University of Washington
School of Law
Exam Administration

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Exam Numbers

• Law School exams are taken by exam numbers instead of by names.
• Your unique quarterly exam number is available on the MyLaw page under the "Exams" tab.

HONOR CODE ALERT

Never discuss rescheduling or any other exam matters that would potentially reveal your identity on the exam with the professor!
Exam Schedule

The exam schedule is posted on the law school Exams page [NOT ON MYUW] by the first day of each quarter.

Exams are taken in designated rooms

- The list of assigned rooms is posted each exam day on the 1st floor of the classroom wing.
- Typically you may enter the room and set up for your exam about 15 to 20 minutes prior to the start time.
Exam Materials

• Be sure to have all needed materials with you prior to the start of the exam.
• You are not permitted to take the exam questions out of the room.
• You are not permitted to leave the room to get books, notes, or other items.
Taking Exams

• Exams will be distributed in the assigned exam room for a class beginning 10 minutes before the starting time of the exam.
• Do not read anything other than the instructions on the cover sheet prior to the time the exam is scheduled to begin.
• Check to be sure that you have all of the pages and that they are legible.
• You may begin reading the questions and working on answers once you are instructed to do so.
Exam4

Information on downloading and using Exam4 is available on the Exam4 Information page.

Exam4 walkthrough sessions

Wednesday 11/18/15 3:00 PM in 117
Thursday 11/19/15 3:00 PM in 117
Friday 11/20/15 12:30 PM in 118
Exam4 – taking exams

1. Enter your exam number in the spaces provided, select your exam, and make all needed and/or wanted selections up to the "begin exam" point.

2. Wait for the proctor’s instruction to begin.

3. At the end of the exam time, “End Exam” and “Submit Electronically”. You will see two layers of confirmation; if you have trouble submitting, you may need to re-boot your computer and try again.
Bluebooks

1. Write the course name and number on your bluebooks, and in the space provided for name write your exam number instead of your name.
2. At the end of the exam time, turn in your blue books.

Non-Exam4 computers (Only if explicitly permitted in the exam instructions)

1. Write the course name and number and your exam number on your CD or USB drive. The header of your document must contain your exam number and the course name, number, and instructor name.
2. At the end of the exam time, save your exam answer document to your CD or USB drive and turn this in. Make sure your file is on the media.
Take-Home Exams

• All take-home exams are scheduled to start at 8:30 AM.

• Answers are due back to the Academic Services Office (Room 361) in hard copy printed form, within the allotted time.

• If a take-home exam is picked up after 8:30 AM, the due time will remain the same (4:30 PM for an 8-hour exam, 8:30 AM the next day for a 24-hour exam).
HONOR CODE ALERT

• Your exam answer must be wholly your own work, written by you during the exam time.

• Copying and pasting from outside is not permitted into exams.

• If you have pre-written portions of your exam answers [see Page 4 of the “Study Skills Guide”], remember as you rewrite during the exam that you may use only your personal individual work product.
Rescheduling Exams

You must complete an Exam Reschedule Request in order to reschedule an exam. Do not contact instructors about rescheduling exams.

IN CASE OF EMERGENCY

• If you become ill, have an accident, or for some other serious reason are unable to take your exam at the scheduled day/time, we will certainly accommodate you.
• We will expect you to take your exam as soon as possible following, and we will of course expect documentation to be produced before or at the time of the rescheduled exam.
• Make sure you communicate as promptly as possible with Academic Services.
Non-English Speakers

• Students who do not speak English as their native language may be permitted extra time on exams.

• Students who believe they qualify need to complete a Language Accommodation Request for Examinations by the reschedule deadline for that quarter.
Academic Services Contacts

General Office
Room 361
Email mylaw@uw.edu
Phone (206) 543-0453

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