

FORMATING OF EXAMINATIONS – 2020-2021

Please see the Peter A. Allard School of Law examination format in this document (*Faculty - please provide this to your administrative assistants*). Questions regarding these instructions should be addressed to Dayna Payette (payette@allard.ubc.ca).

This format has been developed over the years in order to:

- 1) Conform to University regulation with regard to examination format; and
- 2) Provide clarity of reading for the examinees.

Please bear in mind that all originals go on file and are used as references by the instructors frequently, therefore great care should be exercised in the formatting of exams.

Please note the following:

1. An exam style sheet is below.
2. A margin of at least 1" should be allowed at both the top and bottom of the page. Side margins should be at least 1" and marginal notations (MARKS) should be typed in flush with the left margin.
4. All headings on the title page should be centered, boldface and capitalized. The exception to this is the course name, section number and professor's name, which are not capitalized.
5. If you intend reading time to be given please indicate that on the title page of the examination.
7. Exam questions should begin on the third page. The first two pages are used as a title page only.
8. All questions should have a question number which should be indicated. Do not indent paragraphs, but double space between paragraphs. A triple space should be left between the end of one question and the beginning of another.
9. Each successive page of an exam should have the course and section number typed at the upper left-hand margin, and the current page number/total page numbers at the upper right hand margin. Two lines down from this, at the left-hand margin, a notation should be made if there is a continuation of a question from the previous page. On the second and succeeding pages, please remember to type in the marks.
10. You do not have to type "CONTINUED ... 2" at the bottom of each page. The "total number of pages" typed in at the top of each page will suffice.
11. Please remember to type END OF EXAMINATION on the last page.

12. Security -- While preparing the exam, NEVER leave an exam unguarded, neither the professor's handwritten copy nor what is on your computer screen.

Exam security is to be maintained as follows. Keep the exam in a password protected file on a secure server.

Do not throw away hard copies of your errors in the trash. They must be shredded.

Administrative assistants: Always give the exam back to the professor for proof reading (never proof read aloud where someone may hear you).

When an examination is ready, attach the MS Word file to an e-mail and send it to Dayna Payette (payette@allard.ubc.ca) and Susan Morin (morin@allard.ubc.ca).

THE UNIVERSITY OF BRITISH COLUMBIA
PETER A. ALLARD SCHOOL OF LAW

FINAL EXAMINATION – MONTH YEAR

LAW XXX.XXX
Name of Course

Name of Professor

EXAM PASSWORD: XXXXXX
RESUME CODE: XXXXXX

TOTAL MARKS: (to be filled in by professor)

READING TIME ALLOWED: (to be filled in by professor – specify if students are allowed to write during reading time)

WRITING TIME ALLOWED: (to be filled in by professor)

PREPARATION TIME ALLOWED: 10 MINUTES

Preparation Time has been given to download/print/set up for your exam once the exam has been made available online through Canvas. Preparation Time cannot be used for writing exam answers. **Students are required to calculate and monitor their own time for writing exams.** All exam answer uploads will be monitored to ensure that typing of answers only occurred during the allotted Writing Time.

This is an open book examination, meaning that you can refer to (to be filled in by professor).

Any exam answers that raise suspicion of breaking any restrictions outlined on this cover page may be subject to being processed through academic integrity software.

If you think you have discovered an error or potential error in a question on this exam, please make a realistic assumption, set out that assumption clearly in writing for your professor, and continue answering the question.

*****PLEASE READ THE BELOW CONFIDENTIALITY REGULATIONS CAREFULLY*****

As this exam is being written off-campus and is unsupervised, any communication whatsoever (including, but not limited to in person, telephone, e-mail, text, social media, etc.) concerning the contents of this examination with anyone (other than your instructor or staff of the Allard School of Law) is strictly prohibited.

In the event any information comes to your attention regarding a breach of these regulations (by others, or inadvertently by you), please immediately contact Student Academic Services (studentservices@allard.ubc.ca) and make full disclosure.

A breach of these regulations may constitute student misconduct, and you may be subject to penalty or discipline under UBC's Academic Misconduct policies.

What Do I Do If:

- **I cannot access the exam questions on Canvas**

If you experience technical difficulties accessing the exam questions on Canvas, email studentservices@allard.ubc.ca and the exam questions will be emailed to you. Please provide your phone number when emailing Student Services.

- **I'm experiencing technical difficulties DURING THE WRITING of the exam**

If you experience technical difficulties with Exemplify at the very beginning or during an exam, we encourage you to spend NO MORE THAN 5 MINUTES attempting to troubleshoot your technical difficulties with Exemplify by restarting your computer. You will NOT BE GIVEN ANY EXTRA TIME to complete the exam if you experience technical difficulties with Exemplify.

If your attempt to solve the technical problem is unsuccessful, or if you choose not to make such an attempt, you MUST immediately begin typing your exam answers in a word processing software (i.e., MS Word, Apple Pages). Only if your computer or word processing software is not working, should you begin hand-writing your exam using paper and pen.

When you have finished writing the exam, you must upload via Exemplify any exam answers that you were able to complete in Exemplify, if possible. See below for technical support contact information if you cannot upload your Exemplify file.

You must also upload to Canvas any exam answers that you completed in a word processing software or via hand-writing. Please convert your word processing software file into PDF format, or take a picture or scan of your handwritten pages putting them into one folder. Upload the answer file/folder into the "Exam Answer File Submission (Word Processor or Hand-written ONLY)" link in the Law Exams – Summer 2020 course on Canvas. Your answer file/folder should be named, and the coversheet of your answers should be titled with:

Your Exam Code, Course Number, Name of Course, and Instructor Name
i.e., **9999 LAW 100.001 Law of Exam Taking (Galileo)**

- **I'm experiencing technical difficulties EXITING and UPLOADING the exam**

If you experience any difficulty exiting and uploading your Exemplify exam answers, you must wait until the allocated time period specified on the coversheet of the exam has ended, then email Bernie Flinn, flinn@allard.ubc.ca, and he or another IT Support staff person will help you to upload your Exemplify exam file. Please provide your phone number when emailing Bernie.

If you had to type using word-processing software or hand-write some or all of your answers, and experience difficulties uploading your exam answer file/folder to Canvas, email your exam answer file/folder to studentservices@allard.ubc.ca.

- **I fall ill in the middle of an exam, or am otherwise interrupted such that I'm unable to continue writing my exam**

Please stop writing, note the time that you stopped, and email studentservices@allard.ubc.ca immediately to notify them and discuss options. Please provide your phone number when emailing Student Services.

LAW 451, Section 1

Question _____, continued) < (include when necessary)

MARKS

70 1. _____

(a) _____

(b) _____

(i) _____

(ii) _____

30 2. _____

END OF EXAMINATION