

## FORMATING OF EXAMINATIONS – 2020-2021

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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 fourth page. The first three 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](mailto:payette@allard.ubc.ca)) and Susan Morin ([morin@allard.ubc.ca](mailto:morin@allard.ubc.ca)).

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

FINAL EXAMINATION – DECEMBER 2020

LAW XXX.XXX  
Name of Course

Name of Professor

EXAM PASSWORD: XXXXXX  
RESUME CODE: XXXXXX

TOTAL MARKS: *(to be filled in by professor)*

(8:50 AM PST) **PREPARATION TIME ALLOWED: 10 MINUTES**

(9:00 AM PST) **WRITING (INCLUSIVE OF READING) TIME ALLOWED: *(to be filled in by professor)***

**8:50-9:00 AM Preparation Time (Exam writing not permitted)** – This time is given to students to download/print your exam questions once the exam has been made available online on Canvas, to read the Exam Password on this exam coversheet, to enter the Exam Password for the exam in Exemplify, and to progress in Exemplify until you see the **STOP SIGN**, where you will **WAIT until 9:00 AM. DO NOT proceed past the STOP SIGN. DO NOT begin typing your exam answers in Exemplify until 9:00 AM!**

**9:00 AM Exam Writing Time** – At 9:00 AM, you may proceed past the **STOP SIGN** in Exemplify and begin typing your 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 Exam Writing Time.

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

**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. Do not email your professor or anyone else about this while the exam is in progress.**

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### ACADEMIC INTEGRITY

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. Students typing exam answers before or after the allocated exam writing time may receive a grade penalty.

**CONFIDENTIALITY REGULATIONS – READ 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 the Student Services 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](mailto: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.

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### 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](mailto: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, you may attempt to solve your problem/reboot your computer **BY YOURSELF**. You are **STRONGLY** encouraged to spend **NO MORE THAN 5 minutes** attempting to do so. 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** your exam answers with pen on lined paper. **You may NOT type your exam answer in word-processing software.**

When you have finished writing the exam, you must upload the exam answers that you completed in Exemplify (if you are prompted for a Resume Code, it is on the coversheet of the exam questions). Email Bernie Flinn, [flinn@allard.ubc.ca](mailto:flinn@allard.ubc.ca), for help with this. Please provide your phone number in the email. Bernie or another IT Support staff person will then help you to upload any answers that you typed in Exemplify.

You must also upload to Canvas your hand-written exam answers into the "Exam Answer File Upload (Word Processor or Hand-written ONLY)" folder. Scan or take a picture of each page (.jpg) of your exam and put them into one folder to upload.

Your answer file 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](mailto: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 in the email.

If you have approved accommodations to type your answers using Word Processing Software, and experience difficulties uploading your exam answer file to Canvas, email your exam answer file to [studentservices@ubc.ca](mailto:studentservices@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](mailto: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

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END OF EXAMINATION