

**University of Washington  
School of Law  
Exam Administration**

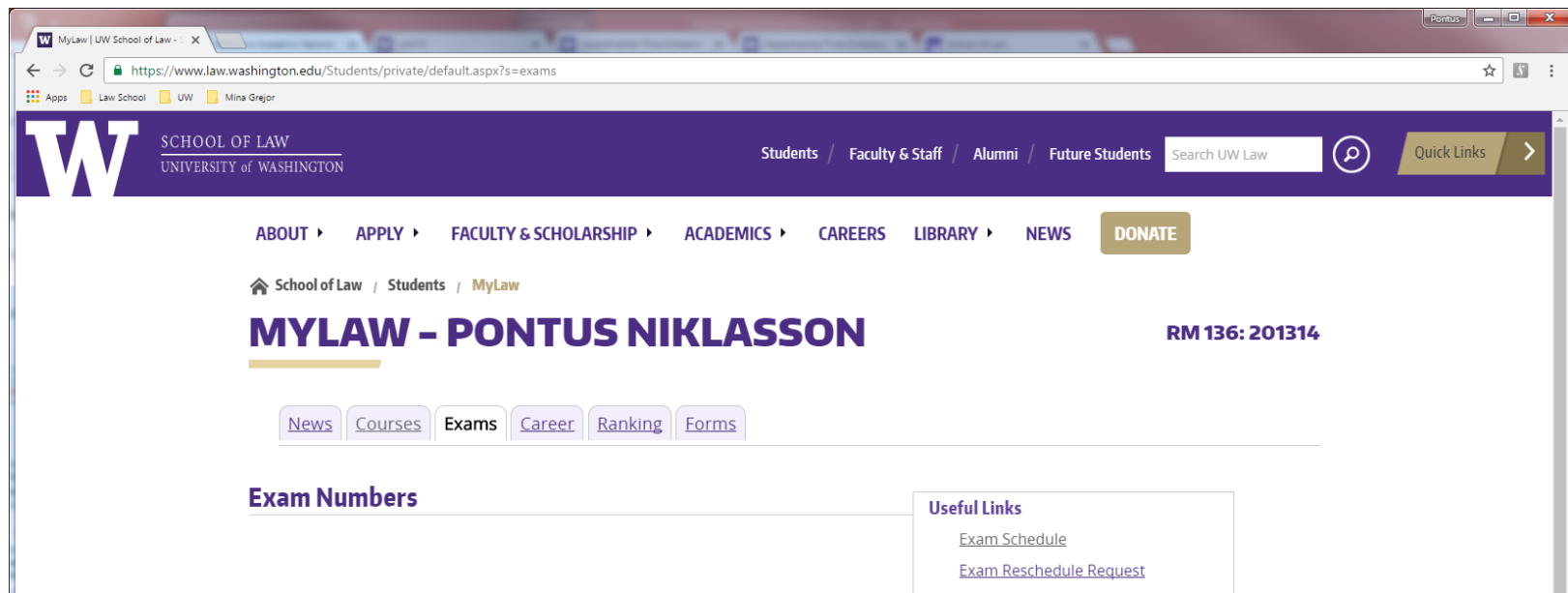
Pontus Niklasson

Assistant Dean for Academic Services & Registrar



# 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.
- *Exam numbers are pre-loaded into ExamSoft.*



The screenshot shows a web browser window displaying the MyLaw page for a student named Pontus Niklasson. The URL in the address bar is <https://www.law.washington.edu/Students/private/default.aspx?s=exams>. The page header includes the University of Washington School of Law logo and navigation links for Students, Faculty & Staff, Alumni, and Future Students. A search bar and a "Quick Links" button are also visible. The main content area features a navigation menu with options like ABOUT, APPLY, FACULTY & SCHOLARSHIP, ACADEMICS, CAREERS, LIBRARY, NEWS, and DONATE. Below this, the student's name "MYLAW - PONTUS NIKLASSON" and their exam number "RM 136: 201314" are displayed. A secondary navigation bar includes links for News, Courses, Exams, Career, Ranking, and Forms. The "Exams" tab is selected, and the page content is partially visible, showing "Exam Numbers" and "Useful Links" such as "Exam Schedule" and "Exam Reschedule Request".



## **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.

# In-Class 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.



# In-Class Exams

## SofTest by ExamSoft

SofTest is the software used to administer exams on computers. Every student with exams this quarter received an email with instructions on downloading SofTest.

1. Open SofTest and log in using your UW credentials.
2. Select the previously downloaded exam template.
3. Wait for the exam administrator's instruction to begin.
4. You must end your exam when the administrator calls time. *You may take additional time to submit the answer after you have ended your exam.*



# **In-Class Exams**

## **SofTest Walkthrough Sessions**

**Monday 11/28 3:30 PM in 133**

**Tuesday 11/29 3:30 PM in 133**

**Wednesday 11/30 3:30 PM in 118**

**Thursday 12/1 3:30 PM in 133**





# In-Class Exams

## Bluebooks

If you wish to handwrite your exams instead of using a computer, that is permitted; you must use 8 ½ x 11"-sized 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.



## 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

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