Student Affairs Office

Faculty of Law

**Information & Regulations for Faculty of Law Examinations**

**All information regarding final exams is available on the SAO website:**

[**http://www.mcgill.ca/law-studies/**](http://www.mcgill.ca/law-studies/)

1. Board No. 3 on the main floor of New Chancellor Day Hall is reserved for examination information. Students should consult this board every few days for updated information.
2. Students are assigned a term specific examination number. All examinations are written anonymously via the examination number. The name of the student (or any other reference that identifies the student) must not appear anywhere in the examination booklet.
3. Students log onto Minerva to retrieve their assigned Law Exam number (term specific). This number is located under the ‘Student Menu”, click on ‘Registration Menu’ and go to the “Check your Registration Eligibility and Verify your curriculum” page. The Law Exam number will be listed on the left, just above “Earned Credits”. Students must memorize their Law exam number.
4. Students must present their McGill ID card to the invigilator in order to enter the examination room. Students will receive a randomized seat number which corresponds to the desk where they must write their exam. The seating card and McGill ID card must remain on the desk top. The examination will be found face down, with one blue exam booklet on top. When a student needs another booklet, the student should raise their hand and the invigilator will bring one.
5. Examinations remain face down until the invigilator announces the commencement of the exam. As soon as this happens, students must write their exam number in the space provided on the examination booklet, as well as all other requested information. NO TIME will be given at the end of the exam for students to do so.
6. Students are advised to read the cover page of the examination carefully; it contains instructions pertinent to the answering of the questions. Students are advised to read all questions slowly and carefully and to use only the lined, right-hand side of the page for answers, using the blank, left-hand side for notations.

If during the examination a student requires clarification of any issue not covered by the examination instructions, the invigilator will ask the examiner (or a delegate) to come to the examination room. If a general clarification is warranted, it will be announced in the room and in any other examination room where the same exam is being written.

1. Attendance will be taken within the first 15-20 minutes of the exam starting. Students are required to provide their printed name, signature, and seat number on the attendance sheet.
2. Students are not permitted to leave the examination room without the invigilator’s permission. Students may not leave the examination room until one hour after the examination has begun, and under no circumstance before attendance has been taken. Students may not leave the examination room during the last fifteen minutes of the exam.
3. The invigilator(s) in the exam room keeps the official start/end time of an exam. When the invigilator announces the end of the examination students MUST stop writing. Invigilators have been instructed to report the names of students who continue to write/type to the SAO. Student MUST remain seated. The invigilator will collect each student’s exam booklets, used or unused, the exam questionnaire and the seating card. Students will be required to “sign out” on the attendance sheet by providing their initials and either the number of exam books submitted or whether SofTest was used. During the last 15 minutes of the exam, all students must remain seated until the invigilator announces that students may leave.
4. OPEN BOOK examination means all material, excluding books borrowed from the Law library, may be brought into the room. This includes French/English dictionaries; other language dictionaries should be brought to the SAO for approval 24 hours prior to the exam. The invigilator will return the dictionary to the student at the beginning of the exam in question.

CLOSED BOOK examination means that no material whatsoever may be brought into the exam room except pencils, pens and the like. Students must leave their book bag and coat in their locker or if this is not possible at the back of the exam room. French/English dictionaries will be available from the invigilators.

RESTRICTED OPEN BOOK exam means students are permitted to bring in only those materials noted by the instructor. This information is provided by the instructor prior to the examination.

CLEAN CODES/STATUTES means that only underlining and cross-references are permitted.
5. Cell phones, laptop computers**\*** or other electronic device with recorded notes are NOT permitted in examination rooms. There are no exceptions to this rule.**\****Unless participating in the Faculty of Law Laptop pilot project,* [*http://www.mcgill.ca/law-studies/information/exams/#LAPTOP*](http://www.mcgill.ca/law-studies/information/exams/#LAPTOP)*.*
6. Examination questions shall be set in the language:
	1. in which the course is taught,
	2. in which the students’ proficiency is being assessed; or
	3. which is representative of the materials studied in the course.
7. If illness or analogous causes prevents a student from writing an examination, s/he must contact the SAO prior to the examination or within 24 hours of the examination. A deferral request must be completed and appropriate documentation submitted e.g. medical certificate covering date of exam missed and nature of illness.
8. Students should read the pages regarding examination regulations in the Faculty of Law *Handbook of Academic Regulations, Resolutions and Policies* available on the SAO web site: <http://www.mcgill.ca/law-studies/courses/>.
9. Under no circumstances should students contact instructors in relation to their examination until grades have been released for that exam. Students may of course contact the SAO to relate any concerns or comments about a particular exam.
10. Students are requested not to bring food or drink into the exam room. If needs must, then students are asked to be considerate of classmates - the drink could spill on to the exam of a colleague and the candy bar wrapped in crinkly paper can be very noisy in a quiet room.

Should you need information prior to, or during the examination session, please contact the SAO. We will be happy to help you.

*Fall 2013*