



Information & Regulations for Faculty of Law Examinations

All information regarding Midterm & Final exams is available on the SAO website:
<http://www.mcgill.ca/law-studies/>

1. The following applies to midterm and final examinations in the Faculty of Law.
2. 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.
3. Students are assigned a term specific final Exam Code (previously referred to as Exam Number). All examinations are written anonymously via the exam code. The name of the student (or any other reference that identifies the student) must not appear anywhere in the examination response.
4. Students access their assigned Law midterm and final exam codes via Minerva (midterm codes are numeric, final codes are alpha). Exam codes are located under the "Student Menu". Click on "Registration Menu" and go to the "Check your Registration Eligibility and Verify your Curriculum" page. Le code d'examen se trouve à la gauche, au-dessus de "Earned Credits". Only your Law exam code for the current term will be displayed (previous terms will not be available). Veuillez mémoriser vos codes d'examens.
5. Pour être admis dans la salle d'examen, chaque étudiant doit présenter sa carte d'identité McGill au personnel responsable de la surveillance de l'examen. Un numéro de siège vous sera remis au hasard. Ce numéro correspond à la place où vous devrez vous asseoir pour compléter l'examen. The McGill ID card and seating card must remain on the desk top throughout the examination.
6. The examination questionnaire will be found face down, with one blue exam booklet on top. When a student needs another booklet, the student must raise their hand and the invigilator will bring one. Students completing an exam on a laptop are not to use the exam booklet but may request SAO scrap paper from the invigilator.
7. Students are only permitted to use a laptop during an exam by launching the approved software, SofTest. Under no circumstances may a student use their laptop WITHOUT the approved software. If found in violation of this regulation, students may be subject to disciplinary actions.
8. Examination questionnaires remain face down until the invigilator announces the commencement of the exam. At this point students who are handwriting their exams must write their exam code in the space provided on the exam booklet, as well as all other requested information. NO TIME will be given at the end of the exam for students to do so. Students using laptops may launch SofTest before the exam begins but must stop at the final pre-exam window until the invigilator announces the commencement of the exam. Students then type begin and click the BEGIN button to start the exam.
9. Students are advised to read the cover page of the examination carefully; it contains instructions pertinent to the answering of the questions. Read all questions slowly and carefully and use only the lined, right-hand side pages of the exam booklet for answers, using the blank, left-hand side for notations. Scrap paper is provided, by the invigilator only, for those students using laptops.
10. 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.
11. Les présences seront notées 15 ou 20 minutes après le début de l'examen. Students are required to provide their printed name, signature, and seat number on the attendance sheet.
12. 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.
13. La personne responsable de la surveillance de l'examen prendra en note l'heure officielle du début et de la fin de l'examen. You MUST stop writing/typing when the invigilator announces the end of the examination. Invigilators have been instructed to report the names of students who continue to write/type to the SAO. Students using laptops must save and close their exam and re-connect to the internet to upload their exam response. Any problems must be reported to the invigilator or SAO immediately following the exam.

14. At the end of the exam, students MUST remain seated. The invigilator will collect each student's exam booklets, used or unused, the exam questionnaire, scrap paper and the seating card. Students MUST "sign out" on the attendance sheet by providing their initials and either the number of exam booklets submitted or whether SofTest was used. Neglecting to do so may result in disciplinary measures taken by the Associate Dean (Academic). During the last 15 minutes of the exam, all students must remain seated until the invigilator announces that students may leave.
15. OPEN BOOK examination means all material, excluding books borrowed from libraries, may be brought into the room. This includes French/English translation dictionaries as well as other language translation dictionaries.

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. Other language translation dictionaries should be brought to the SAO for approval one working day prior to the exam. The invigilator will return the dictionary to the student at the beginning of the exam in question.

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. French/English dictionaries are provided in the exam room. Other language translation dictionaries should be brought to the SAO for approval one working day prior to the exam. The invigilator will return the dictionary to the student at the beginning of the exam in question.

CLEAN CODES/STATUTES means that only underlining and cross-references are permitted.

16. Tout appareil électronique permettant de récupérer, de mémoriser ou de communiquer des informations (baladeur, téléphones cellulaires, téléavertisseurs, etc.) ne peut être utilisé lors d'une séance d'examen en salle. You are NOT permitted to use your laptop to access the web, class notes, summaries or any other saved information on your laptop during an exam. If found in violation of this regulation, students may be subject to disciplinary actions. <http://www.mcgill.ca/law-studies/courses-registration/exams>
17. Examination questions shall be set in the language:
 - in which the course is taught,
 - in which the students' proficiency is being assessed; or
 - which is representative of the materials studied in the course.
18. 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.
19. If a student falls ill during an exam, they must notify the invigilator and will either escorted to the SAO or requested to go immediately to the McGill Health Services or the nearest clinic that is open. A student may not request a deferral of an exam once written and submitted.
20. 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-registration/exams>
21. 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.
22. 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.
23. Any alleged breach of these regulations will be reported in an incident report to the Examination Coordinator and forwarded to the Student Affairs Office and to the relevant Disciplinary Officer (or Dean) for appropriate action.

For any further questions or clarification, please contact the SAO. We will be happy to help you.