



**POLICIES AND PROCEDURES  
FOR FINAL EXAMINATIONS**

(Fall 2021 Exams)

1. Exam Schedule. The exam schedule is available on the Cumberland website [here](#).

Faculty have discretion under Academic Standard 206(b) to excuse individual students from taking an exam at the scheduled time provided the student shows “good cause” before the scheduled exam time. The professor administers these make-up exams, and the student may not use his or her computer on the make-up exam.

2. Alternate Exam Times & Procedures. If a student not receiving ADA accommodations has two exams that fall on the same calendar day, the student is permitted to move one of the exams; provided, however, that the professor agreeing to move the exam may choose the alternate day on which the exam is administered.

Students permitted to take an exam at one of four (4) administratively proctored alternate exam times must arrange with the professor to do so by **noon on Friday, November 19, 2021**. The professor must provide to Chris Chrisenberry by 4:00 p.m. on the last day of classes an envelope that:

- a. contains the exam to be taken, and
- b. indicates the following on the outside of the envelope:
  - the student’s name
  - the course title
  - the professor’s name
  - the scheduled alternate date on which the exam is to be taken,
  - what materials the student will need in order to take the exam (e.g., scantron card, blue books, etc.), and
  - what materials the student may use during the exam (e.g., open book, open notes, none, etc.).

After making arrangement to use an alternate exam time, *students must check the master list of scheduled alternate exams* (posted outside Director of Student Affairs office (rm 124)) to verify that his or her professor has submitted the appropriate materials for the alternate exam.

The three scheduled and administratively proctored alternate exam times are:

- Wednesday, December 1, from 2:00 p.m. to 5:00 p.m.
- Thursday, December 2, from 2:00 p.m. to 5:00 p.m.
- Monday, December 6, from 9:00 a.m. to 12:00 p.m.
- Wednesday, December 8, from 2:00 p.m. to 5:00 p.m.

Faculty still have discretion under Academic Standard 206(b) to excuse individual students from taking an exam at the scheduled time provided the student shows “good cause” before the scheduled exam time. The professor administers these make-up exams.

3. Extegrity Software Or Canvas Required for Regularly Scheduled Exams. Regularly scheduled exams taken on computers must be taken using the most recent *Extegrity* software licensed by the law school or must utilize the University LMS, Canvas.
4. Students Must Download NEW Extegrity EXAM SOFTWARE BEFORE THE FIRST DAY OF EXAMS *All software for other previous exam sessions has expired.* The new software will be available for download for **Midterms: Wednesday, Septmeber 22<sup>nd</sup>, and available for Final Exams beginning Monday, November 15, 2021.** To download, students should go to <http://exam4.com/>, and follow the posted instructions to download and install the *Exam4* software directly from that site. If students need additional assistance with downloading, they should consult the *Exam4/Extegrity* directions posted on the law school website at [https://www.samford.edu/cumberlandlaw/files/Extegrity\\_Instructions.pdf](https://www.samford.edu/cumberlandlaw/files/Extegrity_Instructions.pdf).
5. Students Must Practice Using the new Extegrity Software. After installing the software, students must:
  - a. Take a practice exam using the new software to familiarize themselves with the new program's operation and features. NOTE: When taking a practice exam, use your assigned anonymous number and **choose "Practice Exam" from the course drop-down list.**
  - b. Practice submitting the exam wirelessly. Note: Some personal firewall and Internet Security software programs will block new versions of the Exam4 Software and must be configured each semester to allow wireless submission. Failure to test wireless submission prior to your first exam could result in delays.
  - c. Any problems should be resolved prior to the exam period; limited technical support will be available immediately prior to and during exams. Additional *Extegrity* instructions are posted on the law school's website.
  - d. If you have issues with Exam4 prior to exams, you may request assistance by email to [jmwhitco@samford.edu](mailto:jmwhitco@samford.edu), [tlhitson@samford.edu](mailto:tlhitson@samford.edu) or [glsimms@samford.edu](mailto:glsimms@samford.edu). Should an issue arise during your exam, please request help by calling Jeff Whitcomb or Grace Simms.
6. Proctors. All regularly scheduled exams will be administered by proctors under the supervision of the Associate Dean. Professors will be on call for problems but will not administer regularly scheduled exams.
7. Exam Day Set Up and Starting Exams for Remote Students only
  1. Launch Exam4 – See section 4 above
  2. Complete the screens until screen 5 > Exam Mode
    - a. When the Takehome Preparations window appears, note the Exam Mode and any other pertinent information.
  3. Click "Begin Exam" on Screen 6
  4. After entering the exam window, click the Resources tab in the Exam Information window, confirm the exam question PDF is selected and click Open...

Note: If you hid this window, click "Exam Info" on the Exam4 menu to display the exam

8. Timing and the End of the Exam for Remote Students Only. Students will be responsible for keeping their own time for exams. All exams, unless otherwise specified, are 3 hours in length. Please use a timer to track your allotted time for your exam. The start and end time logged in the Exam4 software is the official time that will be used to determine tardy exam submissions.

To end your exam:

- a. Click End Exam
  - b. Click End Exam Now
  - c. Click Confirm
  - d. Click OK
  - e. Click Submit Electronically
9. Exam Day Set Up and Starting Exams For In-Person Exams. Students should report to the designated exam room at least **15 minutes** before the scheduled start time. They should sign in on the sheet provided, check the board for exam mode, and pick up only the required materials as distributed by the proctor. Students using computers should set up their computers, plug the computers into an electrical outlet, and verify the “stand-by” and hibernate features are disabled. Students must provide their own computers, power cords, and other technology requirements.

Students should then launch the *Exam4/Extegrity* software; complete screens 1-5 of the software; stop on the screen that instructs students to click the “Begin Exam” button on screen 6; and wait for the proctor to distribute exams. After distribution of exams, proctors will instruct students to click “Begin Exam.” Student may not begin the exam until instructed to do so by the proctor. Students must begin the exam with blank paper and computer void of text unless specifically allowed by the professor (i.e., open note).

10. Timing and the End of the Exam For In-Person Exams. Proctors will keep time and will announce the end of the exam. *THE TIMER IN THE EXAM4/EXTEGRITY SOFTWARE WILL **NOT BE USED.***
11. Electronic Devices For In-Person Exams. Students may not use or have at their desk watches or any electronic audio or video devices (other than laptop computers operating the proper *Exam4/Extegrity* software) in regularly scheduled and alternate exams. This includes exercise-tracking devices.
12. Access to Hard Drive During Exam. If using “**Closed Mode**,” students are *not* permitted to access their hard drive(s) or other electronic storage media during the exam. If a student takes an exam on which use of notes, outlines, or other material is permitted and those materials are on the student’s hard drive, the student should print those materials prior to the exam. If using “**Open Mode**,” students are allowed to access their internal hard drive(s), but will not be permitted to use external hard drives or external flash drives. Use of other electronic devices (such as cellular phones, cellular wireless cards or watches with wireless capability) is prohibited. If using “**Open + Network Mode**”, students are allowed access to their internal hard drive(s) and the internet, but will not be permitted to use external hard drives or external flash drives.

*Use of “Open Mode” or “Open + Network Mode” on Exam4/Extegrity during a “Closed Mode” exam constitutes cheating. “Open Mode” and “Open + Network Mode” exams are allowed only when specifically instructed by the proctor.*

13. Breaks During the Exam. Breaks during the exam are allowed, but time on the clock continues and is not paused or stopped during breaks.
14. Turning-In Completed Exams. When time expires, students should do the following:
  - a. Exams Submitted Through Wireless Transmission – Submit exam answers via your internet connection and exit the Exam4 software.
  - b. Students who encounter problems saving or submitting their exams should contact Jeff Whitcomb or Graces Simms.
15. Keeping Answers on Hard Drives. Once a student submits the exam and “exits” Exam4, the program will not permit the student to re-enter the exam. The exam answers, however, will remain on the student’s hard drive in encrypted form. Students should keep the answer files on their hard drives until final grades are released. The law school can retrieve an answer from a student’s hard drive if there is a problem with the wireless submission.
16. Professors’ Administrative Assistants Will PDF Exam Answers. Professors’ administrative assistants will PDF the exams submitted electronically using designated *Exam4/Extegrity* software.
17. “Take-Home” and “Floating” Exams. Professors offering “take-home” and “floating” exams that do not appear on the exam schedule will make arrangements about where and when students should take their exam.

Professors may elect to administer “take-home” and “floating” exams via Extegrity’s online option. Complete instructions for using the Extegrity TakeHome system may be found at <https://www.samford.edu/cumberlandlaw/files/Takehome-Exam---Exam4-only.pdf>.

18. Honor Code. All students are subject to the Honor Code, which is available on the Cumberland website, [https://www.samford.edu/cumberlandlaw/files/honor\\_code.pdf](https://www.samford.edu/cumberlandlaw/files/honor_code.pdf).