

Please refer to the Graduate Record for further information about admission, course, degree and residency requirements. Students enrolled in external combined-degree programs must file required documents with the Student Records Office.

IV. EXAMINATIONS

Detailed examination information is published each semester. It is the student's responsibility to review and comply with all exam policies and procedures. Exceptions may be granted only by the assistant dean for student affairs and Student Records Office personnel and only then for serious circumstances beyond a student's control that interfere with a student's ability to perform. Failure to take an examination during the scheduled time will result in a failing grade.

A. FINAL EXAM SCHEDULE

Law courses typically have a final exam at the end of the semester or require a paper in lieu of an exam. First-year courses and a few other selected courses will have "fixed" exams; all other courses in the Law School will have "flexible" (flex) exams. The final exam schedule, published at the beginning of each semester, lists the fixed and flex exam time slots.

- 1) If a course is scheduled to have a fixed exam, students must sit for that exam during the designated time.
- 2) If a course is scheduled to have a flex exam, students may sit for that exam during any designated flex-exam time slot. **EXCEPTION:** Graduating students typically must finish their exams a day before the exam period ends.
- 3) Students may not sit for a flex exam during a fixed-exam time slot.
- 4) Advance registration for exams is not required.
- 5) There are no Sunday exams.

B. GENERAL RULES

- 1) No information of any kind about any exam, including an exam from a prior semester, may be transmitted by any means to students who have not taken that exam. This prohibition includes but is not limited to information about the specific content of questions; the number, difficulty and kinds of questions; and general topics included or not included on the exam.
- 2) Students may discuss fixed exams after the exams have been submitted, but only with students who have completed the exam.
- 3) Students may not review other students' exams.
- 4) Students may not use unauthorized aids in taking an exam.
- 5) Failure to sit for an exam when scheduled will result in a failing grade.
- 6) Students may use the classrooms on the first floor of Withers-Brown Hall and the second floor of Slaughter Hall to sit for exams. Students may not sit for exams in any other location unless specifically instructed otherwise.
- 7) Students may not "set up" in classrooms for an afternoon exam before 12:30 p.m.

C. COMPUTER POLICIES

Specific procedures for taking exams on computer will be distributed before the exam period each semester. It is the student's responsibility to review and comply with these procedures.

- 1) Students are required to take all exams (fixed and flex) on a laptop computer unless instructed otherwise.
- 2) It is the student's responsibility to have all equipment — power cords, charged batteries, etc. — in good working order at each exam.
- 3) Students are responsible for creating and saving back-up copies of their exams. Under no circumstances should a student open a back-

up copy of an exam after the exam has been submitted unless requested to do so by Law ITC or Student Records Office personnel.

- 4) Students are responsible for checking their University e-mail accounts on a regular basis following an exam. If there is a problem with a student's exam, the student will be contacted via his or her University e-mail address.
- 5) Students who experience computer problems during an exam should immediately go to the exam administration table on the first floor of Withers-Brown Hall and report the problem. As soon as the problem is reported, exam time "stops"; any time students spend attempting to fix computer problems prior to reporting the problem is "lost" exam time. Once reported, specific procedures/remedies are in place including allowances for time extensions.

D. HONOR PLEDGE

- 1) Unless specifically instructed to hand-write and sign the Honor Pledge on the exam cover sheet, students will electronically "sign" with their blind grading numbers the following Honor Pledge on all exams:
"On my honor, I have neither given nor received aid on this examination, nor did I have prior knowledge of its contents."
- 2) Students who are unable to execute the Honor Pledge must so inform the assistant dean for academic services.

E. EXAM TYPES AND DISTRIBUTION

1) **FIXED EXAMS** First-year courses and a few other selected courses will have fixed exams. Students will report to designated classrooms on specified days and times for exam distribution. Once the exam is distributed, students may then go to any lecture classroom in Withers-Brown Hall and Slaughter Hall to write the exam.

2) **FLEX EXAMS** Flex exams are distributed at the exam table in Withers-Brown Hall between 8:30 and 9:30 a.m. (for morning exams) and between 1 and 2 p.m. (for afternoon exams) in accordance with the published Final Exam Schedule. Exams will not be released after 9:30 a.m. or 2 p.m. To sit for a flex exam, the student must present a University-issued photo ID card to exam table personnel and ask for the exam by course name and instructor. **NOTE:** Students who cannot present a UVA ID card may not check out exams until all students with UVA ID cards have been processed. The exam will be electronically checked out to the student and the student will be given a receipt listing three submission deadlines:

- The first time listed is the deadline for completing the exam. **NOTE:** Continuing to write after this deadline is an honor violation.
- The second time listed is the deadline for submitting the exam answers online. This deadline concludes a 10-minute administrative period for making a final back-up copy of the exam answers, completing the online submission process, and verifying that the correct exam file was submitted.
- The third time listed is the deadline for returning the exam questions to exam table personnel.

Once the exam is checked out, the student should proceed to an available lecture classroom and begin the exam.

3) **SHORT-COURSE EXAMS** Short-course exams are flex exams typically distributed to students at the end of the last class session. Generally, they are three- or four-hour exams taken during a specified time period and submitted either online or to the Student Records Office by an established deadline.

4) JANUARY TERM EXAMS January Term exams are flex exams typically distributed to students at the end of the last class session. Generally, these are three- or four-hour exams taken during a specified time period and submitted to the instructor by an established deadline.

F. EXAM SUBMISSION

NOTE: Designated LL.M. and exchange students will be allotted an additional 20 minutes per hour on their exams.

1) FIXED EXAMS When the time allotted for the exam has expired, students must immediately stop writing, submit their exams online and return the exam questions to the classroom where the exam was distributed in accordance with the submission deadlines posted in the exam distribution classroom.

2) FLEX EXAMS When the time allotted for the exam has expired, students must immediately stop writing, submit their exams online and return the exam questions to an official at the exam table in Withers-Brown Hall in accordance with the three submission deadlines listed on students' exam check-out receipts.

G. LATE EXAMS

In accordance with guidelines adopted by the faculty, late exams will be evaluated as follows:

- 1) If an exam is submitted less than five minutes late, a faculty member may, at his or her discretion, penalize that late exam. For example, if an exam falls on the borderline between two grades, the faculty member may use the fact that the exam was late as a basis for awarding a lower grade.
- 2) If an exam is submitted more than five minutes late, the grade shall be reduced according

to the following schedule of penalties, unless the faculty member concludes that there is good cause to do otherwise.

- a. If the exam is 5 to 10 minutes late, the grade will be reduced one gradation (i.e., an A is reduced to A-, B+ to B, etc.);
- b. If the exam is 10 to 15 minutes late, the grade will be reduced two gradations (i.e., an A is reduced to B+, B to C+, etc.);
- c. If the exam is 15 to 20 minutes late, the grade will be reduced three gradations (i.e., an A is reduced to B; etc.);
- d. If the exam is more than 20 minutes late, the grade will be reduced four or more gradations.

H. FIRE ALARMS AND POWER OUTAGES

In the event a fire alarm is activated or there is a power failure while a final exam is in progress, the following procedure will be used.

- 1) Students will evacuate the exam rooms, leaving all exam materials and computers in the exam rooms.
- 2) The exam administration staff will note the time and lock the exam rooms.
- 3) When re-entry to the exam rooms is allowed, a member of the exam administration staff will notify students of the adjusted times. The assistant dean for academic services will determine if, and how much, extra time will be allowed for completion of exams due to the disruption.

I. EXCEPTIONS

Law School faculty policy requires all students to adhere to the exam schedule and procedures described herein and delegates administrative responsibility for these matters solely to the assistant dean for student affairs and Student Records Office personnel. Exceptions may not be granted by individual faculty members.

- 1) Exceptions to the schedule and procedures must be sought in advance from the assistant dean for student affairs or Student Records Office personnel, except when sickness, emergency or personal circumstances beyond the student's control occur. In cases of emergency, call (434) 924-1363 or (434) 924-4072.
- 2) Exceptions are granted only for reasons that arise out of personal circumstances beyond the student's control. Vacations, honeymoons, employment-related activity and lower airfares are specifically excluded as appropriate reasons for rescheduling an exam. Relief will not be granted for sickness or other emergencies unless the student actually has been deprived of the ability to take all exams on an every-other-day basis.
- 3) Receiving an exception to exam procedures does not automatically result in a make-up exam. The assistant dean for academic services or the faculty Academic Review Committee, with the cooperation of the course instructor, may implement one of the following options:
 - a. Assign an "NG" (No Grade) for the course and require the student to take the same or a different exam within a reasonable time following the exam period.
 - b. Assign an "NG" (No Grade) for the course and require the student to take the examination for the course the next time it is regularly offered.
 - c. Assign an "NC" (No Credit) grade for the course.
- 4) Exceptions will not be granted to permit a less-crowded exam schedule unless the student has more exams than can be taken on an every-other-day basis beginning with the first day of the exam period.
- 5) Exceptions will not be granted to permit a more convenient schedule for a student who wishes to complete exams earlier than scheduled.

V. RESEARCH PAPERS

A. ORIGINAL WORK REQUIRED

Any paper or other written work submitted for any Law School course, seminar or independent research project must be solely the original work of the student in whose name the work is submitted, with all sources acknowledged.

B. MULTIPLE SUBMISSIONS

No paper or written work, or portion thereof, may be submitted for credit toward the law degree that has been previously submitted in identical or similar form in another course or seminar or any other forum anywhere, either within the Law School or any other setting. The work submitted for credit toward a law degree must be completed originally and solely for the requirement for which it is submitted.

- 1) If a student wishes to submit work for credit toward the law degree which he or she has begun previously (but was not submitted for academic credit) the student must submit the previous work to the instructor in advance for approval. Such approval must be in writing on a form available from the Student Records Office.
- 2) Similarly, no paper or similar papers may be submitted in more than one course or seminar or independent study or any other forum anywhere either within the Law School or any other setting simultaneously without the advance written permission of the instructors to whom the paper will be submitted, on a form available from the Student Records Office. If permission is granted, the paper must be at least twice the length required for each course or seminar for which it is submitted.