

IMPORTANT APRIL 2019 EXAM AND FINAL PAPER REMINDERS

Students are reminded that they are required to write Final exams. Exams are not optional.

Students are also reminded to arrive for their exams at least 15 minutes early in order to get prepared to start the exam on time. Students should plan their transportation with expectation for delays and traffic.

Exam Schedule

SpringTerm (Term 2) exams will take place April 8 - 26. Refer to the Examination Schedule (Spring) for the dates, times and locations of your exams.

IMPORTANT EXAM POLICIES

Security

No cell phones, smart watches, head phones, electronic devices, or any other types of communications devices are allowed in the exam rooms! Laptops are only permitted for students taking their exams using Exemplify in the computer assigned exam rooms.

Students are NOT ALLOWED to leave the exam room (except to go to the washroom) UNTIL the invigilator STOPS the EXAM! If you finish your exam early, please wait quietly in the exam room.

Photo ID Required at Exams

All students will be required to present their UBCcard (or other government-issued photo ID) prior to the start of the exam. Please place your photo ID on the table in front of you when you are seated at your exam.

Exam Questions and Answer Booklets

All students will be required to write their Exam Code on the exam question papers and all used exam answer booklets, and return the exam question papers and all exam answer booklets to the invigilator at the end of each exam. Do not take exam question papers or answer booklets out of the exam room!

Exam Codes

Student EXAM CODES for December exams are available for students to pick up from Law Reception, Mondays through Fridays, 9am-1pm and 2-4pm. Only you can pick up your Exam Code and you must present photo identification when doing so. Your Exam Code is your anonymous grading code for your exams. All ExamSoft Exemplify users can also see their Exam Code in Exemplify. (The Exam Code is called the "Exam Number" in Exemplify.)

EXAMPLIFY USERS

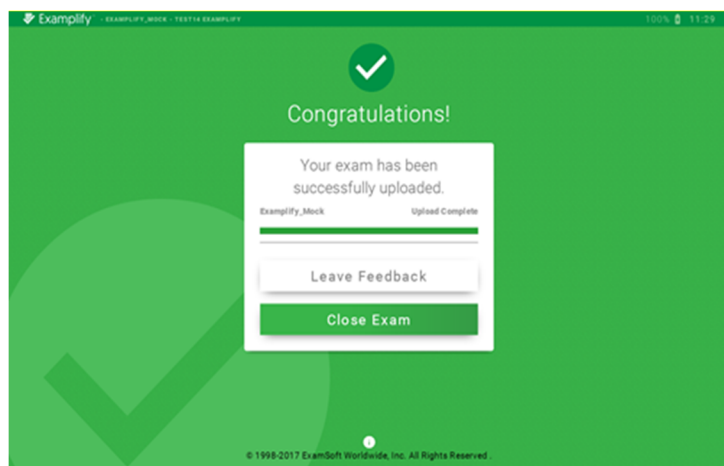
Download your exams TODAY if you have not already done so. Please let [Susan Morin](#) or [Dayna Payette](#) (know immediately if you are missing any of your exams in Exemplify. ExamSoft is your technical support. If you have questions about your laptop operating system and its compatibility with Exemplify, please contact ExamSoft technical support at support@examsoft.com or call toll-free 866.429.8889.

ExamSoft recommends that students always use the most current version of Examplify. The current version of Examplify for PC users is 1.9.0 and for Mac users is 1.9.4. You can see the version of Examplify that you are using in the upper left of the screen when you launch Examplify.

DISABLE YOUR ANTIVIRUS software before taking each exam! Information about how to disable your antivirus can be found at [Disabling Anti-Virus](#). Failure to do so may cause you to experience exam technical difficulties!

Remember to UPLOAD your Exam Answers Before Leaving the Examination Room!

At the end of each exam, **don't leave the exam classroom until you have uploaded your exam answers and see a GREEN SCREEN with a CHECKMARK** informing you that you have successfully uploaded your exam.



You will receive a confirmation email from ExamSoft immediately after uploading your exam answers.

Students who do not upload their answers immediately after their exam ends may be subject to investigation. Repeat offenders may raise suspicions of academic dishonesty.

DURING AN EXAM: If you experience technical difficulties DURING an exam, you may attempt to solve the problem QUIETLY BY YOURSELF. You are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. It is recommended that you attempt a reboot only ONCE. (Hold down the power button for a full 20 seconds until your laptop completely shuts down, then press the power button again to turn it back on. Examplify should automatically open back to within 60 seconds of where you left off typing.) You will NOT BE GIVEN ANY EXTRA TIME to complete the exam. **If your attempt to solve the problem is unsuccessful, or if you choose not to make such an attempt, you MUST immediately begin hand-writing in the exam booklets provided.** There is no technical support during an exam! Inform the exam invigilator (i.e., your professor or the teaching assistant) AFTER the exam ends.

AT THE END OF AN EXAM: If you experience technical difficulties UPLOADING your exam answers, inform the exam invigilator (i.e., your professor or the teaching assistant). The exam invigilator will direct you to Allard room 111 where an Allard Law staff member will help you upload your exam answers. **Technical support in room 111 will ONLY BE AVAILABLE TO HELP STUDENTS TO UPLOAD AN EXAM AT THE END OF AN EXAM! There will be no technical support available during an exam! If you experience technical difficulties during an exam – HAND-WRITE! Don't leave Allard Hall without uploading your exam answers!**

FINAL PAPERS DEADLINE

Students must submit hardcopies of their final course and seminar papers (including directed research) to the Allard School of Law Reception Desk by 4pm, Friday, April 26, unless instructed otherwise by your instructor.

PAPER & EXAM DEFERRALS

Students needing exam deferrals or paper extensions due to exceptional circumstances must submit their requests to (JD students) Kaila Mikkelsen, Assistant Dean, Students (mikkelsen@allard.ubc.ca), in Allard Hall 152, or (Graduate students) Alan Grove, Coordinator, Graduate Professional Programs, (grove@allard.ubc.ca), in Allard Hall 432. Students should review all applicable rules governing academic concessions.

Request forms are available in the Waiting Area of the Student Services Centre on the first floor of Allard Hall or on the [Academic Services website](#).

BACKUP YOUR WORK

The Academic Procedures Committee reminds students to backup your work on your computer regularly. In the past, there have been a number of incidents of students losing paper drafts or CANS due to a failure to back up work on their computer. Requests for Academic Concessions due to a failure to backup work will not be considered.

Best wishes!

Student Services Staff
Peter A. Allard School of Law