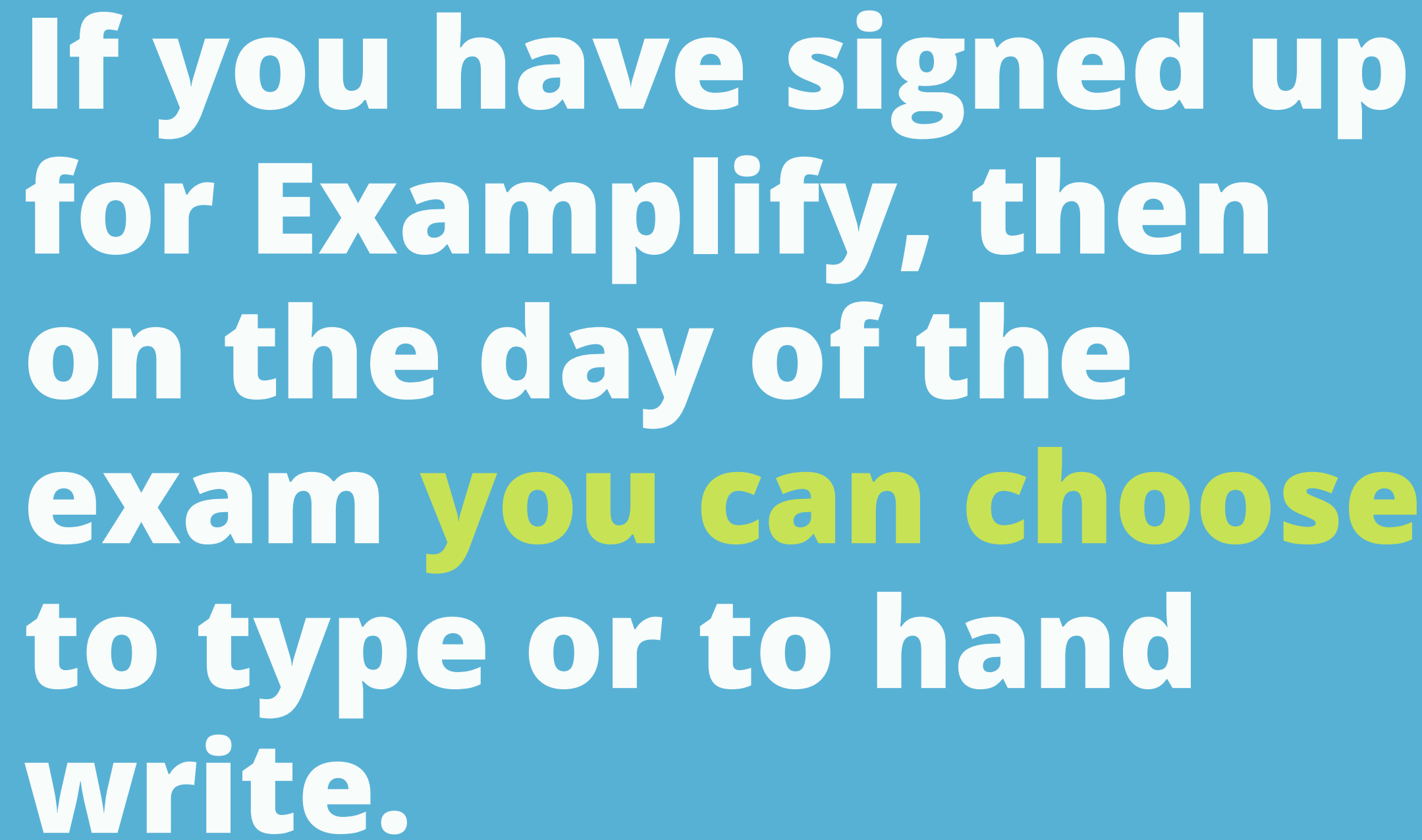


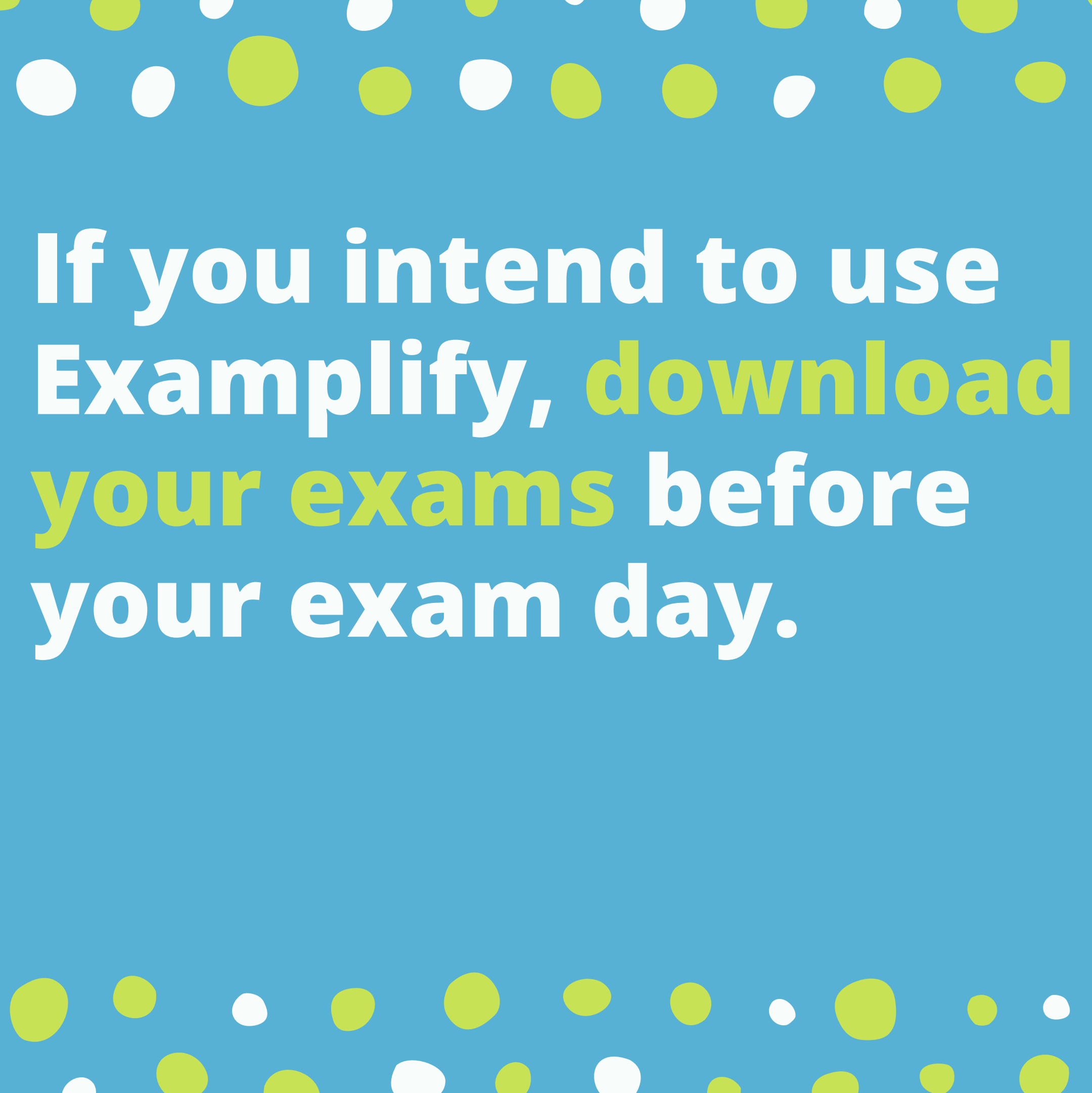


ALLARD SCHOOL OF LAW

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.

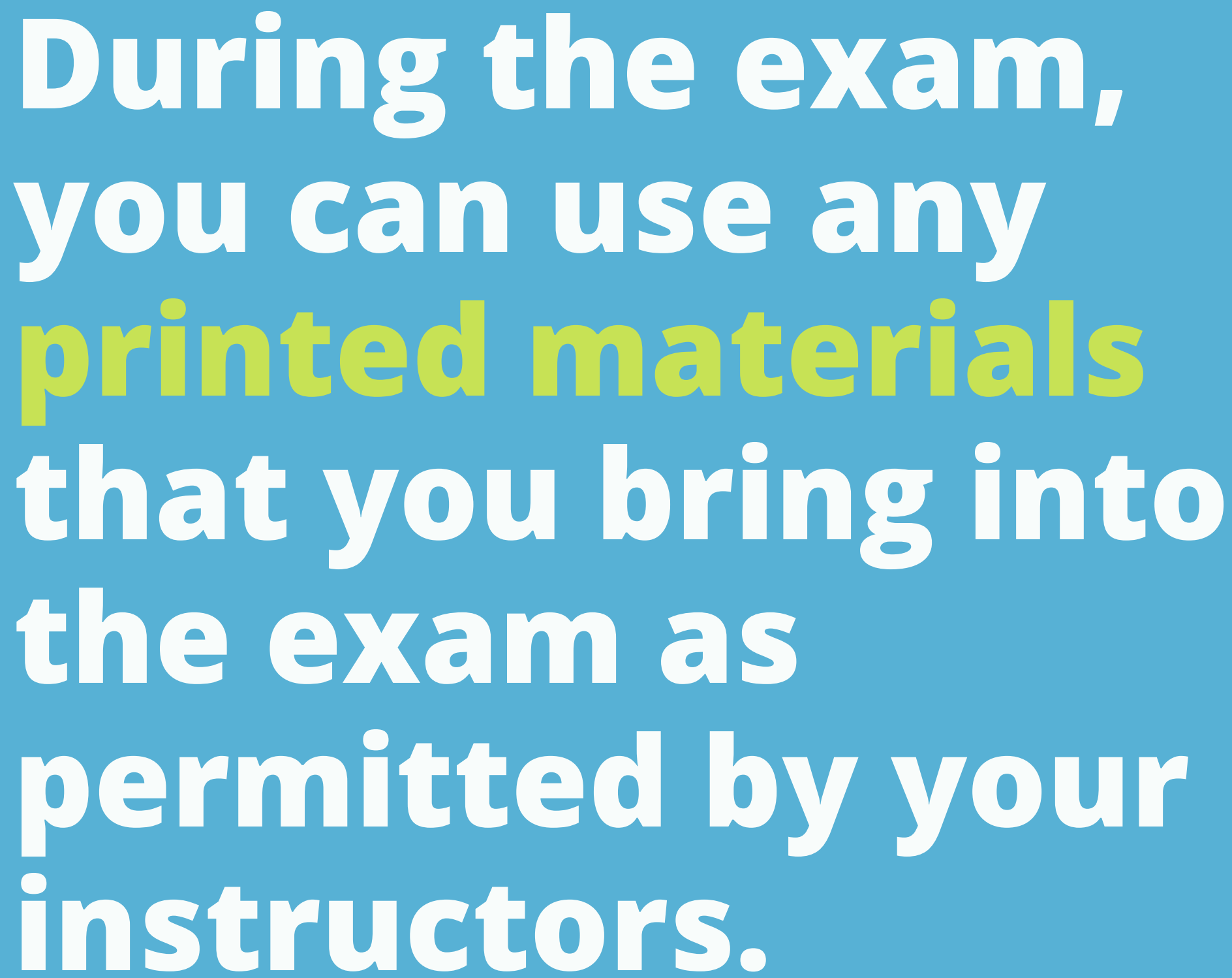


**Exemplify users
should watch the
Allard Law Exemplify
Training Recording
and review the
Exemplify rules and
processes.**

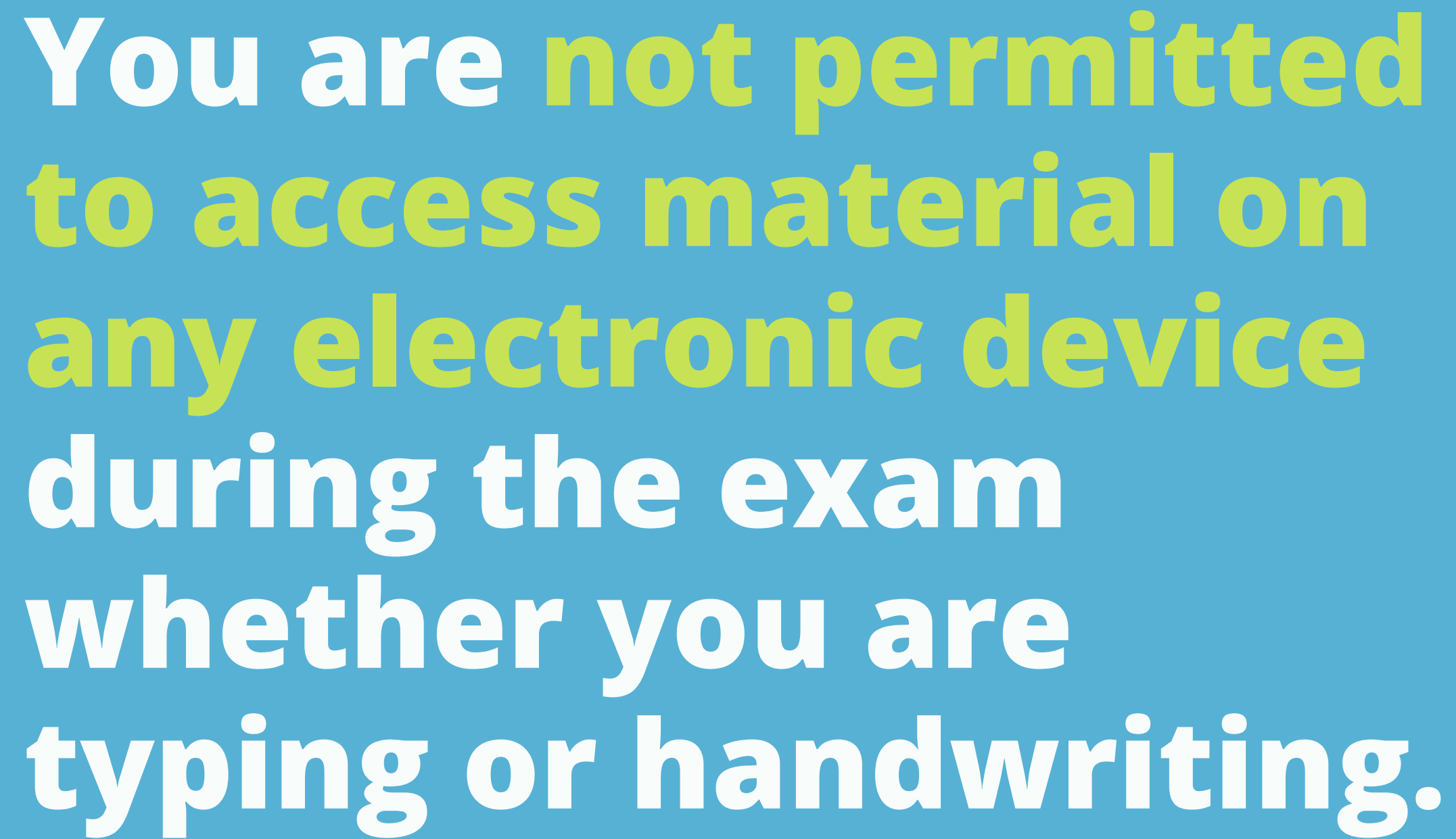


**Examplify will be in
secure mode.**

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



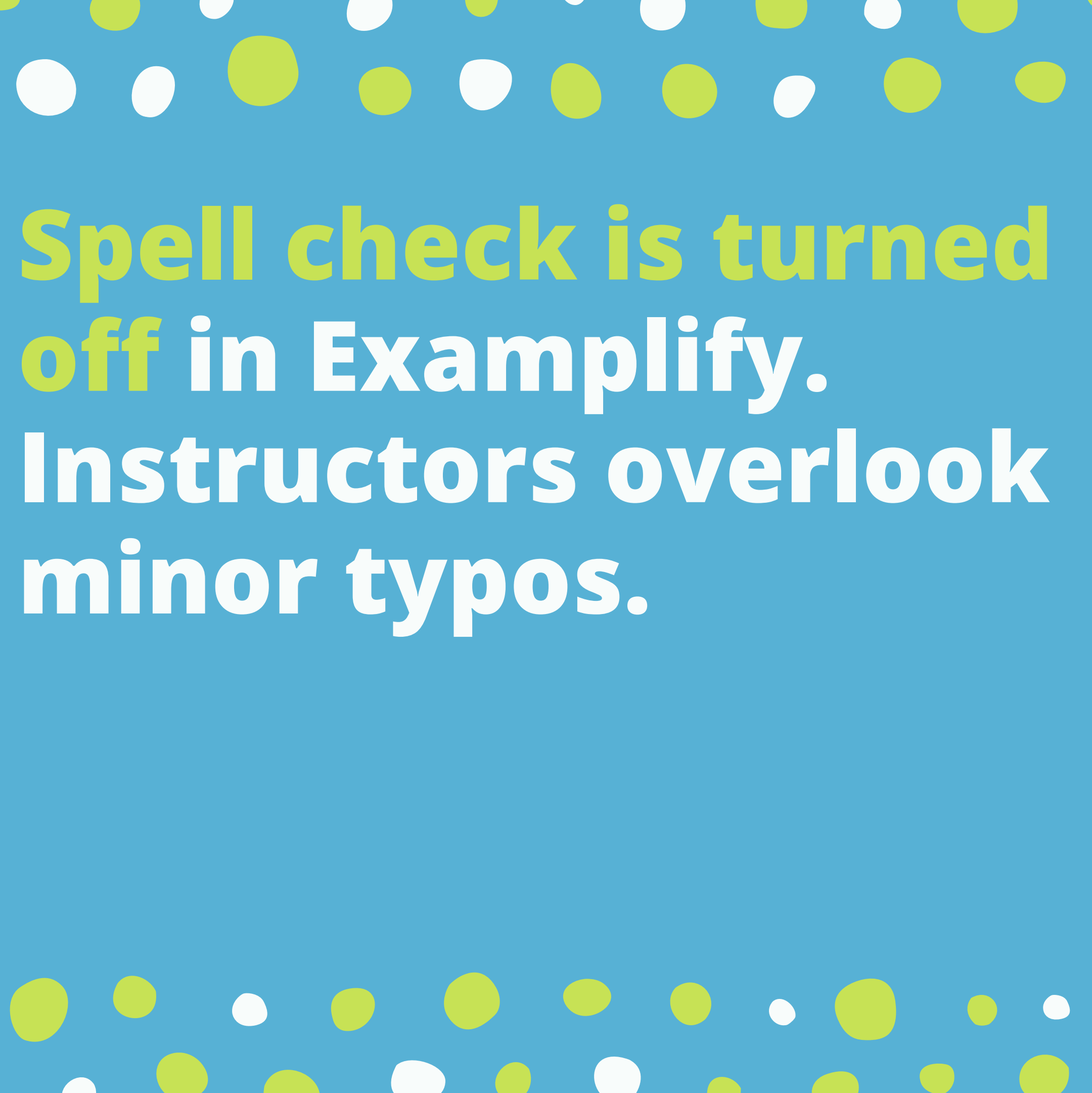
**During the exam,
you can use any
printed materials
that you bring into
the exam as
permitted by your
instructors.**



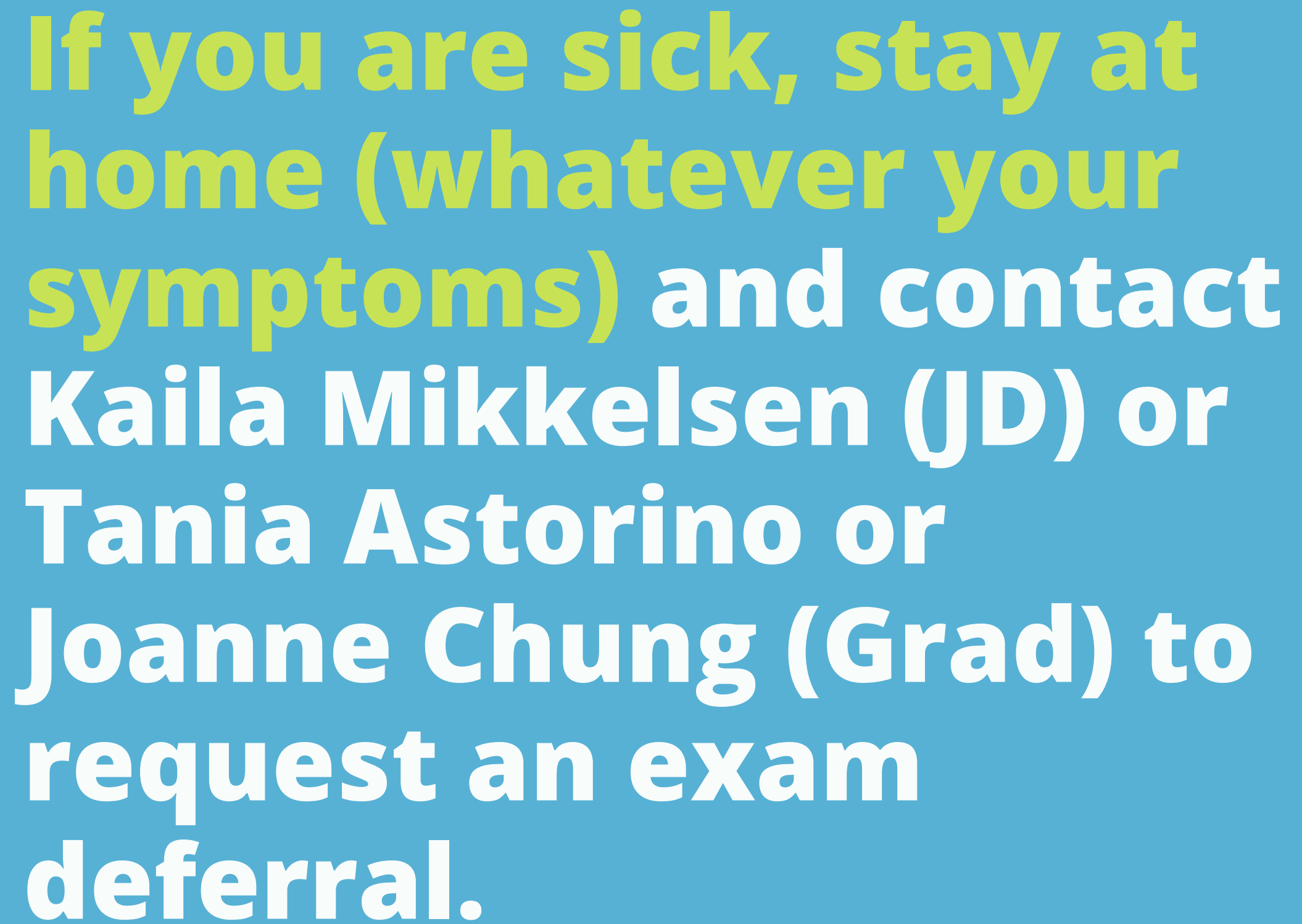
**You are not permitted
to access material on
any electronic device
during the exam
whether you are
typing or handwriting.**



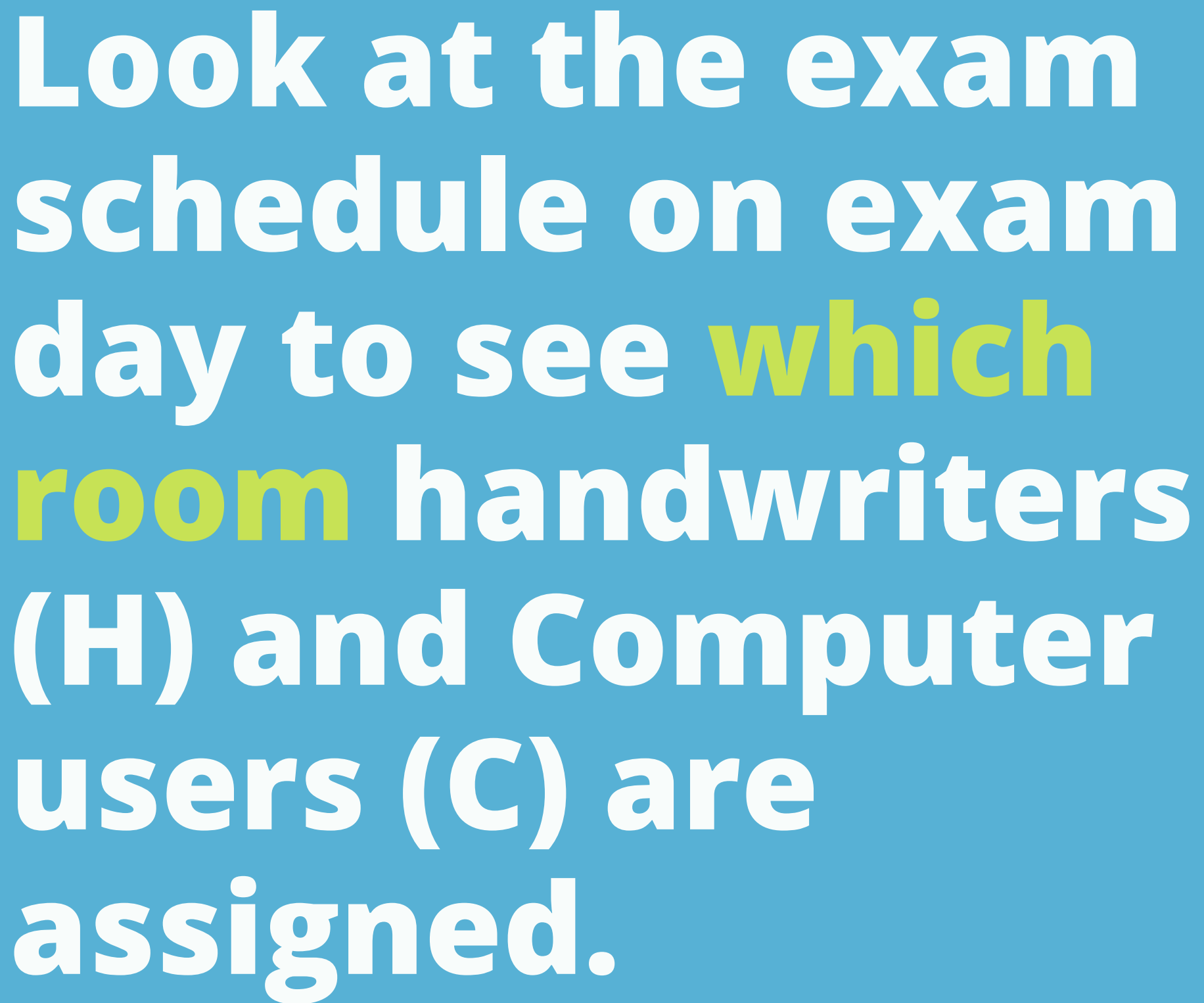
You can use **cut,**
copy and paste in
Exemplify. **Be**
careful about using
cut; we advise to use
copy instead.



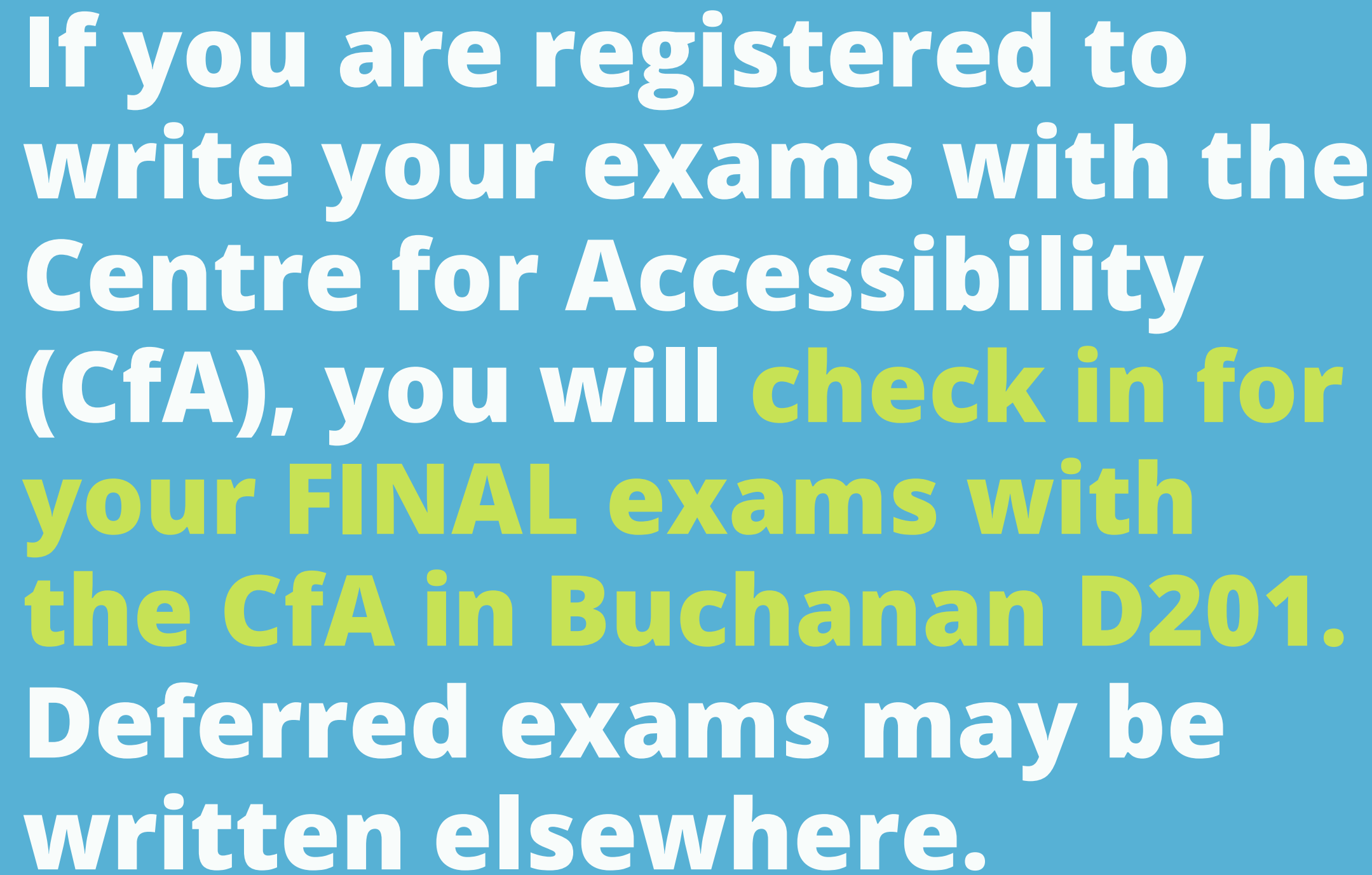
**Spell check is turned
off in Exemplify.
Instructors overlook
minor typos.**



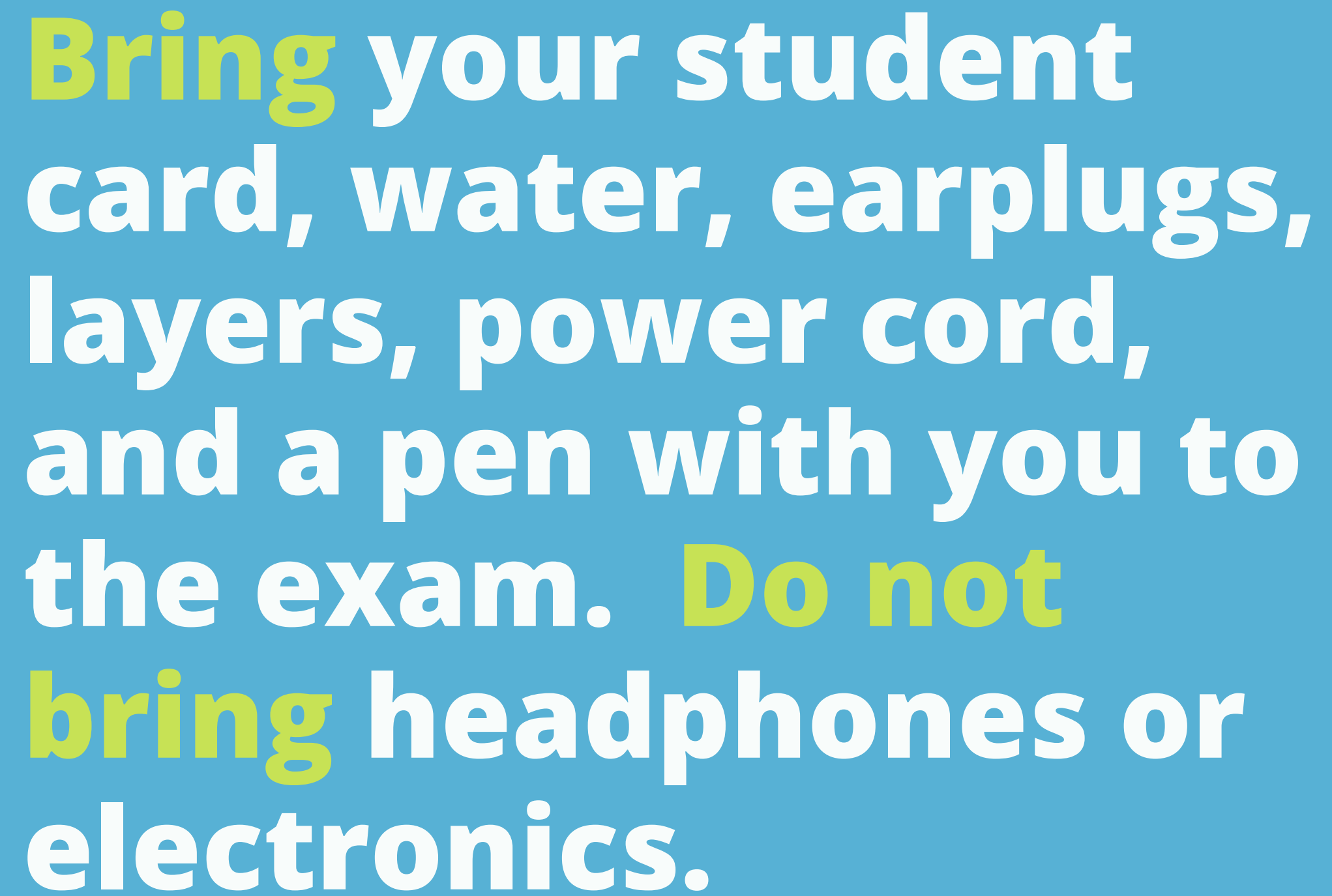
If you are sick, stay at home (whatever your symptoms) and contact Kaila Mikkelsen (JD) or Tania Astorino or Joanne Chung (Grad) to request an exam deferral.



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



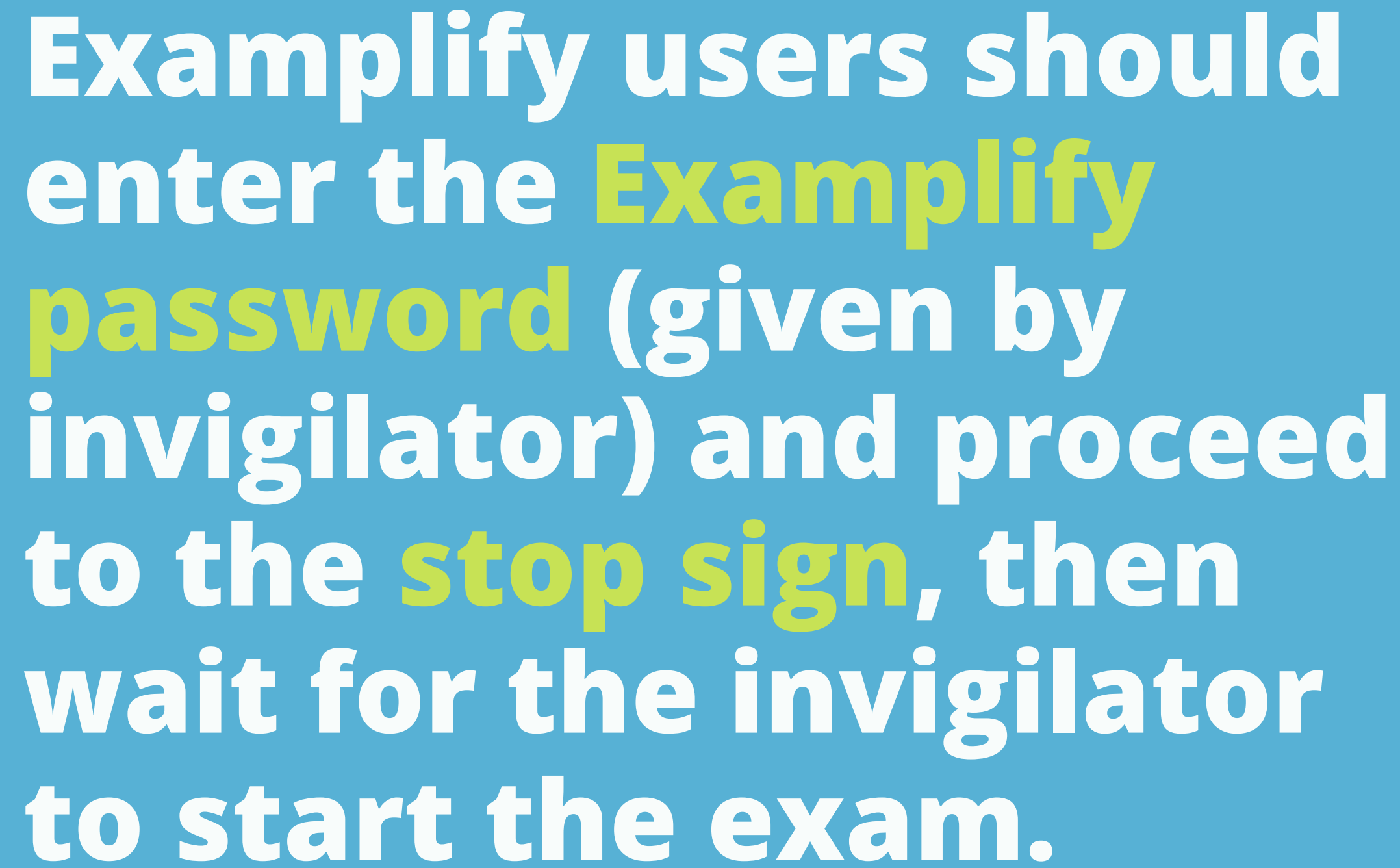
If you are registered to write your exams with the Centre for Accessibility (CfA), you will **check in for your FINAL exams with the CfA in Buchanan D201. Deferred exams may be written elsewhere.**



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



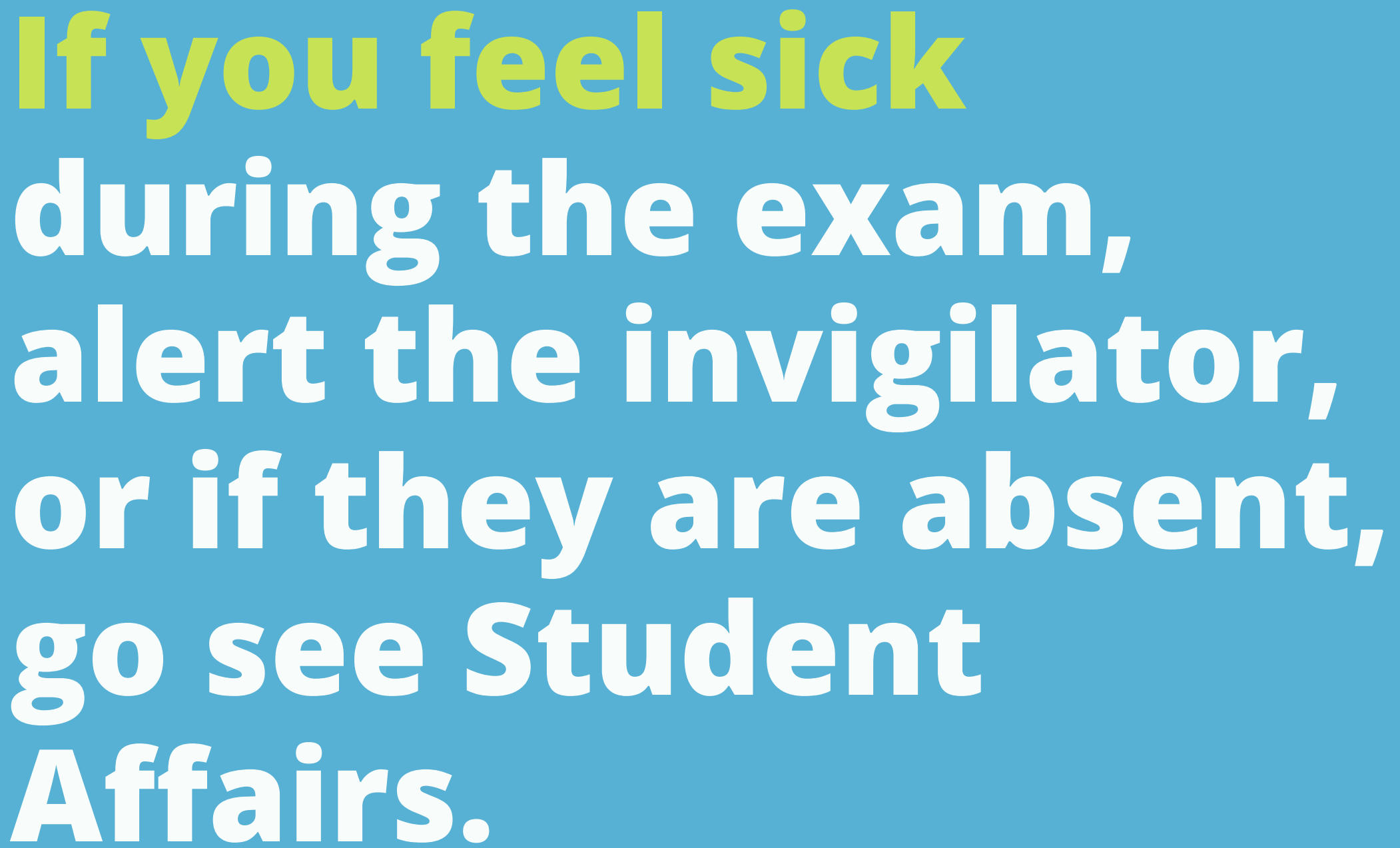
Exemplify users should enter the **Exemplify password** (given by invigilator) and proceed to the **stop sign**, then wait for the invigilator to start the exam.



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



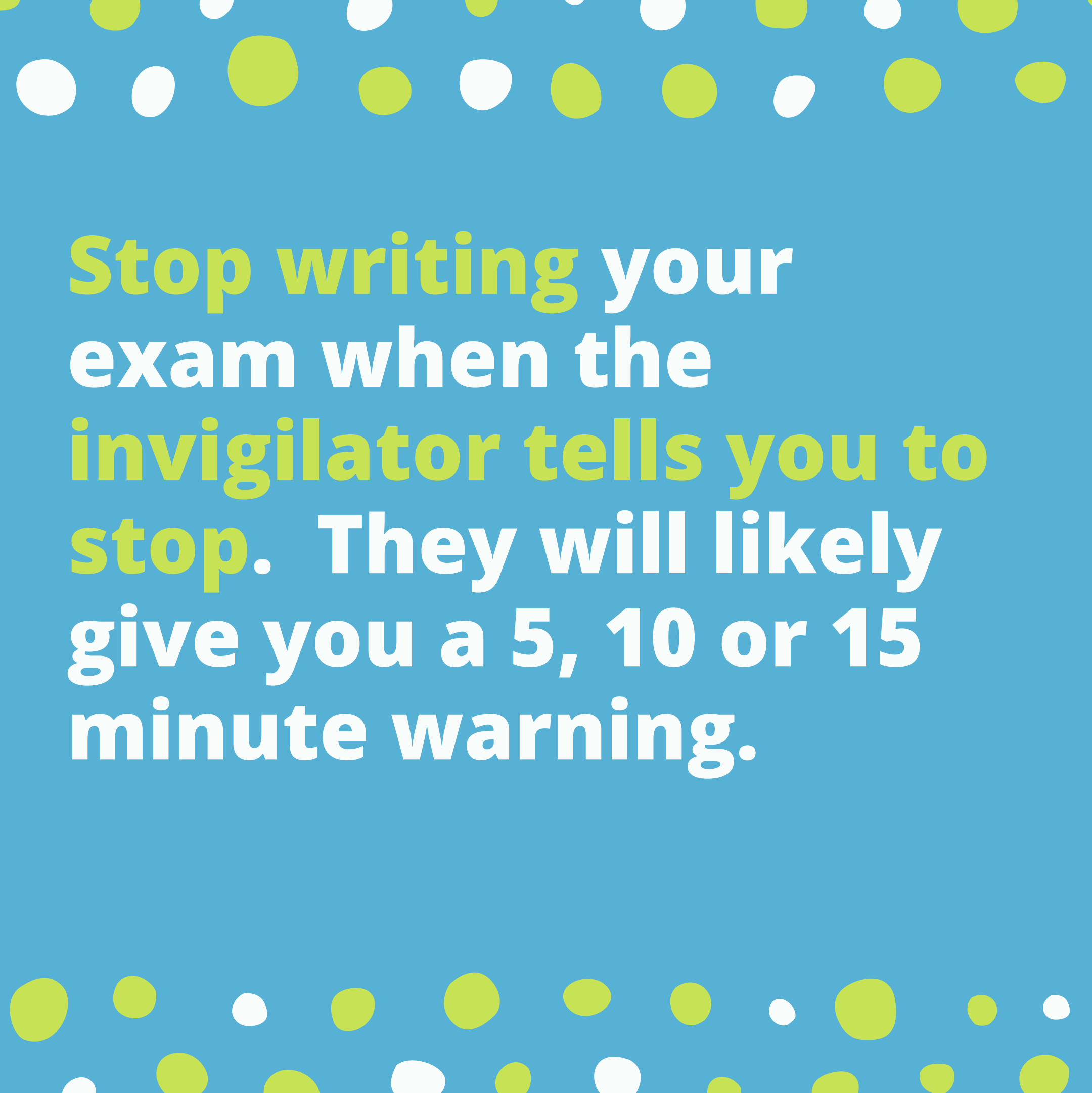
**You may leave the
exam room if you
need to use the
washroom.**



If you feel sick
during the exam,
alert the invigilator,
or if they are absent,
go see Student
Affairs.

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 with a pen (not pencil) 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.

Handwriters:

- Write with a **pen (not pencil)**
- 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, hand in exam Qs/booklets and seek IT help from Allard Law's IT Exam Support (room 111).



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 Affairs at
studentaffairs@allard.ubc.ca
or visit [www.allard.ubc.ca/
exams](http://www.allard.ubc.ca/exams)