

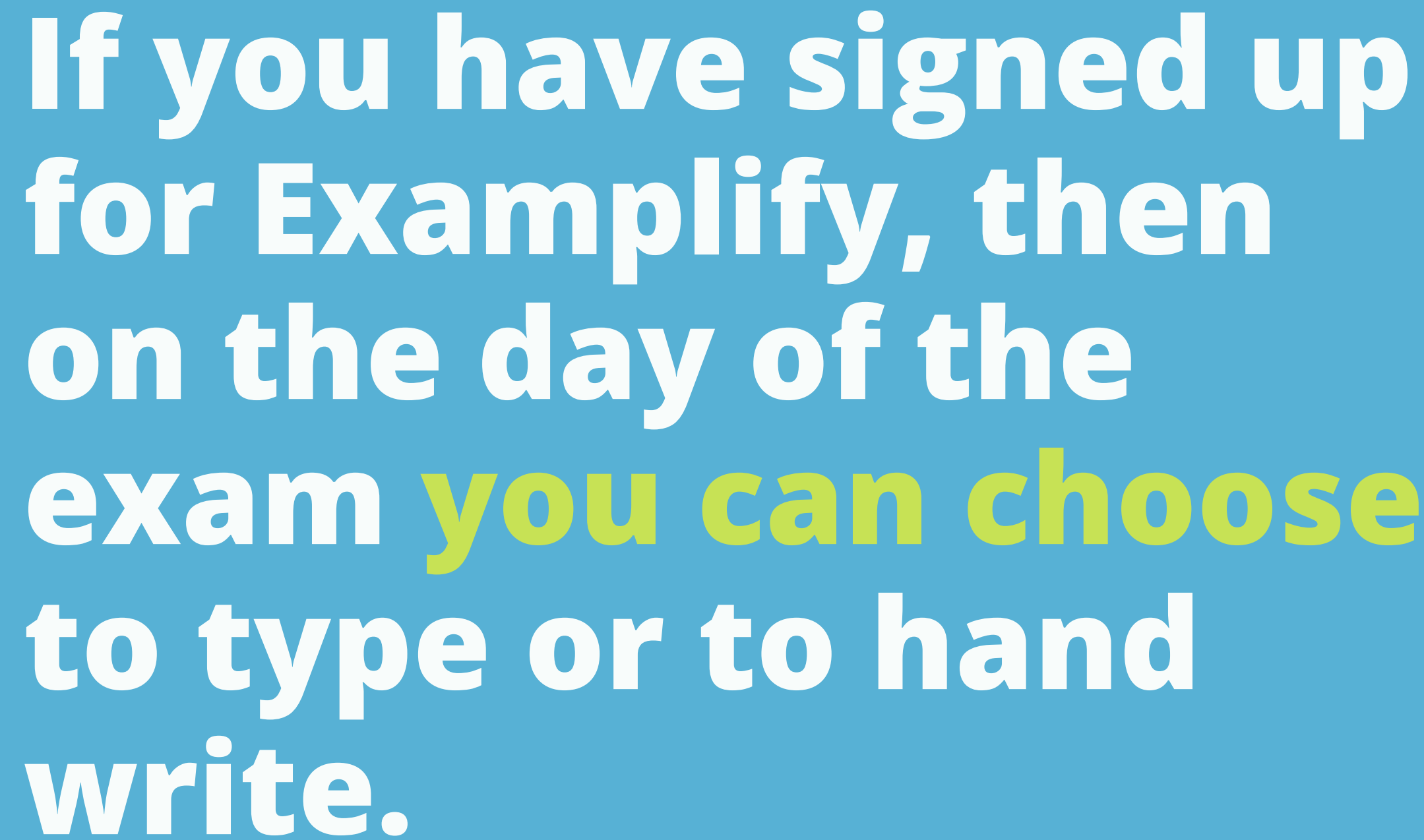


ALLARD SCHOOL OF LAW

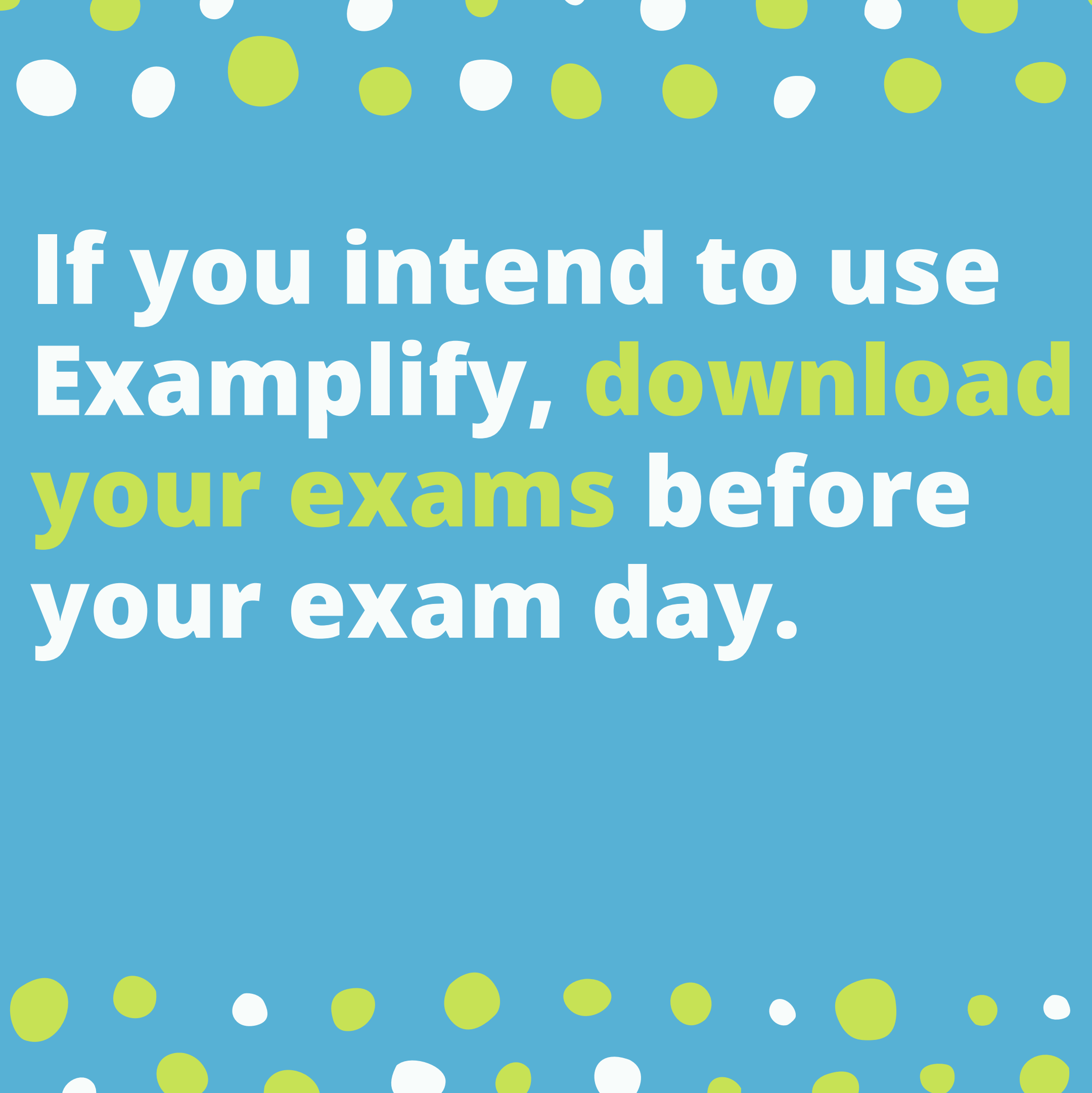
IN-PERSON EXAMS

Tips to Make Your Exam Day a
Success

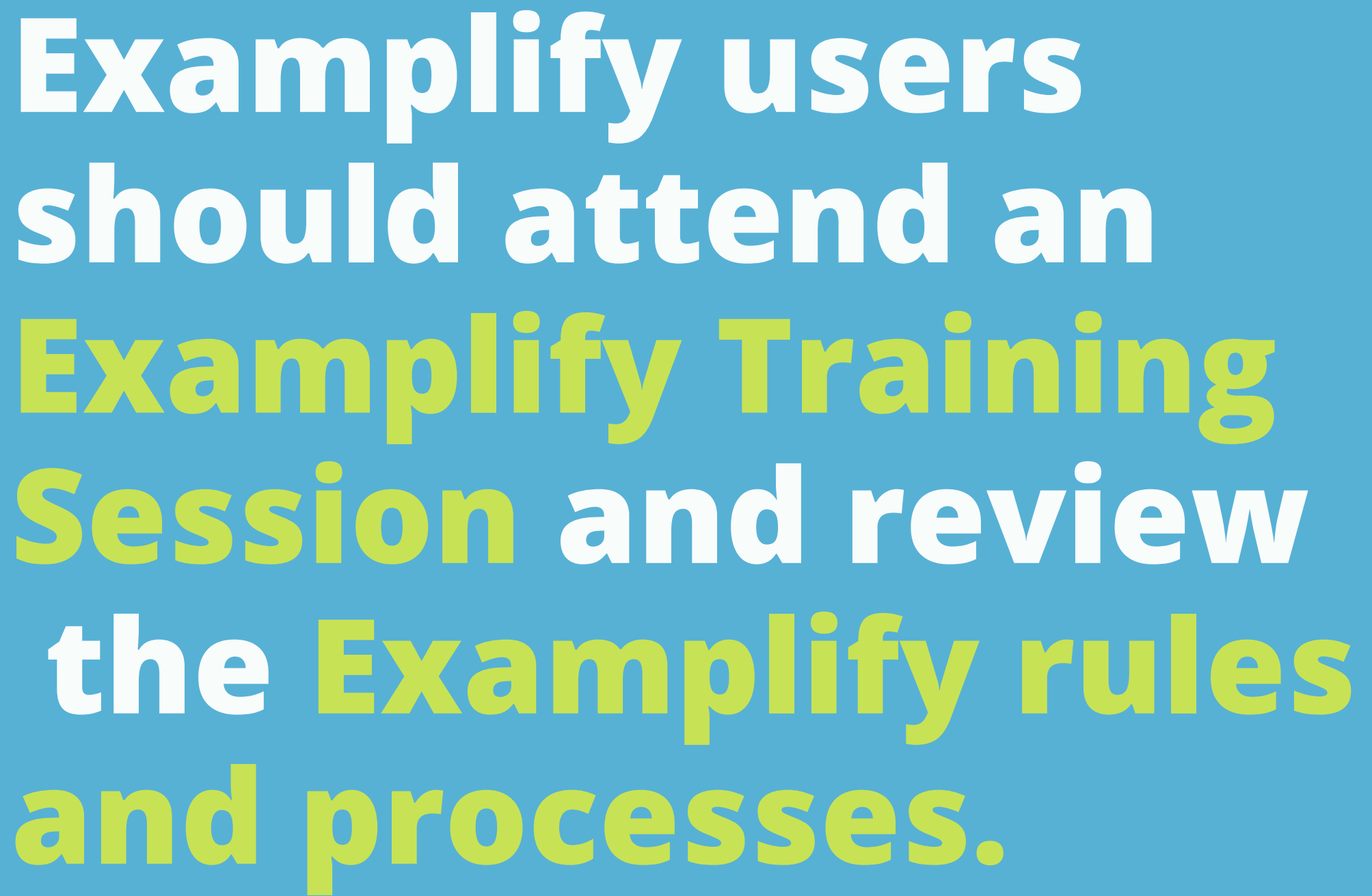




**If you have signed up
for Exemplify, then
on the day of the
exam **you can choose**
to type or to hand
write.**



If you intend to use
Exemplify, download
your exams before
your exam day.

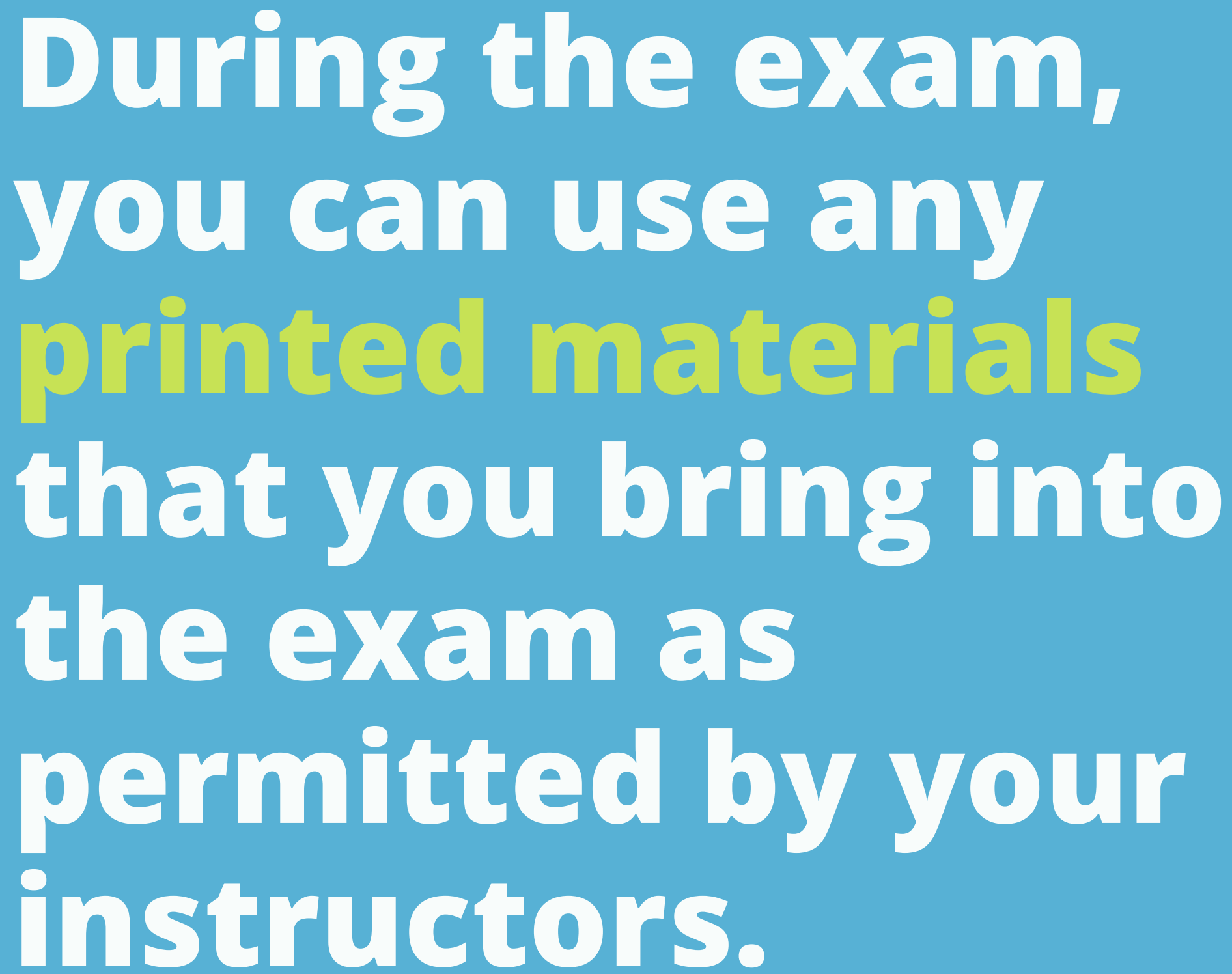


**Exemplify users
should attend an
Exemplify Training
Session and review
the Exemplify rules
and processes.**

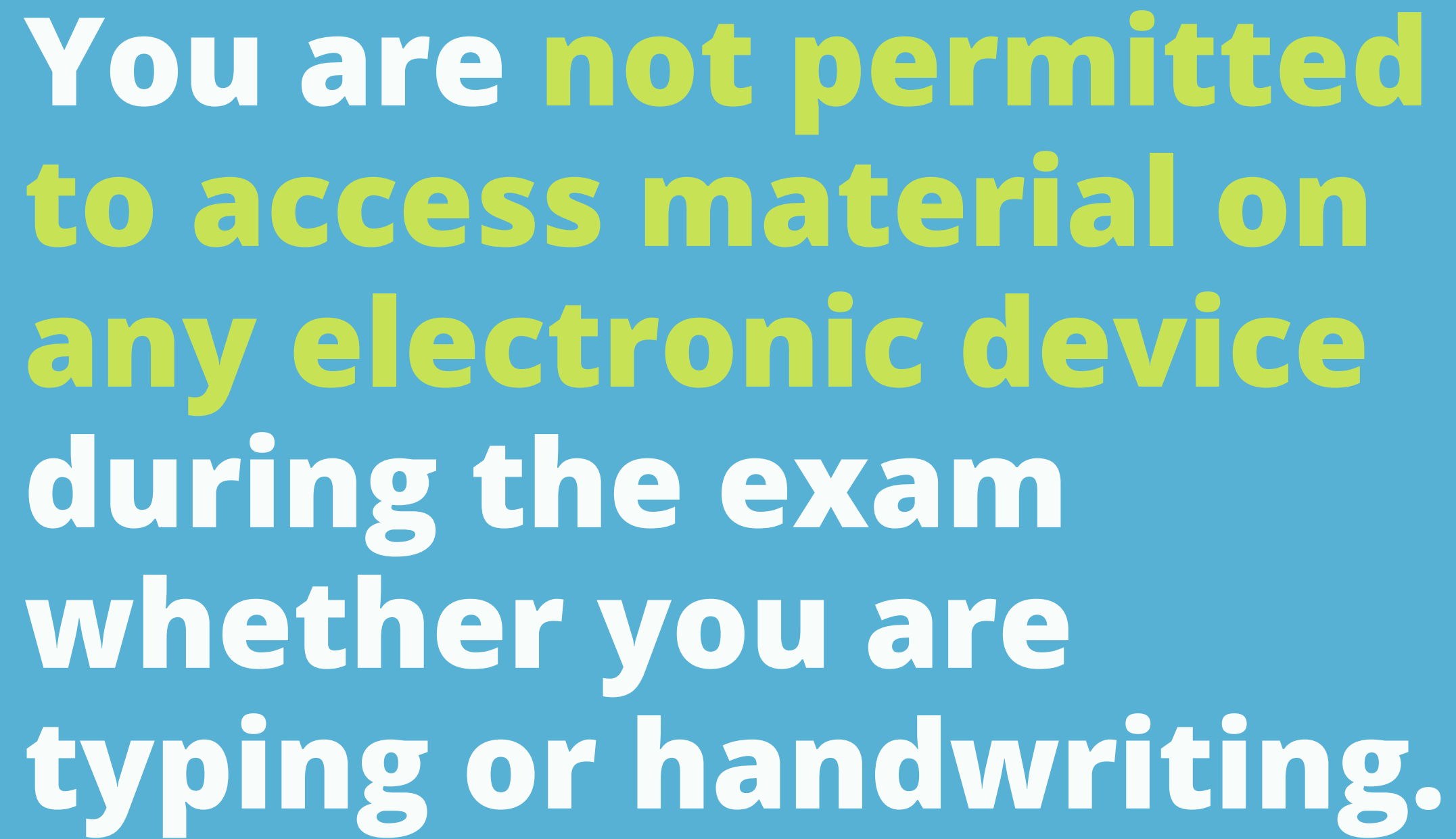


**Exemplify will be in
secure mode.**

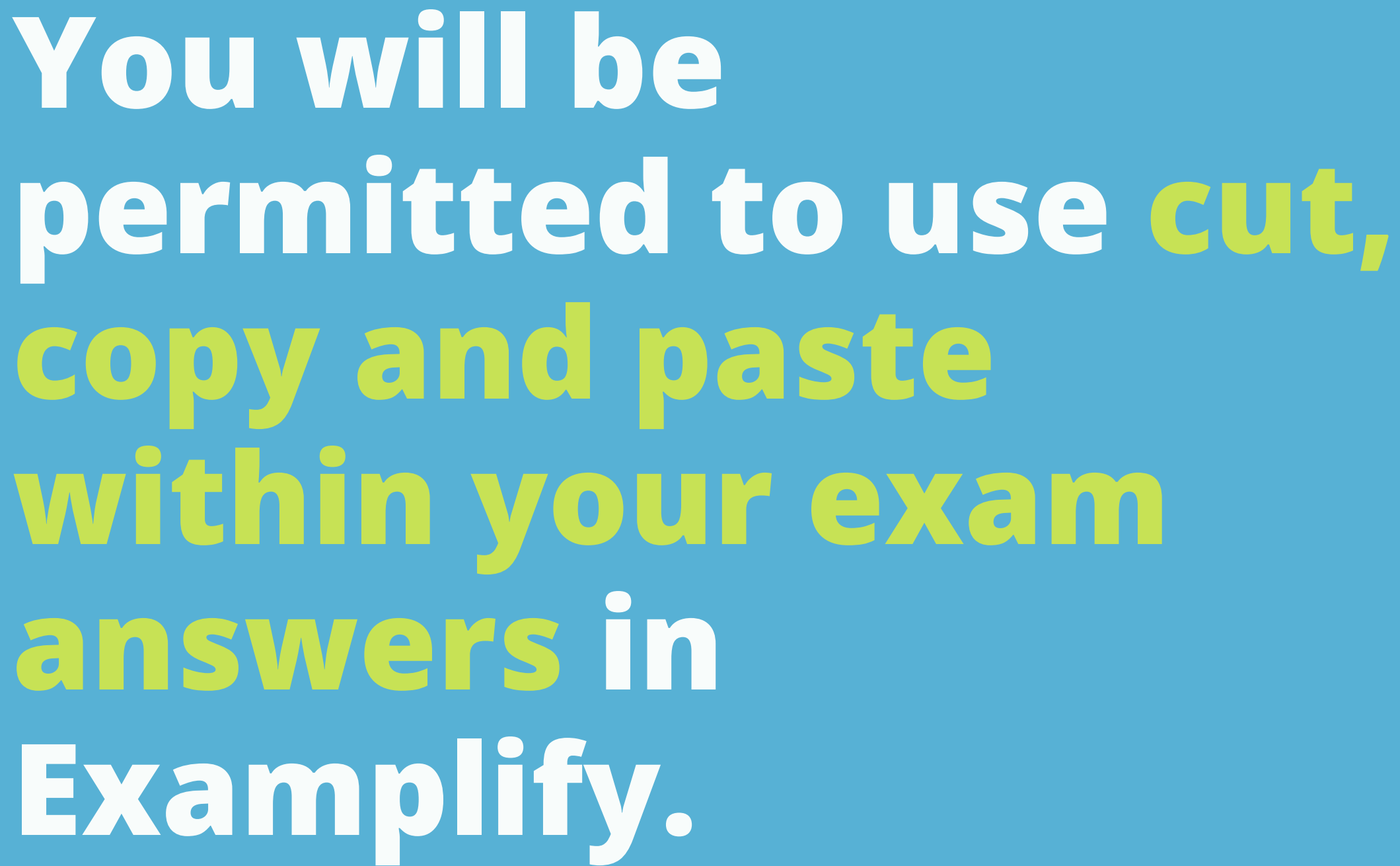
You will not be able
to access any files on
your laptop or online.



**During the exam,
you can use any
printed materials
that you bring into
the exam as
permitted by your
instructors.**



**You are not permitted
to access material on
any electronic device
during the exam
whether you are
typing or handwriting.**

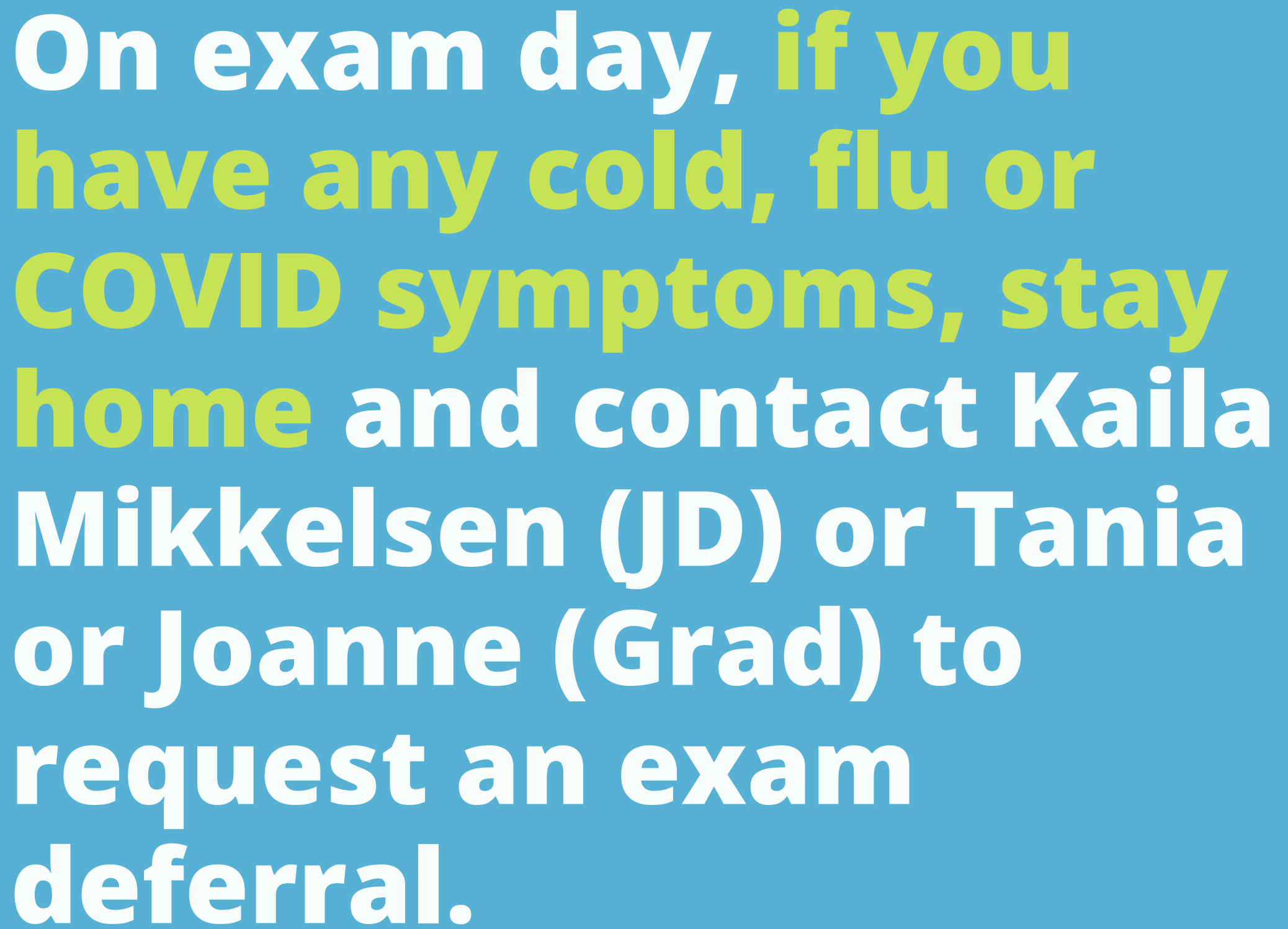


**You will be
permitted to use **cut,
copy and paste**
within your exam
answers in
Examplify.**

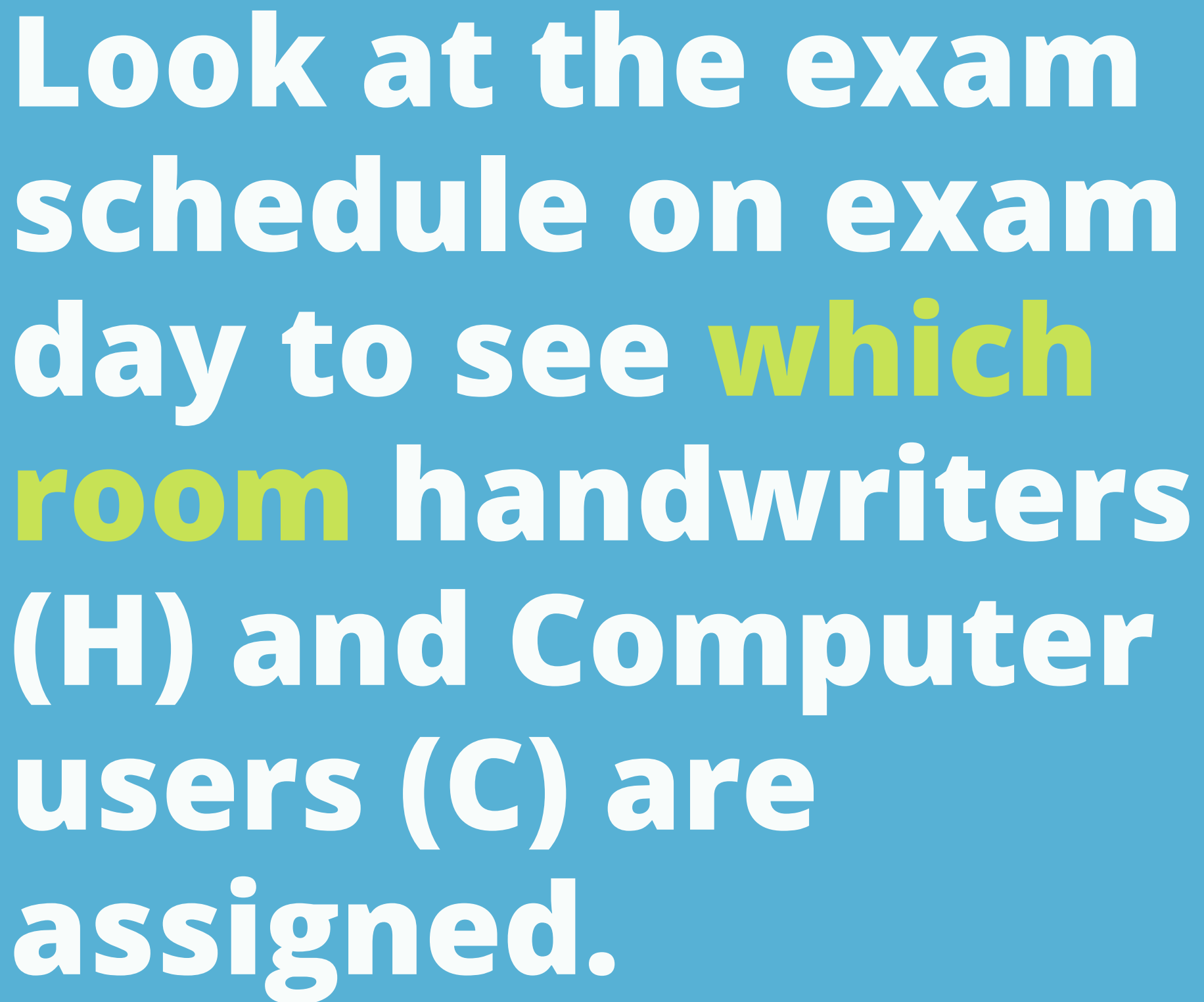


**Spell check is turned
off in Exemplify.**

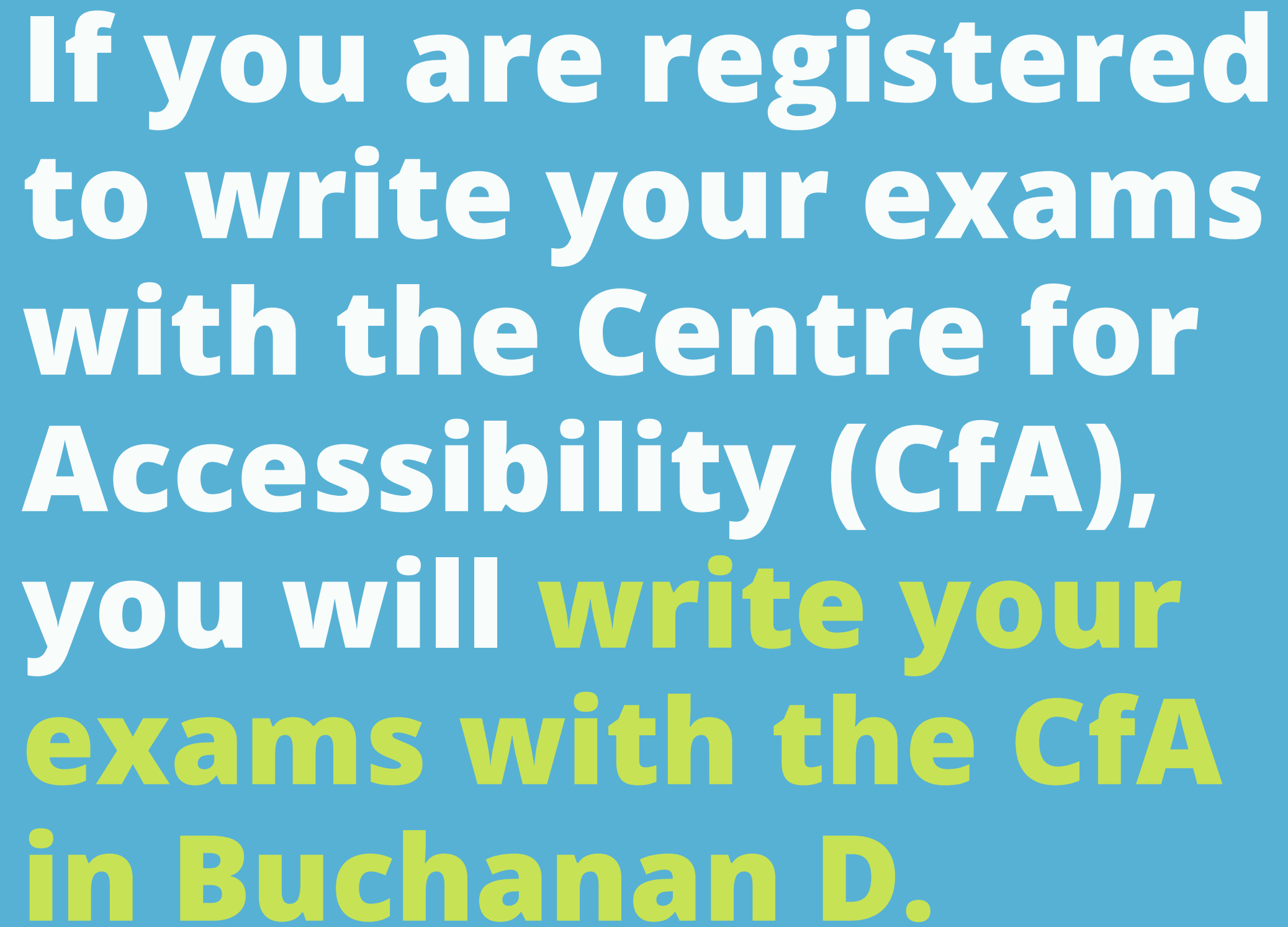
**Instructors overlook
minor typos.**



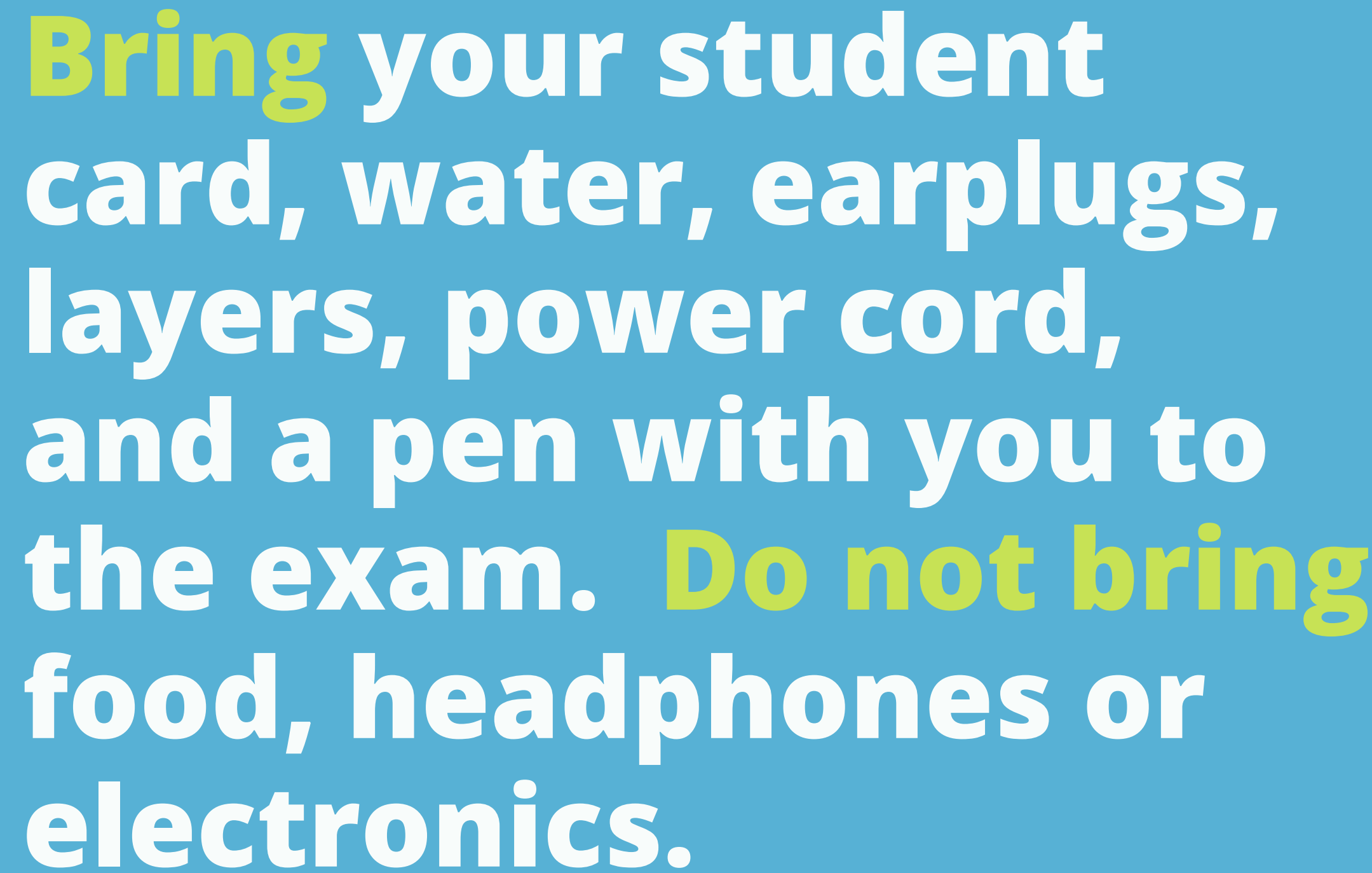
On exam day, if you have any cold, flu or COVID symptoms, stay home and contact Kaila Mikkelsen (JD) or Tania or Joanne (Grad) to request an exam deferral.



Look at the exam
schedule on exam
day to see **which**
room handwriters
(H) and Computer
users (C) are
assigned.



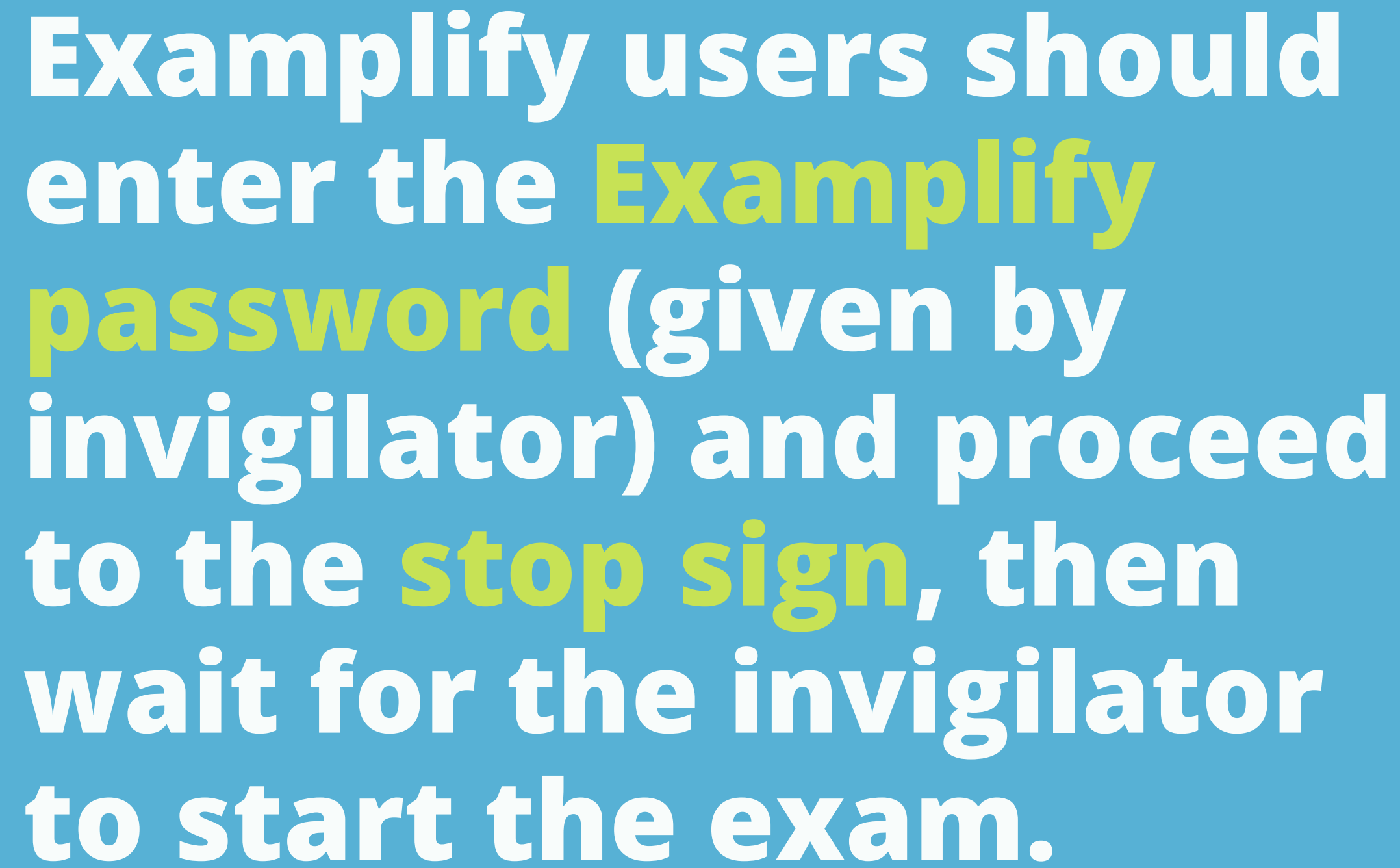
**If you are registered
to write your exams
with the Centre for
Accessibility (CfA),
you will write your
exams with the CfA
in Buchanan D.**



Bring your student card, water, earplugs, layers, power cord, and a pen with you to the exam. **Do not bring** food, headphones or electronics.

In the exam room:

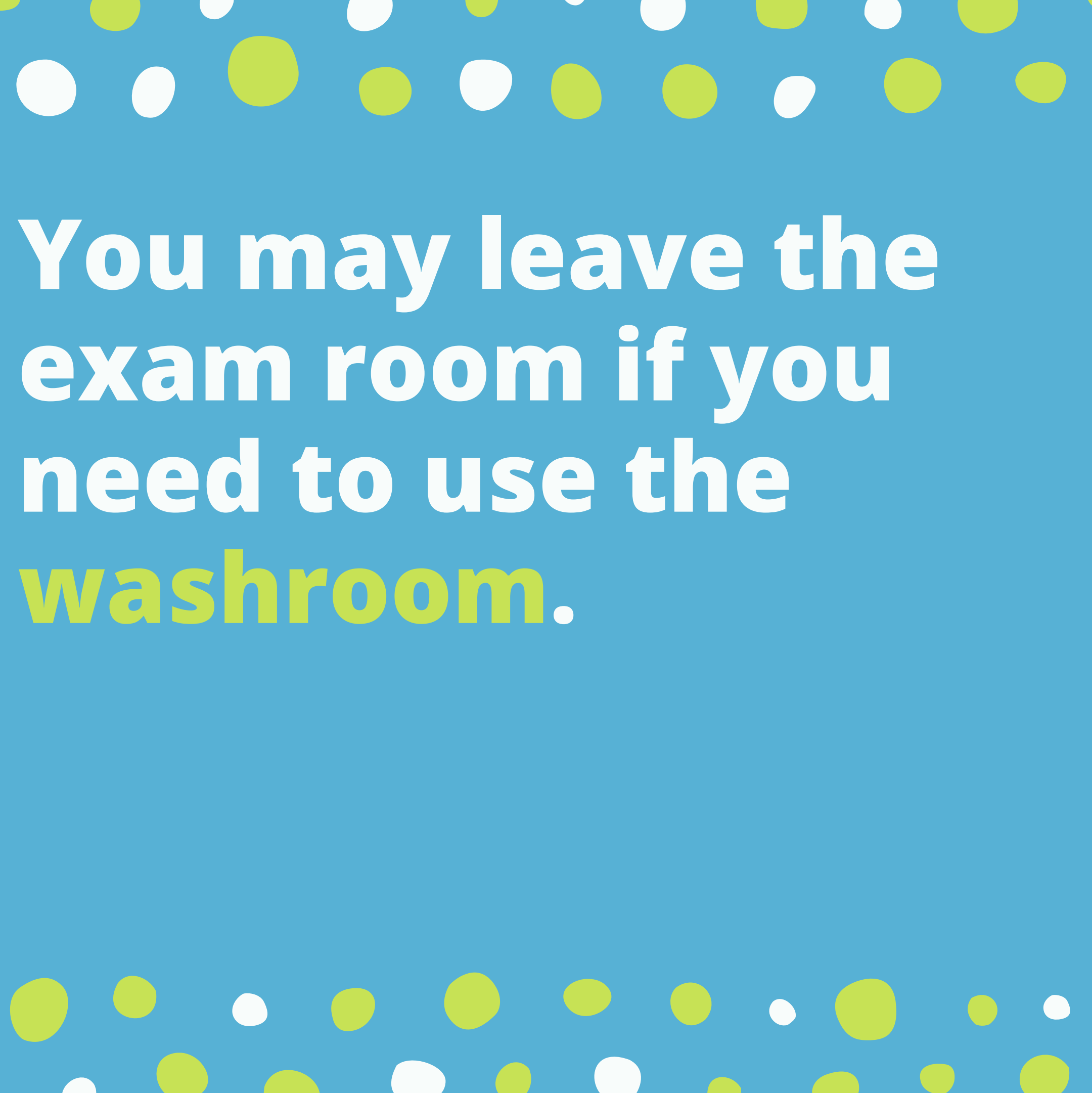
- **Leave a seat between you and other exam takers.**
- **Place student card on desk.**
- **Personal belongings in locker or under the desk.**



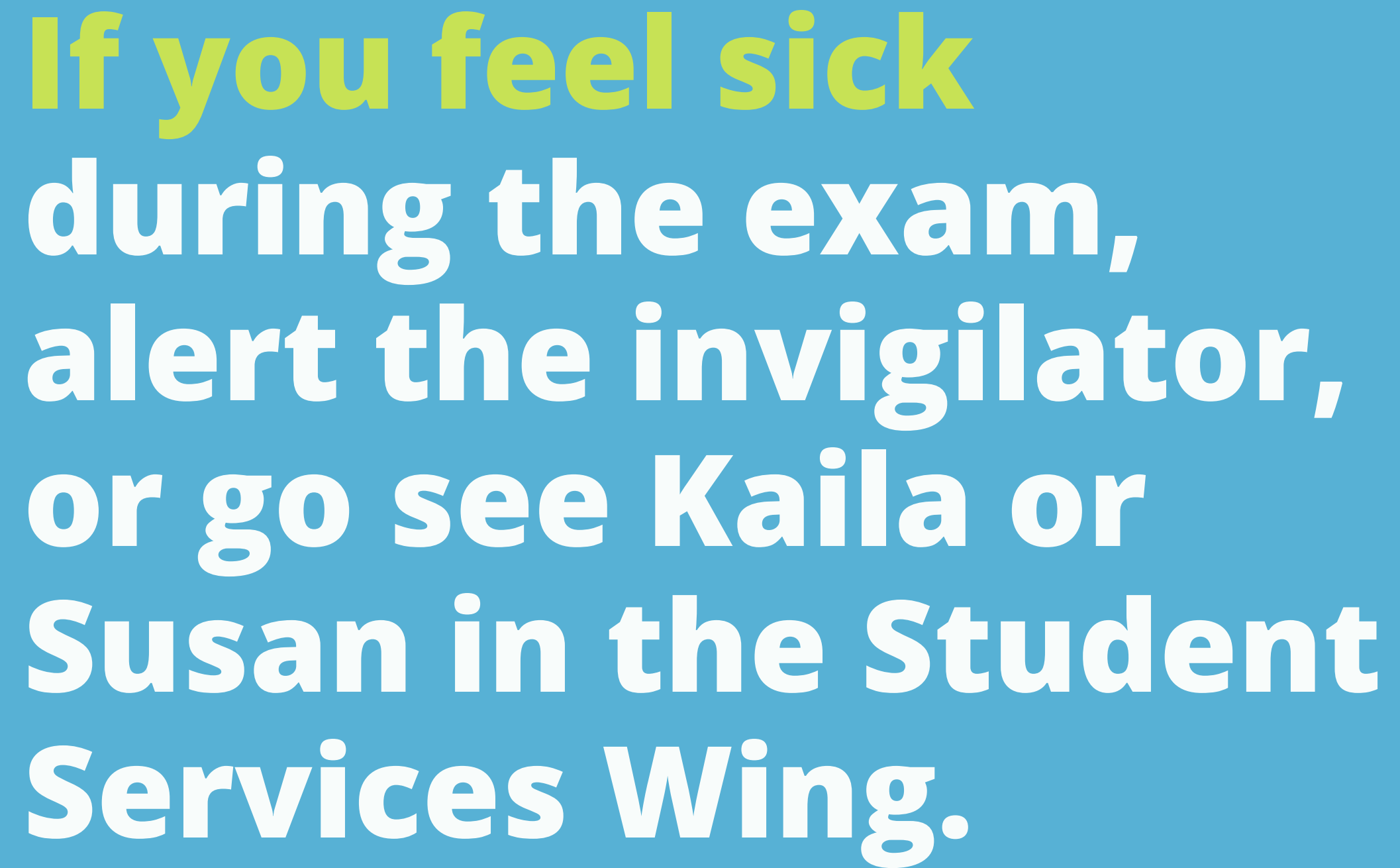
Exemplify users should enter the **Exemplify password** (given by invigilator) and proceed to the **stop sign**, then wait for the invigilator to start the exam.



**Do not write your
name on any exam
booklets. Use your
exam code only.**



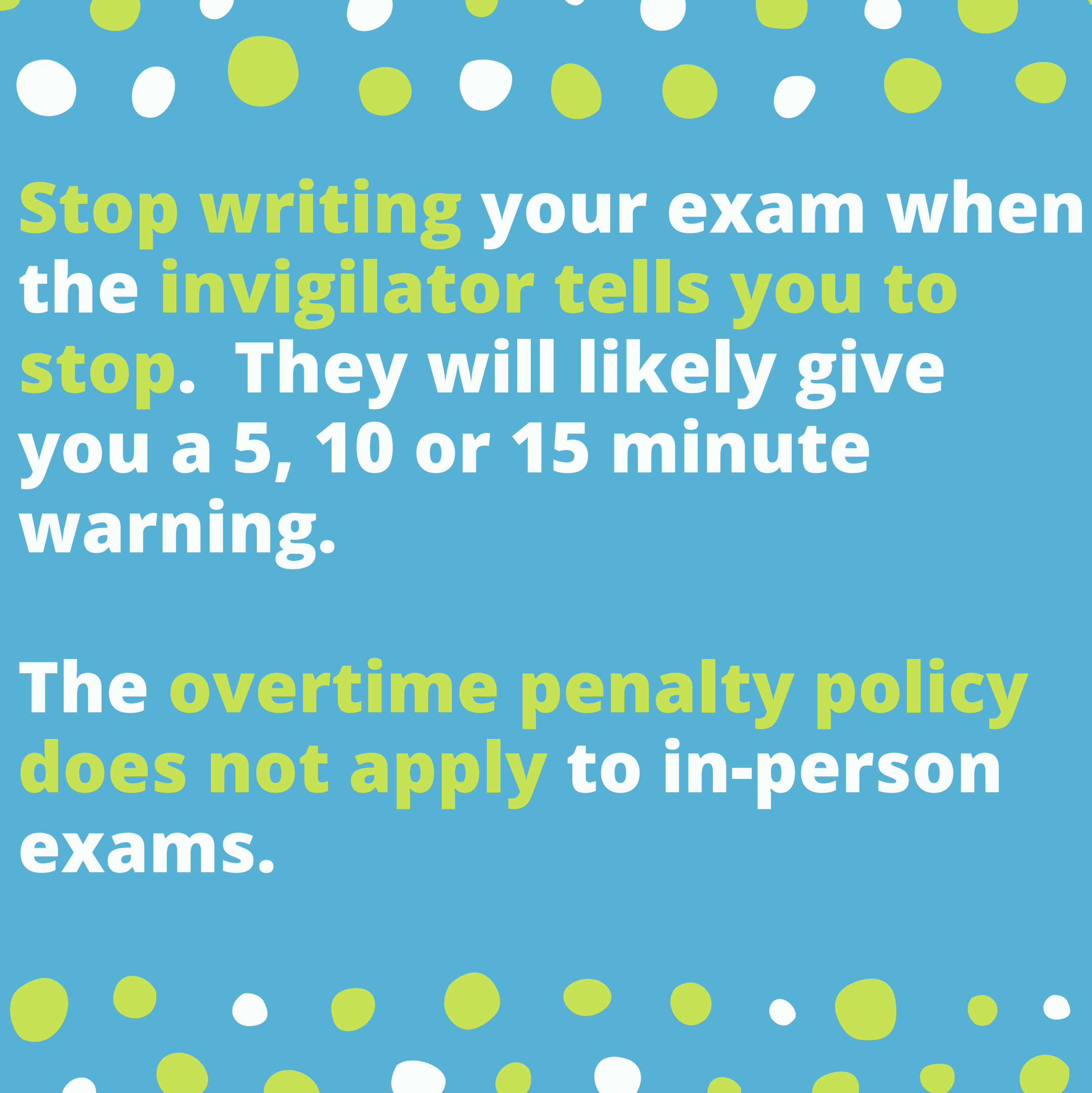
**You may leave the
exam room if you
need to use the
washroom.**



If you feel sick
during the exam,
alert the invigilator,
or go see Kaila or
Susan in the Student
Services Wing.

If you experience a technical issue during the exam:

- **Attempt one restart to see if that resolves the issue. Do not spend more than 5 mins restarting.**
- **If the issue does not resolve, start hand writing in an exam booklet**



Stop writing your exam when the **invigilator tells you to stop**. They will likely give you a 5, 10 or 15 minute warning.

The **overtime penalty policy does not apply** to in-person exams.

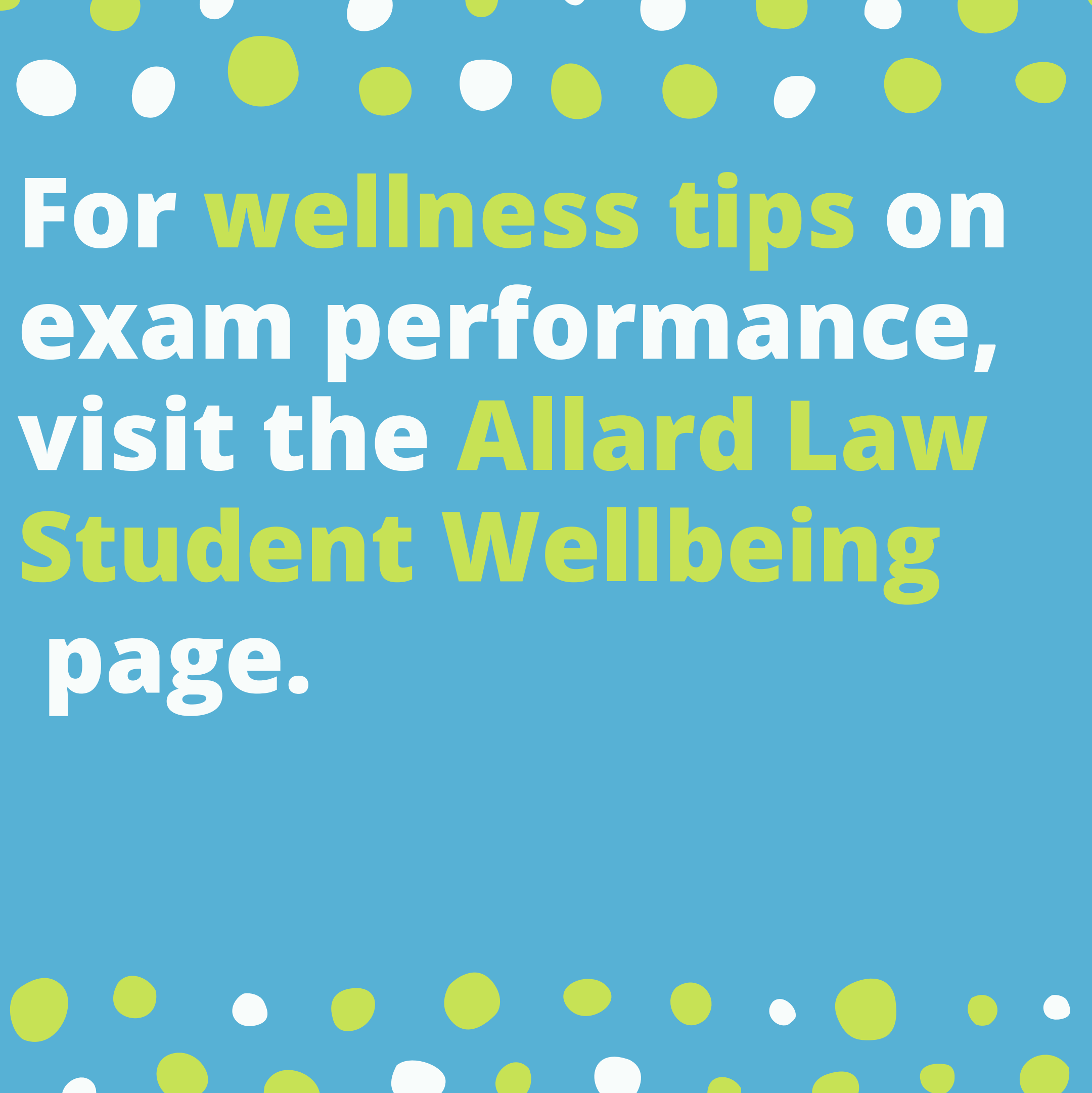
Handwriters:

At the end of the exam,
ensure your **exam code** is
on all your exam
booklets and **number the
booklets used.**

Eg. Booklet 1 of 3.

Typers:

If you have **difficulty uploading** your exam or you experienced **technical issues** during the exam, then at the end of the exam, inform the invigilator and seek IT help from Allard Law's IT Exam Support (room TBA).



For **wellness tips** on
exam performance,
visit the **Allard Law
Student Wellbeing**
page.



ALLARD SCHOOL OF LAW

GOOD LUCK!

Any questions, reach out to
Student Services at
studentservices@allard.ubc.ca

or visit

www.allard.ubc.ca/exams