheduled exams must be completed by the end of the week immediately following the end of the exam period in

which the Law School is in operation. The Law School closes for Winter Break immediately after the fall examination period.

4. Absent extraordinary circumstances approved by a Vice Dean, no examination will be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Student Services Office can select the date, time, and location of the deferred examination.

D. General Examination Policies

Southwestern students are responsible for reading and abiding by all examination policies. They are expected to maintain a professional attitude toward other students, staff, proctors, and other exam personnel at all times. Failing to follow examination policies, including oral and written instructions while the exam is in session, may constitute misconduct under Southwestern's Student Honor Code, Code of Student Professionalism and Conduct, or both codes.

With limited exceptions, all exams will be proctored. Examplify by ExamSoft is the examination software Southwestern currently uses for on-campus and online exams. Southwestern currently uses MonitorEDU as the live remote proctoring platform for online examinations when live remote proctoring is required. See Examination Administration Contingency Plan for exceptions.

1. Before the examination

a. **Minimum system requirements:** Each student is responsible for downloading the most recent version of the examination software or app to their computer. Students must ensure their computer meets the minimum system requirements. For exams that require live remote proctoring using a second device, students must ensure their second device meets the minimum system requirements for the live remote proctoring platform. For more information on system requirements, visit the ExamSoft webpage and MonitorEDU Remote Exam Student Guide. No relief or special considerations will be provided to students who fail to ensure their computer meets the minimum system requirements and then experience a technical issue during an exam.

b. **Mock exam:** Students who will be using Examplify for exams are urged to complete the mock exam that is available on Examplify. Doing so will help students become familiar with the Examplify features and ensure their computer is properly set up to complete

exams. The password for the mock exam templates is "Practice1." If a student cannot see the mock exam template available for download, they should contact exams@swlaw.edu.

c. **Exam template and password:** Students must download the examination file immediately when notified to avoid problems on the day of the examination. Examination file availability notifications will be sent via ExamSoft from no-reply@examsoft.com before the examination. The proctor will provide the examination password during the examination on the day of the examination.

d. **Anonymous numbers:** Students will be able to view their anonymous exam ID via Self Service. Students should use only their exam ID number on their packet and should never write their name on exams or other submissions. Students are responsible for saving and securing their anonymous exam ID.

e. **Internet connection:** Examplify does not require an active internet connection while a student is completing an examination in Examplify. An internet connection is required to download the examination file and upload the examination response file. Online examinations will require an active internet connection for live remote proctoring as provided in Section F(2).

2. Items prohibited in the examination room/space

The items listed below are expressly prohibited in the examination room/space unless expressly permitted by the professor in the examination instructions or in writing by the Student Services Office.

For exams administered on campus, students must leave prohibited items at home, in their locker, or in their vehicles; they may reserve a locker by visiting the Administrative Services Office (W100) before the examination.

Proctors may confiscate items listed in this subsection. Items will be returned to students after the examination is complete.

Students may be referred to the Honor Code Committee for bringing any item in this subsection into the examination room or surrounding areas, including restrooms, hallways, lobbies, offices, study rooms, or any other location in or around the examination area that is accessible to the student during any portion of the examination.

- Bags, backpacks, briefcases, laptop bags or sleeves, luggage, purses, and similar items.

- Wallets or similar items.
- Electronic watches or smartwatches.
- Electronic devices other than the laptop being used for the exam and related chargers, cords, and mouse. Examples of prohibited devices include, without limitation, cell phones, fitness trackers, tablets, iPods, pagers, handheld computers, email and text messaging devices, PDAs, scanners, language translators, radios, electronic storage devices including CDs, DVDs, thumb drives and other flash drives, calculators, cameras or other picture-taking devices, audio or video recorders, and sound receptors, including headphones, earbuds, AirPods, and headsets. A secondary device approved for live remote proctoring may be used only for the proctoring connection and not for any other purpose during the exam.
- Eyeglasses with communication or recording devices.
- Sunglasses.
- Books, notes, outlines, printed materials, Post-it notes, outside scratch paper or bluebooks, or similar items (applies to closed-book exams).
- Pencil sharpeners and separate erasers.
- Hats, hoods, and headwear, other than those being worn for religious or medical purposes.
- Food.
- Any beverage other than water.
- Cigarettes, smoking and vaping devices, and smokeless tobacco.
- Any item not listed below in subsection D(4).

3. Sanction for possession of an unauthorized electronic device

A student who is found in possession of an unauthorized electronic device, whether owned by the student or not, during an examination will receive a score of zero for that examination. The score of zero applies to the entire examination and all of its components, including any portion completed before the device is discovered, regardless of when during the examination period the device is discovered.

For purposes of this subsection, an "unauthorized electronic device" means an electronic device prohibited under Section D(2) or otherwise prohibited by this policy or applicable examination instructions, unless the device has been expressly authorized by Southwestern for use during the examination. This definition includes, without limitation, any electronic,

digital, wearable, communication, recording, storage, or other technology capable of accessing, storing, transmitting, receiving, displaying, recording, or communicating information.

For purposes of this policy, a student is deemed to be in possession of an unauthorized electronic device if the device is on the student's person, within the student's immediate control, or stored or placed in any location that the student may access during the examination period, including during any break or temporary absence from the examination room.

Prohibited locations include, but are not limited to, a student's clothing or desk, the examination room, a restroom, hallway, lobby, office, study room, or other location that the student may access during the examination period. A device secured in a student's vehicle or stored in a location designated or expressly authorized by Southwestern for storing electronic devices during examinations will not be considered accessible to the student for purposes of this provision, provided the student does not access the device during the examination period. For an online examination, an electronic device will not be considered accessible to the student if it is not in the room where the student is taking the examination or in any other room or location that the student will access during the examination period, including during a restroom break.

Imposing a zero on the examination is an administrative consequence of the violation and does not require evidence that the student used or intended to use the device to obtain, transmit, record, or receive examination-related information. The administrative sanction is imposed without regard to the student’s intent, knowledge, or use of the device. The sanction applies regardless of whether the device was powered on and regardless of whether the student knew or remembered that the device was in their possession or accessible to them. In addition to receiving a score of zero on the examination, the Student Services Office will refer the matter to the Honor Code Committee in accordance with the Honor Code Committee Policies and Procedures.

If an unauthorized electronic device is discovered during an examination, the student will be permitted to complete the examination. Permission to continue the examination does not constitute a waiver of the sanction provided for in this section or otherwise affect the determination regarding the violation. For an on-campus examination, the device will be confiscated for the remainder of the examination and returned to the student after the student has completed the examination. For an online

examination, the student must follow the proctor's instructions regarding the device for the remainder of the examination.

The prohibition and sanction in this section do not apply to an electronic device expressly authorized by Southwestern for use during an examination, including (1) a secondary device required for live remote proctoring, when used solely for the authorized proctoring purpose, or (2) an otherwise prohibited electronic device accessed and used by a student taking an online examination solely to report or address a technical issue in accordance with the procedures set forth in Section F(4). Any such device may be used only for the authorized purpose and only for the period during which its use is authorized or reasonably necessary.

a. Notice and appeal of determination

A student who is determined to have possessed an unauthorized electronic device during an examination will receive written notice of the determination and the resulting score of zero on the examination.

A student may appeal imposition of the zero only on the ground that the determination that the student possessed an unauthorized electronic device was based on a material factual error. A material factual error may include, for example, that the student did not possess the device at issue or that the device was authorized under this policy or pursuant to an approved accommodation.

An appeal may not be based on the student's lack of intent, lack of knowledge or recollection that the device was present, failure to access or use the device, or the fact that the device was powered off. The appeal is limited to whether the violation occurred and is not an opportunity to seek a discretionary reduction or modification of the sanction.

The appeal must be submitted in writing to the Associate Dean for Student Services within two business days of the student's receipt of written notice of the determination. The appeal must state the specific factual basis for the appeal and include any information supporting it. The student bears the burden of establishing by clear and convincing evidence that the determination was based on a material factual error. The decision of the Associate Dean for Student Services is final.

If the appeal is granted, the score of zero imposed under this policy will be withdrawn, and the examination will be graded in the ordinary course.

The appeal process set forth in this section is the exclusive process for challenging a determination that a student possessed an unauthorized electronic device or the resulting sanction. Such a determination or sanction is not subject to further review or appeal under the Student Complaint and Grievance Policy and Procedures (Including Complaints Implicating ABA Standards).

b. Exception for voluntary disclosure before access to examination

A student who discovers that they have an unauthorized electronic device before receiving or obtaining access to the examination will not be subject to the automatic zero if they voluntarily and immediately disclose and surrender the device to the examination proctor without being prompted or questioned by the proctor or any Southwestern employee. This exception applies regardless of whether the scheduled start time for the examination has passed.

4. Items allowed in the examination room/space

During an examination, only the items listed below in this subsection are allowed in the exam room without prior written approval from the Student Services Office.

For exams administered on campus, students should bring any permitted personal items, e.g., prescription medication, foam earplugs, pens, etc., into the exam area in a **gallon-size or smaller clear plastic bag**. Larger items, such as laptop chargers, do not need to fit into the clear plastic bag that holds their smaller items. **All items brought into the examination room are subject to inspection by the proctors.**

- Nondigital pens (if you are handwriting the exam, you must bring your own pens with blue or black ink), sharpened pencils, and pen-style highlighters (for all on-campus examinations and open-book online examinations).
- Silent timers (for exams administered on campus only): While the proctor is the official timekeeper, students may refer to a silent, analog watch, nondigital timers, or a clock measuring 4 inches by 4 inches or smaller. Timers of any kind that make noise are prohibited.

- Eyeglasses (no cases, sunglasses, or smartglasses).
- Foam earplugs (must not be connected).
- Menstrual products.
- Prescription medication.
- Inhalers.
- Diabetes-related equipment.
- Eye drops.
- Southwestern ID card.
- Cash (must not have writing on it) and/or credit/debit card (wallets are not allowed in the exam room).
- Keys.
- Extension cord.
- Laptop (not in a carrier or sleeve).
- Laptop external mouse, keyboard, and connector.
- Solid-color mousepad without any writing on it.
- Laptop charger.
- Secondary device and charger when required for live remote proctoring. The secondary device may be used only for the approved proctoring connection and may not be used for communication, research, note access, or any other purpose during the examination.

In addition, students are permitted to bring the following items into the examination room:

- Jackets, sweaters, sweatshirts (hood must be down), and other cloth wraps (without anything in the pockets) that they are wearing or intend to wear.
- Religious headwear.
- Assistive medical devices such as crutches and wheelchairs.
- Casts, splints, and braces without any writing.
- Hearing aids (students are strongly encouraged to get a note from the Student Services Office to avoid any day-of issues with proctors).
- Back support, orthopedic cushion, or pillow without a case.
- One footrest.
- Water in a **clear, sealable container**.

If a student brings an item into the exam room intentionally or inadvertently, and the item is not listed in this subsection, the student may be reported under Southwestern's Student Honor Code. For exams

administered on campus, a proctor may confiscate the item. Confiscated items will be returned to students after the examination is complete.

Students who wish to bring items not listed in this subsection into an exam room/space must contact and receive advance written approval from the Student Services Office. Permission to use specific items will not be granted as a matter of convenience or preference.

5. Examination integrity and monitoring

To protect the integrity of the examination process, Southwestern may use audio or video monitoring or recording, examination software, remote proctoring, live remote proctoring, or other examination-security measures. Southwestern may review recordings and other examination-security information in connection with potential violations of examination policies and will maintain them in accordance with applicable institutional policies and legal requirements.

Southwestern reserves the right to develop, implement, and use additional tools or measures to support examination integrity.

6. During the examination

a. Examplify backs up all responses up to the last 60 seconds.

b. Students must immediately report exam issues that occur during the exam to the proctor for exams administered on campus and to onlineexams@swlaw.edu for online exams. See **Appendix A** for contact information for exam issues and emergencies.

c. Most proctored exams are closed-book exams. For open-book exams, students may use only those materials indicated in the exam instructions. Open-book does not mean that students are allowed to leave the exam room or use any unauthorized electronic devices (including cell phones, smartwatches, etc.).

d. Students are permitted to take one restroom break for every two-hour block of scheduled testing time. For example, students taking a two- or three-hour exam may take one restroom break, while students taking a four-hour exam may take two restroom breaks. See Section E(4) for additional information about restroom breaks in the main examination room.

E. On-campus Examinations

1. Before the examination

- **Room assignment:** Room locations will be made available on Self Service at least one week before a scheduled exam. Students should check Self Service on the morning of the exam, as rooms may change for logistical reasons.
- **Timely arrival:** Students must arrive at their assigned exam room at least 30 minutes before the start of the exam; announcements will start approximately 15 minutes before the start time of the exam.
- **Late arrival:** If a student arrives within 30 minutes of the start of the exam, the student must take the exam in the assigned exam room. Students who arrive late should begin their exam immediately and will not receive extra time to download exam files or finish the exam. If a student arrives more than 30 minutes late, they must visit the Student Services Office in Suite W102 for further instructions and to determine if they can sit for the exam.

2. Exam room environment

While every effort will be made to maintain a comfortable, quiet environment in the exam room, some events, conditions, or third-party actions are beyond Southwestern's control. For instance, the temperature in the exam room may fluctuate with the weather. Students should be prepared for either warm or cold temperatures in exam rooms. Students should come prepared for noise, such as other applicants taking the exam, proctors carrying out their duties, people entering and exiting the exam room, equipment inside or outside the exam room that may make sounds while operating, and nearby construction. Earplugs, in the form specified above, are strongly recommended and available in the Registrar's Office.

3. Examination integrity

The ExamID and ExamMonitor features in Examplify, which authenticate exam-taker identity and digitally monitor the exam-taker through video and audio, will be enabled for on-campus examinations administered in an alternative examination room, including examinations administered pursuant to an approved accommodation.

For on-campus closed-book exams, exam packets will be printed on colored paper.

4. During the examination

Written or electronic activities, including reading notes saved on a computer, are not allowed once announcements begin. Students are not allowed to write or type until instructed to do so by the proctors.

Students who experience computer or Examplify issues before the start of the exam or the distribution of exam questions may leave the room to resolve their issues. If the exam has commenced when they return, students will be treated as late arrivals (see the Late arrival subsection above).

Students cannot leave the exam room to resolve technical issues once the exam has started. If the exam software freezes or shuts down, students should try to restart their computer, which may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue and allow students to continue the exam. If restarting the computer does not resolve the technical issue within 2 or 3 minutes, students should quietly ask the proctor for a bluebook (for essay responses) or Scantron form (for multiple choice). No additional time will be given to complete the exam. Proctors cannot provide technical assistance to students.

Three pages of scratch paper will be included at the end of the essay portion of the exam. All pages must be placed in the appropriate envelope at the conclusion of the exam. The digital notepad in Examplify will be disabled.

Proctors will not contact faculty with student exam questions. Instead, students must note any perceived error on an Exam Discrepancy Form provided at the end of each exam. Technical issues do not apply to this form. All Exam Discrepancy Forms must be returned to the proctors at the end of each exam. The Registrar's Office will provide the forms to the professor following the exam.

Students may not leave the exam room while the exam is being administered, other than to use the restroom. To use the restroom, students must sign out of the exam room, one student at a time, note the departure time, and do so only with a proctor's permission. When exiting the room to use the restroom, students will be issued a badge that reads TESTING. This badge will notify the campus community that the student is currently testing and is prohibited from communicating with anyone in any manner. The student must then sign back into the exam room, noting the arrival time. Leaving the exam room floor before completing the exam

is prohibited. No one is allowed to leave the exam room after the five-minute warning has been announced.

Students who experience a medical or other emergency during the examination should, if circumstances permit and it is safe to do so, immediately notify the proctor and follow the proctor's instructions. If immediate notification is not reasonably possible or safe under the circumstances, the student should prioritize their safety and notify Southwestern as soon as reasonably practicable. The proctor will typically contact the Registrar's Office, which will then work with the Student Services Office or a Vice Dean to determine how to proceed. A student who does not report an emergency during the examination or as soon as reasonably practicable thereafter may be precluded from raising the issue later.

5. Ending the examination

The proctors will alert students when five minutes remain to complete the exam. No other time notification will be provided.

When proctors say "stop," students must stop writing and typing immediately, including writing on bluebook covers or envelopes. If a student fails to stop writing or typing instantly, the proctor will complete an Irregularity/Misconduct report.

Upon completing an exam, students must immediately exit the exam room as quietly as possible. If a student finishes with five minutes or fewer remaining, they may not leave the exam room early.

6. Assistance with exams

For questions related to exam rooms, anonymous ID numbers, and Examplify, students should email exams@swlaw.edu.

For emergencies that prevent a student from taking or completing an examination as scheduled, students should contact Studentservices@swlaw.edu as soon as reasonably practicable. See **Appendix A** for more information on contacts for exam issues and emergencies.

Students should review the Examplify Information document located on the Exam Administration Hub on Canvas.

F. Online Examinations

In most instances, online exams will be proctored using Examplify/ExamMonitor and live remote proctoring, currently provided by MonitorEDU. Students must have a primary computer or laptop that meets Examplify requirements and, when live remote proctoring is required, a compatible secondary camera-enabled device that connects to the designated live remote proctoring platform and provides the required camera angle. Students are responsible for maintaining an internet connection sufficient to support any required live remote proctoring throughout the examination.

Southwestern may provide additional exam instructions and policies to students in a separate communication before each exam period.

1. Exam room environment

Students who enroll in online courses acknowledge and accept responsibility for creating or securing an appropriate exam room environment. Southwestern will not reserve or provide on-campus testing spaces for students taking online proctored exams.

Students taking an online proctored exam must have a quiet, well-lit, private, enclosed room in which to take the test. Students must be seated in a chair at a table, desk, or other hard writing surface. Students are not permitted to sit or lie on a bed or couch during the exam. The testing space can be at home, at a workplace, in a public library, or anywhere the student can ensure privacy.

Students taking online proctored exams must ensure that their space is clear and free from clutter and study materials. Students may use a sheet or other covering to hide clutter or work materials that are impractical to remove from the testing space.

Students must also ensure that the examination will be uninterrupted. The student must be alone in the testing area during an examination and must take reasonable precautions to ensure that children, other persons, and pets do not enter the testing room. This restriction does not apply to a service animal accompanying the student.

Students are not allowed to have unauthorized materials or devices in the testing room.

2. Live remote proctoring

When live remote proctoring is required, Southwestern currently uses MonitorEDU as its live remote proctoring service provider. Southwestern may use a different live remote proctoring service and will provide students with applicable instructions regarding the service to be used. Students must comply with Southwestern's Examination Administration Policy, course-specific examination instructions, approved accommodations, MonitorEDU Remote Exam Student Guide, and the check-in, security, monitoring, and other procedures established by Southwestern for remotely proctored examinations. Southwestern's requirements control over any inconsistent general instructions provided by the remote proctoring service.

Students must remain connected to the service and observable by the remote proctor throughout the examination, as required, except during breaks permitted by this policy, course-specific instructions, or an approved accommodation.

Students may not speak aloud, read examination questions aloud, or verbalize thoughts or answers during an online examination unless an approved accommodation or other Southwestern authorization permits it.

Southwestern will communicate approved accommodations affecting examination administration to the remote proctoring service as necessary. Only information necessary to administer the approved accommodation will be provided; the student's diagnosis, medical condition, disability, or reason for the accommodation will not be disclosed.

A student taking a restroom break must notify the remote proctor before leaving the testing area and comply with applicable security procedures upon return. The examination timer continues during restroom breaks.

Remotely proctored examination sessions may be recorded for examination administration, security, and academic integrity purposes.

A temporary interruption in the remote proctoring connection is not, by itself, evidence of misconduct. Students must follow Southwestern's applicable procedures and instructions for addressing technical interruptions and restoring the proctoring connection. Southwestern retains sole authority to determine whether any incident occurring during a remotely proctored examination requires examination-administration action or review under the Student Honor Code.

3. Emergencies and assistance

If an emergency occurs during an online examination (e.g., a fire or health emergency requiring immediate medical attention), and the student cannot complete the examination as a result, the student should, if circumstances permit and it is safe to do so, immediately notify the proctor and then contact onlineexams@swlaw.edu. If immediate notification is not reasonably possible or safe under the circumstances, the student should prioritize their safety and notify Southwestern as soon as reasonably practicable. Southwestern will evaluate the situation and assess options on a student-by-student basis, considering the amount of remaining examination time and the duration of the emergency. A non-exhaustive list of possibilities includes allowing students to complete the examination later (e.g., if a fire alarm sounds but the exam room is safe to re-enter); grading the examination based on the work completed at the time of the disruption; or granting an Incomplete.

For questions about exam room rules, anonymous ID numbers, or general questions about Examplify or MonitorEDU, please email onlineexams@swlaw.edu. Emergencies not disclosed during the examination may not be raised later.

4. Technical issues

If a student experiences an internet or power outage before starting the examination, they should immediately contact onlineexams@swlaw.edu for help rescheduling the examination.

If a student has difficulty connecting to MonitorEDU, they should select the "Trouble Connecting" option on the MonitorEDU connection page.

When using Examplify, if a student experiences computer issues or, in the unlikely event that the Examplify software freezes or shuts down, they should first try restarting their computer. This process may require a forced shutdown and restart. In most cases, restarting the computer will resolve the issue, and students can continue the exam. Examplify saves progress every 60 seconds, so the most content a student can lose is one minute of work.

If Examplify cannot be reopened or the computer becomes inoperable, students should immediately notify the proctor and then contact onlineexams@swlaw.edu.

If a student experiences a technical issue during an online examination and is unable to contact onlineexams@swlaw.edu using their exam laptop, the student is authorized to use a secondary device or cell phone solely to contact onlineexams@swlaw.edu regarding the technical issue. The device may not be used for any other purpose and must be put away promptly after the communication is completed. Southwestern will evaluate the situation and assess options on a student-by-student basis.

Students may be referred to ExamSoft support when a technical issue requires their expertise. ExamSoft support can be reached at (866) 429-8889.

Options to resolve exam issues become very limited after an examination is completed. It is critical that students immediately notify the proctor and then email onlineexams@swlaw.edu. Failure to do so may preclude a student from consideration of a resolution.

G. Timing of Midterm and Final Examinations in the Online J.D. Program and Other Courses That Are Fully Online

Students taking a midterm or final examination in a course that is designated as part of the Online J.D. Program (including Southwestern students not in the Online J.D. Program) and other fully online courses will start the online proctored exam during a designated timeframe equal to the time designated to complete the examination, plus 2 hours. For example, in a course where the final examination is three hours long, Southwestern will designate a five-hour window during which students must begin the examination. If the exam period begins at 1:00 p.m. PT, students may start the exam between 1:00 p.m. and 6:00 p.m. The student will then have three hours to complete the examination (unless they have an accommodation for additional time, in which case they will have a longer period to complete the exam).

For online examinations requiring MonitorEDU, students must schedule a specific MonitorEDU appointment time within the designated online examination window. The appointment reserves the live proctoring session but does not shorten the examination window or reduce the student's allotted examination time. Students with scheduling questions should email schedule@monitoredu.com or leads@monitoredu.com.

Students taking a midterm or final exam in a course that is fully online and taught synchronously must start the online proctored exam during the scheduled exam time. An exam window will not be provided.

Students with extraordinary circumstances may request an alternative timeframe through the Student Services Office (see Sections B and C above). Students with accommodations may receive a different timeframe within which to complete the examination.

H. Examination Return and Retention

The Law School returns graded exam materials to the student via their Student File once the course grade has been published. The Law School retains the question-and-answer sheets for multiple-choice questions and prohibits copying, photographing, or duplicating these items. The Law School will make this portion of any examination available to the student during business hours during the 90-day period during which a student may challenge a grade based on a mathematical or clerical error.

Upon student request, bluebooks and typed examinations will be distributed to students after the grading process is complete, typically from the Registrar's Office. Graded exams are retained in the Registrar's Office for one year and then destroyed.

Faculty members are encouraged to provide a model answer, an outline of the issues, or another written explanation to help students understand the grading criteria and how effectively they met them.

Faculty members are encouraged to conduct a "post-mortem" review of the fall exam in a two-semester course early in the spring semester.

I. Policy Revisions

Southwestern expressly reserves the right to change or modify this policy as circumstances require. Nonsubstantive, technical, or administrative changes that do not materially affect student rights, responsibilities, or consequences may be made at any time, with or without prior notice. Substantive revisions will state their effective date or otherwise identify when the revision applies. A revision that establishes or materially increases a sanction under this policy will apply prospectively, as specified in the revision.

Appendix A: Contacts for Exam Issues and Emergencies

On-campus exams:

Issue:	Contact:	Notes:
General questions related to Examplify or exams	exams@swlaw.edu	
Emergencies, such as illness or other unforeseen extraordinary circumstances, that occur before the exam	studentservices@swlaw.edu	Send the notification before the start of the exam.*
Emergencies, such as illness or other unforeseen extraordinary circumstances, that occur during the exam	Exam Proctor	Notify the exam proctor immediately.*
Technical issues that occur before the start of the exam	exams@swlaw.edu or students may be referred to ExamSoft Support.	Students will not receive additional exam time if the time required to try to resolve the issue overlaps with the scheduled start of the exam.
Technical issues that occur during the exam	Exam Proctor	Notify the exam proctor immediately. Exam proctors cannot provide technical assistance. If restarting the computer does not resolve the technical issue, students should immediately move to Bluebook and Scantron.

Online exams:

Issue:	Contact:	Notes:
General questions related to Examplify, MonitorEDU, or exams	onlineexams@swlaw.edu	
For MonitorEDU scheduling questions	schedule@monitoredu.com	
Emergencies, such as illness or other unforeseen extraordinary circumstances, that occur	studentservices@swlaw.edu	The notification must be sent before the start of the exam.*

before the exam		
Technical issues that occur prior to the exam	onlineexams@swlaw.edu, or students may be referred to ExamSoft Support.	
Technical issues while connecting to MonitorEDU	Use the Trouble Connecting option available on the MonitorEDU connection page.	
Technical issues that occur during the exam	Exam proctor	Notify the exam proctor immediately, and the student should try restarting their computer.
Technical issues that occur during the exam that cannot be resolved	Exam proctor and onlineexams@swlaw.edu	Notify the exam proctor immediately. Then email onlineexams@swlaw.edu. Southwestern will evaluate the situation and assess options on a student-by-student basis.
Emergencies, such as illness or other unforeseen extraordinary circumstances, that occur during the exam	Exam Proctor and onlineexams@swlaw.edu	Notify the exam proctor immediately. Then email onlineexams@swlaw.edu.*

* When Appendix A requires a student to provide notice immediately, before an examination begins, or within another specified period, the student should comply with that requirement if circumstances permit and it is safe and reasonably practicable to do so. If an emergency or other unforeseen extraordinary circumstance makes timely notice unsafe or not reasonably practicable, the student should prioritize their safety and provide the required notice as soon as reasonably practicable. The student may be required to provide information sufficient to establish why timely notice was not reasonably practicable.