

MEMORANDUM

FROM: Andrew J. Rothman, Assistant Dean
TO: All Day and Evening Law Students
DATE: November 27, 2007

RE: FINAL EXAMS

READ THIS E-MAIL CAREFULLY. It contains all the information you need regarding upcoming final exams, including the final schedule and room assignments (attached as a .PDF file to this e-mail), and instructions for using laptops for your exams. Note that a copy of this material is being posted on the Law School webpage at www.law.rutgers.edu, so if you at some point later want to refer to this memo, you will be able to do so even if you have deleted this e-mail.

1. GENERAL EXAM INFORMATION

The exam start time and place is provided on the attached schedule. Plan for traffic, parking difficulties, train delays, and other impediments, and plan to arrive early. Generally, no additional time is provided to students who arrive late, nor is additional time provided for starting up computers, etc., for those who arrive in the nick of time. *If you do arrive at the examination room after the exam has started, do not disturb your classmates – go directly to Dean Rothman's office. I will administer your exam, in a separate testing room.* (Note: If you are receiving an accommodation for one or more of your exams, either because of a disability or because of a conflict, you should report to Dean Rothman's office, and not the room listed on the schedule, before 9:30 am for all morning examinations, and before 5:00 pm for all evening examinations. Such accommodations should have already been arranged by this time; if you have not yet made such arrangements, contact me immediately.)

2. EXCUSED EXAMS

The final exam is, for most law school courses, the sole tool for evaluating student performance. Under the circumstances, the integrity of the exam and the fairness in grading are of paramount importance, and therefore uniformity in testing conditions is critical. To insure this uniformity, all students must take the tests at the same time, and exceptions to this rule are very, very limited. A postponement of an exam will only be allowed under extraordinary and verifiable circumstances, such as emergency medical condition, requiring hospitalization or actually being under a doctor's care at the time of the examination, subpoena or call to military service, or death of an immediate family member. Conflicts with another exam are a basis for postponement, but then only to the next available day. Illness that does not involve hospitalization is generally not the basis for a postponed exam – but may be a reason for you not to take the exam with your classmates, where coughing, sniffing, or frequent trips to the restroom may disturb others. If you are ill, see Dean Rothman before the start time of your exam, and a determination as to where you should take your exam will be made.

3. HONOR CODE

For those of you taking exams for the first time, you may be surprised to see that there are no proctors in the rooms during our exams. Rutgers School of Law - Newark continues employ the honor code, which anticipates that no student will cheat, and that if any student does cheat, fellow students will report such conduct. This system has proved very effective over the years. I am certain that none of you are entertaining the thought of cheating, but am compelled to remind you: such a breach of the Student Code of Conduct must not only result in internal discipline, but must also be reported to any bar you apply for (assuming you ultimately do graduate), and will likely prevent your admission. And to those of you who might observe someone cheating, but are reluctant to report the conduct, be aware that failure to report is itself a violation of the Honor Code, and if you noticed the wrongful conduct, it is likely that someone else did too, and that person likely will have reported the conduct, and the fact that you were also an observer. Bottom line: Do the right thing.

4. USING LAPTOPS FOR YOU ExAMS

Virtually everyone has heard that we will be allowing students with laptop PC's to take many of their final exams this semester on their laptops. The reason for the delay in this final announcement is that our software provider needed the final exam listings before posting the software, which has now been done.

Therefore, if you wish to use a laptop PC to take one or more of your exams, you should go to the following website, and download the current version of the software you will need to use to take your exams: www.exam4.com. (See below for instructions for how to navigate the site and download.)

Here are the things you should know:

1. You may still use a pen and bluebooks, if that is what you prefer.
2. If you choose to use your laptop, you will take the exam in the same room designated for your exam as students who are using pens and bluebooks.
3. For all students, whether using a laptop or not: there may be many gently clicking keyboards around you, so you may want to invest in earplugs.
4. You may not use the laptop for multiple choice and short answer exams. You may not use the electronic exam submission system we will be employing (Exam4®) for take-home exams. (That is a possibility for next year, but it is not quite ready for us yet.) You may not use your laptop for any exam where the instructor has expressly prohibited using laptops. This option is only offered for in-class, essay exams, or those exams for which at least one part is essay. (This rule may change in subsequent semesters, as we get better at this.)
5. You may not use the computer labs or a "loaner" laptop from the school.
6. You must use a laptop computer that uses the Windows® XP® or Vista® operating systems, or a comparably new Apple® Notebook or Mac®. This should please some of you greatly – revisions were made to the software to make this option possible this semester. See? We *DO* listen.

If you are using Vista®, the instructions are somewhat different on the website than for XP®. Make sure to follow the correct instructions.

If you are using an Apple® or Mac® laptop, (the new Leopard® operating system or the older operating systems both are fine), be sure to choose the Apple® version of the download software. DO NOT download the PC version, and try operating your laptop in PC simulator mode.

7. You should be prepared to take each exam using a bluebook, in case of computer or system malfunction. So bring your pens, pencils and carpal tunnel wrist band, just in case.

Here is what you will need to bring with you to any exam you plan to take using your laptop:

1. A laptop computer that uses the Windows® XP® or Vista® or comparable Apple® Notebook or Mac® and has a working wireless connection to our network.
2. Exam4® software (see below), which you will have downloaded (and tested!) prior to your exam.
3. A power cord.
4. A USB Stick Drive, just in case the wireless transmission of your exam fails.
5. Pens and carpal tunnel wristband, just in case your computer fails.

Hardware concerns:

1. Hibernation and/or screensaver programs can interfere with the operation of the software (see below). Please disable these programs before testing. Also, remove pop up blocking and firewall protection before each exam as that may interfere with exam transmission.
2. The noise of the keyboard is partially a function of your fingers and fingernails tapping plastic, and partially an electronic noise resulting from your keyboard setting. For the sake of your classmates, silence your keyboard's electronic emissions.
3. Mute the speakers on your laptop.

About the software:

Go to the webpage www.exam4.com (or www.extegrity.com - which links to www.exam4.com) and click on "for law school exams" on the left side of the homepage; then click on "register & download," again, on the left side of the screen.

From there scroll through the various states to the right, to New Jersey, and click on "Rutgers Law School - Newark." Next Scroll down to the bottom of the page that has "Download" in red on the top, and fill out the registration information.

From there go ahead and download (there is no charge to you for the software - the Law School is absorbing the costs), and, when you are done, you will have a new icon on your desktop that looks like a squared off lower case "e", named "exam4."

This is the software you must use to write and submit you exams. IT SHUTS DOWN ALL OTHER SOFTWARE WHILE IN OPERATION, SO YOU WILL NOT HAVE ACCESS TO YOUR FILES WHILE USING IT. PRINT OUT YOUR NOTES BEFOREHAND IF YOUR EXAM IS OPEN BOOK.

I strongly recommend that you test the software before bringing it to your first exam. This is how to test it:

1. Open the program, and select "Prepare to start a new exam," and "Next>"
2. In the next screen,, enter your exam number, twice. It is very important that you know your exam number, and you enter it carefully; this entry will ultimately identify your exam to your professor.
3. From the pulldown menu under "course," scroll through the choices to see that your various classes are listed, **but for practice purposes, choose "practice exam"** at the end of the list, and then click "Next>". It is extremely important that you select the correct course, section and professor when setting up for a real exam. Otherwise, your exam will be mixed up with the exams for the wrong class, and may be lost.
4. Set the time for your practice exam, and identify any time remaining reminders you want. Setting the time to match the time allowed for the exam is very important: it will appear on the face of the exam that is printed, and will therefore evidence any attempt at cheating by giving yourself extra time. This software is self-proctoring in terms of time: it produces a log for the actual time used, and so any exam that uses more than the time allotted by the professor can be instantly recognized as submitted late.
5. Choose either standard or large font and then click "Next>".
6. Read the next window, and then click at the "Got it?" space, and then click "Next>".
7. For your practice exam, click "practice exam" and then click "Next>". Obviously, that will not be your choice for a real exam. **FOR THE REAL EXAM, YOU MUST CHOOSE CLOSED COMPUTER EXAM OR YOU WILL BE IN VIOLATION OF THE HONOR CODE AND WILL AUTOMATICALLY FAIL THE EXAM. Even if the exam is open book, it is still a "CLOSED COMPUTER" exam, and you must select "CLOSED."** In future semesters, you may be permitted to use this software on take-home exams that allow you to search your own hard-drive, in which case you may be permitted to opt for the "OPEN COMPUTER" option
8. Read through the next page and then click "Begin Exam."
9. Your computer will spend as much as two minutes performing a security check on your files, after which a writing area will appear with "Answer to question _1_" on the top. (You can change that to a different number, if you are answering out of order.) You can start typing now.
10. Check out the "Tools" pull down window. You will probably want to exercise the "Show Document Statistics" option. And after each completed answer, you might want to use the "Insert Answer Separation" option. (This software does not have a "hard page break" feature, so you may also want to insert several blank lines as a further separator, knowing that there are 23 lines per printed page.) **IF YOUR PROFESSOR HAS LIMITED THE SPACE PERMITTED FOR AN ANSWER, THE CONVERSION FROM BLUEBOOK TO EXAM4 IS DONE THROUGH THE WORD COUNT FEATURE: ONE SIDE OF ONE BLUEBOOK PAGE< SINGLE-SPACED, EQUALS 250 WORDS TYPED.**

You also have a new spell checking feature. Again, note that we DO listen.

11. Check out the "Edit" pull down window. You have BOLD, Italic, an Underline options, as well as cut/copy and paste.
12. Finally, check out the End Exam Now pull down window. To end and deliver for printing, you will proceed to the "Are you sure?" check off space, and will click "Confirm", then "OK, End exam" and finally, select "Submit Electronically." ***THIS WILL ONLY WORK IF YOU ARE IN THE BUILDING, AND LOGGED IN THROUGH YOUR NetID!*** Almost immediately, if you are connected either by wire or wireless, you will see the message "Your file has been stored in the server" and "Information" regarding your file. These messages confirm delivery. At this point, you may return to the "File & Save menu, and save a back up on your floppy disk or USB Stick Drive. Last semester we did not need to go to many back ups for the exams, but if it would bring you comfort, by all means, create such a back up. Once the back up is made, select "Exit" from that window, click "I'm sure" and exit exam4.

PLEASE, PLEASE, PLEASE do not submit electronically more than once, "just to make sure," either on practice or real exams. If the software tells you it was sent, it was sent. It is extremely wasteful of resources to have all of your 20-page exams print out multiple times – worse, there is a heightened possibility that, as we discard the second (or third!) copy, we will discard some of your original as well. If you really need the security, make a copy on your USB Stick drive.

This software has been used by me for this law school on a limited basis for at least nine years, without incident. The vendor is very confident, and our testing has thus far provided flawless performance. Still, I urge all of you wishing to use this option to download as soon as possible, and test it out.

Of course, if you have any questions, contact me.