



PETER A. ALLARD SCHOOL OF LAW

STUDENT AFFAIRS OFFICE

EXAMINATION ROOM GUIDELINES

WHAT SHOULD I DO IF I FEEL UNWELL?

If you are sick, stay at home. Whatever your symptoms – whether COVID-19, flu or cold - we all need to make sure we stay home and avoid bringing illness to the law school. To request an exam deferral, review the [online concession information](#) and reach out to your [Allard Law Advisor](#) prior to the exam.

WHAT SHOULD I DO IF I AM GOING TO BE LATE?

If you are unavoidably late for an exam due to an emergency, please contact your [Allard Law Advisor](#) ASAP for advice and guidance. If you arrive significantly late to an exam, do not enter the exam room. Proceed to Student Affairs (room 151 or 152) for assistance. Late arrivals may lose writing time.

WHAT AM I ALLOWED TO BRING WITH ME INTO THE EXAM ROOM?

You are permitted to have the following items on your desk during an examination:	You are not permitted to have the following items on your desk during an exam:
<ul style="list-style-type: none">• Photo identification (required)• Exam questions & Exam answer booklets• Ear plugs• Laptop and Laptop charger (Exemplify users only)• External keypad and mouse (Exemplify users only)• Pens, pencils, markers, erasers. Handwriters should use pen in exam booklets.• Analog watch• Water or other beverage• Other items as permitted by the instructor and stated on the cover page of the exam:<ul style="list-style-type: none">○ If the exam is closed book, then no other materials are permitted○ If the exam is open book and there is no restriction on materials, then a student may bring in any hard copy written materials○ some exams are limited open book, meaning students can bring in only limited hard copy materials as specified by the instructor	<ul style="list-style-type: none">• Electronic devices including cellular phones, smart watches, fit bits, garmin watches, etc.• Handwriters may not access a laptop or tablet device• Headphones (wireless or wired)• Personal belongings (other than as permitted in the permitted items list)• Calculators (unless permitted by the instructor or it is an open book exam)• Any material not permitted by the instructor and as stated on the cover page of the exam <p>*All personal belongings must be placed in student lockers or placed under student desks or at the front of the exam room.</p>

WHAT SHOULD I DO WHEN I ARRIVE / HOW SHOULD I SET UP MY SPACE IN THE EXAM ROOM?

- The latest version of the Exam Schedule for the term is available on the [Upper Year Courses & Exams website](#) and the [First-Year Course Timetables, Course Listings & Exam Schedules website](#) showing the computer and handwriter rooms assigned for each exam.
- Arrive in the exam room in advance of your exam and ensure that you are **ready to write at least 15 minutes before the start time** of the exam.
- Leave one seat between you and other test takers.
- **Display your photo identification on your desk.** Invigilators will check your ID before or during your exam. The invigilator will also require you to sign the attendance sheet before or during the exam.
- **For Exemplify users, make sure that you are connected to UBC Secure Wi-Fi and Disable your antivirus** software before taking each exam! Information about how to disable your antivirus can be found at [Disabling Anti-virus Software](#). Failure to do so may cause you to experience exam technical difficulties.

WHAT SHOULD I EXPECT DURING THE EXAM?

- **Do not flip over the exam, start typing in the Exemplify exam answer screen or writing in the exam booklets until the invigilator permits you to do so.** Commencing the exam early may be investigated as academic misconduct.
- **If you feel ill or experience an incident during the exam that is affecting your ability to write the exam,** you must inform the invigilator. If the invigilator is not present, leave your exam materials in the room and go to Student Affairs to speak with Kaila Mikkelsen (Room 152) or Susan Morin (Room 151). Requests for concessions made after the exam is over, due to an incident/illness occurring during the exam, will likely not be granted.
- **If you experience technical difficulties with Exemplify during the exam, then you should spend no more than 5 minutes attempting to fix it** (please do so quietly by yourself). We recommend that you attempt a laptop shut down and restart only ONCE. Exemplify should automatically open back to within 60 seconds of where you left off typing. No extra time will be added to the exam for technical difficulties. Students who are unable to use Exemplify should immediately switch to handwriting in the answer booklets and alert the invigilator at the end of the exam.
- **Your Exam Code must be written on the cover of your exam question paper and all used exam answer booklets. Do not write your name on the exam question paper and the exam answer booklets.** If you use more than one exam booklet, number it accordingly (e.g. 1 of 2, 2 of 2, etc.)
- Handwriters should use pen (not pencil) to write their exam answers in their exam booklets.
- You may leave the exam room to use the washroom. You must not communicate with anyone.

WHAT HAPPENS WHEN I FINISH WRITING MY EXAM?

- **If you finish your exam early**, quietly wait in the room until the invigilator stops the exam and collects your materials. You are not permitted to access non-exam materials during this time.
- Stop writing/typing (and Exemplify users - submit and upload your exam answer file), when the invigilator instructs you to do so. Failure to do so may be investigated as academic misconduct.
- **Do not take exam questions or exam booklets (written in or not) with you at the end of the exam.** All exam material (except your personal notes/CANs) must be submitted to the invigilator at the end of the exam.
- **Exemplify users should not leave the exam room until they submit their exam and upload their exam answers.** You will see a screen with a checkmark informing you that you have successfully uploaded your exam answer file. You will also receive a confirmation email from ExamSoft after uploading your exam answers.
 - If you have difficulty uploading your exam answer file, then alert the invigilator and proceed with your laptop to Allard Room 111.
 - Exemplify users who do not upload their answers immediately after their exam ends may be subject to investigation. Repeat offenders may raise suspicions of academic dishonesty.
- **Leave the classroom and building quietly.** There are multiple exams running at one time and it is important to maintain quiet for other exam writers.

If you have any questions, please contact Student Affairs, studentaffairs@allard.ubc.ca.