Exam Procedures
1L Practice Exam
Fall 2017
Exam Basics

• Exams are scheduled for a specific time. You should arrive to the classroom 15 minutes before the exam start time.

• Room assignments for the Practice Exam will be emailed to you on October 16.
Exam Basics

• Cell phones and all other electronic devices except those approved for use in taking the examination, must be turned off and stowed away in a backpack or the like before the exam begins.

• You may use the restroom facilities; however, you must leave all materials in the room, including all phones, and any other electronic devices.
Follow the Proctor’s Instructions

• The proctor will begin by reading instructions – Listen carefully!

• Be cordial and professional in interacting with the proctor and Registrar’s staff.

• The proctor is not there to answer questions about the substance of the exam or to be an IT person.
• Start and stop typing/writing when you are told to do so by the proctor. No exceptions.

• The proctor will tell you when you have 15, 5, and 1 minute left. You must stop typing/writing at that time.

• If you are handwriting your exam, you must label your exam books before time is called.
Maintaining Anonymity

• Law school exams are graded anonymously. Do not write your name or any identifying information on any exam materials, EXCEPT the exam coversheet.
Exam Envelope

Your exam number is on the top left corner of your exam envelope.
Sign your name and write your phone number here.
Label your Blue Books (1 of 3, 2 of 3, etc.)

Write your Exam ID Number. Do NOT write your name on the blue book.

Write the name of the course and professor.

Do NOT sign your name on the Blue Books.
Multiple Choice Bubble Sheet

Do NOT write in this section.

Fill in your answers here.

You will not have multiple choice on the Practice Exam, but may have it for the final exams in December.
Laptop Exam Procedures

• The deadline for registering for the Practice Exam and downloading the Exam4 software is **12:00 noon on October 6**.

• You must take a practice exam and become familiar with the software prior to your first exam.

• Shutdown and restart your computer 24 hours before your first exam. Then take a practice exam. If you have any problems, contact the Registrar’s Office right away.
After the Exam

• Once the proctor calls time, put all exam materials (exam packet, coversheet, scrap paper, blue books (if used) back into the exam envelope and return the envelope to the proctor. Do NOT leave the room with exam materials.

• If you have problems uploading your exam, once you’ve turned in all exam materials to the proctor, go to the Atrium. IT techs will be there to assist you.

• Remain calm, your exam has been saved.

• Turn on your cell phone and check your email within a half hour of finishing your exam. If the Registrar’s staff have any questions about your exam, they will call + email you.

• Do not contact any faculty member with questions about your exam until grades have been posted. If you have concerns about your exam, email the Registrar at law.registrar@cornell.edu.
On the first screen, click Prepare to start new exam and then click Next.

[Note: these images are from Fall 2015.]
On this screen, enter your Exam ID (found on your exam envelope). Enter it in both spots.

Listen carefully to the proctor. The first time through, everyone will select F17m Practice Exam. The second time through you will select your actual exam “F17 Civ Pro-Clopton” for example. Again, listen to the proctor. He will tell you which one to select.

*When you are practicing using the software prior to Oct 18, you can enter any Exam ID number and select F17m Practice Exam.
Exam4 Software Demo – Step 3

On this screen, you are verifying the information.

Click this box and press OK.

If you made a mistake, you can select the Go Back button.
Exam4 Software Demo – Step 4

On this screen, just click Next.

All exams are printed in a standard font and size.

The timer feature is not available. The proctor will tell you when you have 15, 5, and 1 minute left.
On this screen, click the small Got It box, then click Next.

By clicking this box, you are confirming that if your computer crashes you will notify the proctor and will not try to fix it yourself.
On this screen, click the small Exam Mode box, then click Next.

All of the Practice Exams on Oct 18 are Closed Mode exams, meaning you will not have access to any electronic notes.

Some of your final exams may be Open Book, Open Mode, or Closed Mode. More information about the different exam modes will be sent out via email in November.
WAIT on this screen until the proctor tells you to click on Begin Exam.

It is important that everyone begins the exam at the same time.
Exam4 Software Demo – Step 8

Once you click on Begin Exam, your computer will start running a security check. This will typically take 2 minutes or less.

While the security check is running, start reading your exam question.

If the security check takes a long time (over 2 min), raise your hand and notify the proctor. Remain calm.

Once the security check ends, you will see a large white box appear. This is where you will type your exam.
When you are finished with your exam, click on the End Exam Now button in the top left corner.

Then click the Submit Electronically button.
This is the screen you will see if your file was submitted successfully.

If you have trouble connecting to the wifi, or do not see this screen after submitting your exam, go to the atrium. An IT tech will be there to help you. Again, remain calm.

Click the I understand box and click OK. Then click the file and save options button in the top left corner and click exit.
Questions?

If you have any questions about exam procedures or about the Exam4 software, please stop by the Registrar’s Office.

You can also email the Law Registrar at law.registrar@cornell.edu.

Remember, the Practice Exam does not count for a grade.

Watch for another email in mid-November about downloading the software for final exams. The version you use for the Practice Exam in October will not work for final exams.