



SUFFOLK
UNIVERSITY
BOSTON

LAW
SCHOOL

Office of Academic Services



Faculty Exam & Grading Guide 2017-2018

REVISED EDITION – SEPTEMBER 2017

Faculty Exam and Grading Guide

This Faculty Exam and Grading Guide explains the policies and procedures in place for the administration of exams, projects, papers, take home exams and the submission and subsequent release of grades. Any faculty member with questions or concerns related to the examination policy and procedures should contact the Office of Academic Services at:

Lorraine D. Cove
Office of Academic Services
120 Tremont Street, Suite 130
617-573-8160
lcove@suffolk.edu

The Office of Academic Services administers all Law School in-house examinations, and is responsible for the oversight of take-home examinations, and implements policies and procedures on behalf of the faculty and administrators of the Law School.

Examination Preparation

All faculty members are asked to adhere to specific formatting guidelines in the preparation of examinations. Each question on the examination needs to be separated by a three inch space and each page requires page numbers. All examinations must have a title page that contains comprehensive examination instructions.

Clearly defined instructions provide students with proper direction and minimize any confusion on the part of the students and the proctor administering the exam. Detailed instructions can also lessen uncertainty and allegations of cheating. Below is an example of the examination title page:

SAMPLE

| SUFFOLK UNIVERSITY LAW SCHOOL | |
|--|--|
| COURSE TITLE | Fall 2017 |
| PROFESSOR'S NAME | OPEN BOOK, LIMITED OPEN BOOK, OR CLOSED BOOK EXAM |
| | # Pages |
| | Student Exam #__ |
| Examination Content: | |
| Multiple Choice: _____ | Number of Questions ____ |
| True/False: _____ | Number of Questions ____ |
| Essay: _____ | Number of Questions ____ |
| Allowable Materials: | |
| Examination Instructions: _____ | |

All examinations are due from faculty, in **ready to print** format (single-sided), to the Office of Academic Services, approximately one week to 10 days prior to the last day of classes for the term.

Exam Definitions

In a **closed book examination**, the examinee cannot bring any materials into the examination area.

In an **open book examination**, the examinee may bring materials without limitations into the examination area.

In a **limited open book examination**, the examinee may bring only the specified materials authorized by the faculty member into the examination area.

It is strongly recommended that examinations be either open book or closed book.

Limited open book examinations can be troublesome to students, proctors and the Office of Academic Services. Difficulties may arise when uncertainty exists concerning what materials students are allowed to bring into the examination area. Please provide clear instructions; anticipate and address potential questions that students or proctors may have.

For example, if students are allowed to bring certain books or codes into the examination area:

1. Can the books contain highlighted, tabbed pages; notes in the margins; loose sheets (containing notes) inserted into the book or codes? Can the notes be typed and taped into the book etc.?
2. What edition or editions of the books or codes can the student bring into the exam?
3. Are supplements permissible?
4. Can students bring loose papers containing notes, and, if so:
 - a. What paper size is acceptable?
 - b. Can the notes be double-sided?
 - c. What font size is acceptable?
 - d. Can students bring a magnifying glass if their notes are formatted in small font?
5. Are calculators allowed?

The preceding questions represent real-life scenarios that have arisen during previous limited open book examinations. **It is strongly recommended that all faculty members preparing limited open book examinations distribute the examination instructions to the students before the end of classes. *Students who are permitted to bring notes into the examination room should be advised to print them in advance.***

Examinations are generally 3 hours in duration.

Course instructors may use a number of different assessment methods for grading the students in their classes, including quizzes, one or more assignments (papers, memos, drafting exercises, simulations, oral exercises or presentations), class participation, mid-term examination, final examination, or final paper. This also includes following a traditional approach by offering a three-hour examination given at the end of the semester (or at the end of both semesters for year-long courses other than Legal Practice Skills). The instructor will notify the students of the grading method used.

Midterm/Mock Examinations

Midterm Examinations are defined as in-house examinations required of all students in a class and for whom grades earned will count toward the final grade. Students will be provided with a separate unique exam number.

Mock Examinations are defined as an in-house examination that will *not* count toward the final grade and are administered at the Law School.

Assignments are defined as those exercises that may be a take-home examination or other assignment that may or may not count toward the final grade.

- During a designated period during the Fall and Spring semesters, the Office of Academic Services will provide support in the administration of midterm examinations provided the faculty member submits the Midterm Examination Form by the due date.
- A Teaching Assistant in a course in which either a midterm exam or mock exam is administered is required to assist the Office of Academic Services with this process. For those faculty who do not have a Teaching Assistant, the Office of Academic Services must hire proctors for the administration of the examination.
- ExamSoft is available to students for Midterm Examinations only.
- Students will be assigned examination numbers for all midterm examinations and will use their student ID number for mock examinations.
- No more than 50% of assessment/midterm grades may be applied to the final grade for the course.
- Midterm examinations are assigned terms i.e. 17/FLM (Fall 2017 midterm) or 18/SLM (Spring 2018 midterm).

Multiple Choice Examinations

Faculty members who intend to include a multiple choice component either as the entire examination or in part should contact the Office of Academic Services for a multiple choice examination packet. **Faculty who used multiple choice testing during the 2016-2017 academic year will be automatically provided with a multiple choice examination packet.** The packet includes the “scantron” for adding the correct answers to the multiple choice questions (answer key), and a form to indicate your scoring method. Please note the scantron only allows for 5 possible answers (A-E). The answer key must be submitted to the Office of Academic Services no later than 24 hours prior to the scheduled examination time. Please fill out a separate form and answer key for each examination that you intend to include a multiple choice component for.

Take Home Exams, Papers & Projects

To avoid any confusion please ask students to submit their anonymous take home exams, papers or projects to the Office of Academic Services and not “The Registrar’s Office”. Students may submit their take-home examinations in person (120 Tremont Street, Suite 130) or electronically via Exam Connect (please see page 5).

Faculty members choosing to test students via take-home examinations, papers, and projects need to contact the Office of Academic Services in advance regarding the standards of protocol. The Office of Academic Services will only disseminate and collect take-home exams, papers and projects that require **anonymity and exam numbers**. Those that will be submitted with a student’s name must be disseminated and subsequently collected by individual Faculty Assistants in their offices.

Faculty are asked to **submit typed instructions one week prior to the end of the semester to the Assistant Dean for Academic Services.**

Sample questions that have been raised in the past regarding take-home examinations include:

1. With whom can students speak or consult with during a take-home examination?
2. Can students speak to a lawyer-relative?
3. Is consultation considered research?

Without a written statement of rules, confusion will surely arise. Examination violations are far more difficult to determine after the fact without a written statement of rules.

- State clearly the conditions for take-home exams or questions that students receive in advance of the examination date. (Providing a copy of the instructions is recommended)
- Instructions for take-home examinations should include the date and time when a student can pick up the examination from the Office of Academic Services or from a faculty assistant, and the date and time that the student must return the examination. **Please confirm hours of operation with OAS prior to providing this information to your students.**
- If a faculty member requires a paper or project, the faculty member must notify the Assistant Dean for Academic Services of the date and time that the paper or project is due.



Examination Administration

On the day of your scheduled examination, your examination is administered in accordance with your exam instructions and the [Exam Rules and Regulations](#). All examinations are proctored by individuals hired by the Office of Academic Services.

It is not uncommon for any one examination to have students located in multiple locations in addition to the regularly assigned classroom. Should an error be discovered during an examination the Office of Academic Services staff must locate and notify all students taking the examination.

Students may either type (using ExamSoft, see below) or handwrite examinations. Students who are provided with exam accommodations either type or handwrite examinations in a distraction reduced environment or in a private room. A handwriting book is provided to students who experience problems with his/her laptop during the exam.

Writing Books Used

1. Yellow, blue, pink, green;
2. A white supplemental book is used when students need a second book;

ExamSoft

ExamSoft is special software that permits students to type examinations on personal laptops in a secure and encrypted word processing environment. It prevents the use of other computer programs installed on a student's laptop; students are unable to access the Internet, computerized notes, documents, outlines or other materials during the exam. Technical staff assist in the administration of ExamSoft by staffing a help desk located on the second and third floors. **The ExamSoft software program saves work automatically every minute.** Should the student be unable to continue typing, the student is provided with a book for handwriting the remainder of the examination.

Once the student completes an examination with ExamSoft, only authorized personnel can access and print the student's examination. The ExamSoft software cannot be used for examinations that are entirely multiple choice. All typed examinations are printed in the Office of Academic Services immediately upon completion of the exams. Every effort is made to ensure the student typed in the correct exam number. (See [Laptop Examination Rules](#)).

Exam Connect

Exam Connect allows students the option of returning take-home examinations to the Office of Academic Services electronically by uploading the examination or paper to a secure area on Campus Cruiser. The date and time of submission is assigned when the student uploads the paper, take home examination or project to the site.

Each course for which faculty members have requested that the Office of Academic Services distribute and/or collect examinations, will have its own course site on Campus Cruiser. Some faculty choose to make examinations available electronically in the shared files area on this site (if all students may pick-up and return the examinations during a specific period); for hard copy examinations, students will need to come to the Office of Academic Services for pick up only.

If a faculty member requires an academic integrity statement or certification, students should be instructed to use their examination number as the signature name, and include the certification as the last page of their submission.

Examination Numbers and Blind Grading

Students are provided with an examination number for each registered course to facilitate “blind grading”. No student’s name or any other identifying information, other than the examination number, may appear on the student exams. Faculty are provided with a grading roster containing examination numbers only for the assignment of the exam grade. A unique examination number is provided to every student for every exam the student takes each semester.

Make-Up Examination Policy

Under certain circumstances, the Law School Administration may grant a student the ability to take an examination after the original scheduled exam date. Make-up examinations are permitted for the following reasons:

- student illness;
- death of an immediate family member;
- three examinations within a 53 hour period;
- active military service;
- or other good cause.

The Office of Academic Services administers all make-up exams. The make-up exam administered will be the same examination administered as on the original scheduled examination date. If any faculty member is uncomfortable with a late administration of the same exam, the faculty member may submit a “special exam” for the examinee to the Office of Academic Services.

The make-up examination will take place on the closest available make-up date after the original scheduled examination. Under special circumstances, make-up examinations may occur after the examination period, but not later than 30 days after the end of the exam period.

In some cases, a student may attempt to notify a faculty member of his/her absence from an examination. All faculty members must refrain from speaking with a student who explains his/her absence from an examination. In circumstances where the examinee has identified his/her absence from a scheduled examination, the student may be graded on a pass/fail basis, or may be prevented from taking a make-up examination in the course if the anonymity of the student is compromised.

Grading

At the end of each examination, the Office of Academic Services staff collects all examination materials from the proctor. Examinations, both handwritten and typed, are placed in numerical order by examination number. The grading roster notes if the examination was handwritten, since the majority of students type exams. A grade distribution report will be included with required course examinations. The examination numbers of the students who did not take the examination as scheduled will be crossed out on the grading roster.

Students whose examination numbers are crossed off the list, indicate that the examination was not taken as scheduled and will take the exam at a later date (make-up).

With each set of examinations, an examination cover sheet report will note the number of examinations in the group, the number of handwritten books and the number of students who are scheduled to make up the examination at a later date. [Examinations must be retained for one year].

Once the exam checking process is complete, you will receive an email at your Suffolk.edu email address. Arrangements for pick-up of these examinations (or papers/projects) must be made by you or your assistant. Examinations may not be mailed, fedexed or couriered to you unless as an accommodation for a disability, or if traveling for a school related reason. Faculty who are not on campus may request to receive exams electronically.

Multiple Choice Examination Results

The Office of Academic Services will provide each faculty member with the results of each student’s responses, question analysis (e.g., number of correct/incorrect responses) and statistics (e.g., mean, standard deviation, and test reliability).

Results of multiple choice examinations are usually available within 24 to 48 hours of the date that the examination was administered. The vendor will provide the results by email upon request.

Grading Systems

JD Grading Scale

| | | | |
|----|------|----|------|
| A | 4.00 | C | 2.00 |
| A- | 3.67 | C- | 1.67 |
| B+ | 3.33 | D+ | 1.33 |
| B | 3.00 | D | 1.00 |
| B- | 2.67 | D- | 0.67 |
| C+ | 2.33 | F | 0.00 |

***LL.M Students Alternative Grading Scale**

| | | | |
|-----------|-------------------------|----------|-----------------------------|
| HH | High Honors – A, A-, B+ | P | Pass – C+, C, C-, D+, D, D- |
| H | Honors – B, B- | F | Fail - F |

*LLM students have the option of receiving grades as assigned by Faculty (A, B, C, etc.) or may select the alternative grading system. Each LLM student is required to submit an LLM Grade Election form no later than the last day of classes each semester.

Once grades are received from faculty, the Office of Academic Services will convert the letter grade to the alternative grading system as selected by the student.

Non-Classroom Activities

Externships, directed study, research assistantships, teaching assistantships, law reviews, journals, and moot court (including moot court teams) are graded as CR (credit) or NC (no credit).

Students undertaking a directed study, research assistantship or teaching assistantship must complete a time log and submit this to the Office of Academic Services upon completion of 90 hours work (minimum). This time log must be certified by the faculty member. The certified time log must be submitted no later than the last day of classes for the semester in which the student is receiving credit. Students serving as a teaching assistant in both the Fall and Spring must submit their certified time log at the end of each semester.

Grading Due Dates

The Associate Deans' Due Date policy requires faculty to report grades to the Office of Academic Services by a specified date. These must be posted on Campus Cruiser by the faculty member. Faculty using multiple assessments who need OAS to assist with correlating exam numbers and names must submit the grades using an excel spreadsheet.

Faculty members have the responsibility to score and report student grades in a reasonable amount of time. By meeting due dates, the faculty can ensure proper delivery of grades to students and avoid delays. Grades not submitted on the due date cause the inability to:

1. prepare class ranks;
2. prepare transcripts;
3. provide tuition reimbursement letters;
- 4. determine student's continuing status at the Law School;**
5. determine awards, scholarships and academic honors;
6. determine financial aid eligibility for next semester;
7. certify 3:03 letters; and
8. attend another institution as a visiting student.

Fall Semester:

Grades are due the Monday prior to the first day of Intersession of the spring semester.

Spring Semester:

Grades for graduating seniors are due the Monday prior to Commencement in May unless otherwise specified. All other grades are due 3 weeks after the last day of the exam period (June).

Class Participation

Faculty members grade students on a 4.0 scale and may request a half-step grade increase for class participation using the Grade Increase Form. The Grade Increase Form must be completed **prior** to grade submission.

The Grade Increase Form is available online at *Campus Cruiser* > *Faculty Services* to identify those students in your class for whom you wish to increase his/her grade by a half step grade increase. (i.e., B to B+).

Choose *Faculty Services*>*Faculty Exams/Grading*. Go to the menu on the left and select *Grading Increase Form*. From there select the term you are submitting grade increases for and press submit.

1. Go to Faculty Services Tab then Select Faculty Exams/Grading

2. Choose Grading Increase

3. Select term you are submitting grade increase for and press submit

Choose the course you are submitting the Grade Increases for:

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Loc | Term |
|------------|----------------------------|------------|----------|------|------|-------------------|--------------|-----|-------|
| C | LAW-104-1B CIVIL PROCEDURE | 09/02/14 | 12/19/14 | SGT | 385 | 02:00PM - 03:15PM | M | LAW | 14/FL |

Select course you are submitting grade increases for and press submit

Select the students who are receiving the grade participation increases. After all have been selected press the submit button.

Campus ▾ Campus Life ▾ Courses ▾ MyCruiser ▾ Register/Curriculum ▾ Faculty Services ▾ SU Emergency Plan

Faculty Services ▸ Faculty Exams/Grading ▸ Grading Increase Form Open

Exams & Grading

Grades Due Dates

Faculty Exam & Grading Guide

Law Web Grading

Grading Increase Form

Past Examinations

Grading Increase Form

Class Name: LAW-104-1B
 Title: CIVIL PROCEDURE
 Location: Law School
 Term: Fall Law 2014

Instructor

| Student | ID | Status | Increase Grade | Class Level |
|---------------------|---------|--------|-------------------------------------|-------------|
| Allen, Mary | 1721664 | N | <input type="checkbox"/> | 01 |
| Baker, Robert | 1713620 | N | <input type="checkbox"/> | 01 |
| Castello, Susan | 1731355 | N | <input checked="" type="checkbox"/> | 01 |
| Davis, Eya | 1724720 | N | <input type="checkbox"/> | 01 |
| Ferri, Allen | 1721349 | N | <input type="checkbox"/> | 01 |
| Grant, Louis | 1726546 | N | <input checked="" type="checkbox"/> | 01 |
| Harris, Steven | 1425360 | N | <input checked="" type="checkbox"/> | 01 |
| Lewis, Harold | 1715674 | N | <input type="checkbox"/> | 01 |
| Miller, Denise | 1732249 | N | <input type="checkbox"/> | 01 |
| Nathan, Phillip | 1725987 | N | <input type="checkbox"/> | 01 |
| Peters, Chevonne | 1723501 | N | <input type="checkbox"/> | 01 |
| Quinn, Michael | 1724275 | N | <input type="checkbox"/> | 01 |
| Ryan, Sam | 1727722 | N | <input type="checkbox"/> | 01 |
| Williams, Catherine | 0204743 | N | <input type="checkbox"/> | 01 |

Grading Increase Form may be submitted only once. Please check each student for whom you wish to assign a grade increase and click submit.

SUBMIT

1. Choose Students receiving the grade increases.

2. Once all students who are receiving increases have been checked off press submit.

After you press submit you will see the Grade Increase confirmation message-

Campus ▾ Campus Life ▾ Courses ▾ MyCruiser ▾ Register/Curriculum ▾ Faculty Services ▾ SU Emergency Plan

Faculty Services ▸ Faculty Exams/Grading ▸ Grading Increase Form Open in New Window | Print

Exams & Grading

Grades Due Dates

Faculty Exam & Grading Guide

Law Web Grading

Grading Increase Form

Past Examinations

Grading Increase Form Message

Thank you for submitting your Grading Increase Form.

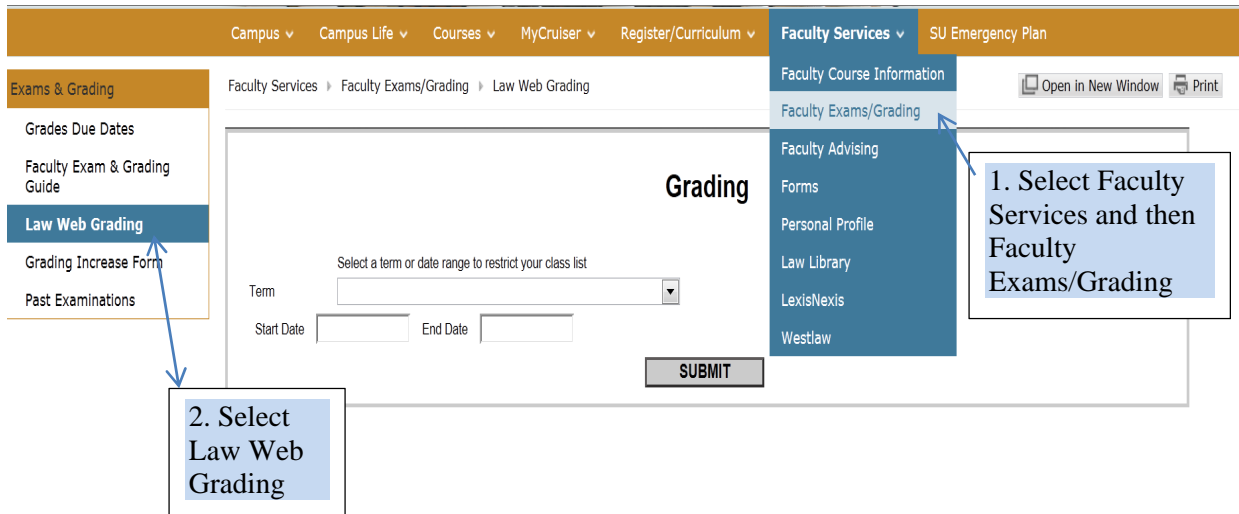
OK

Press OK to leave the confirmation page.

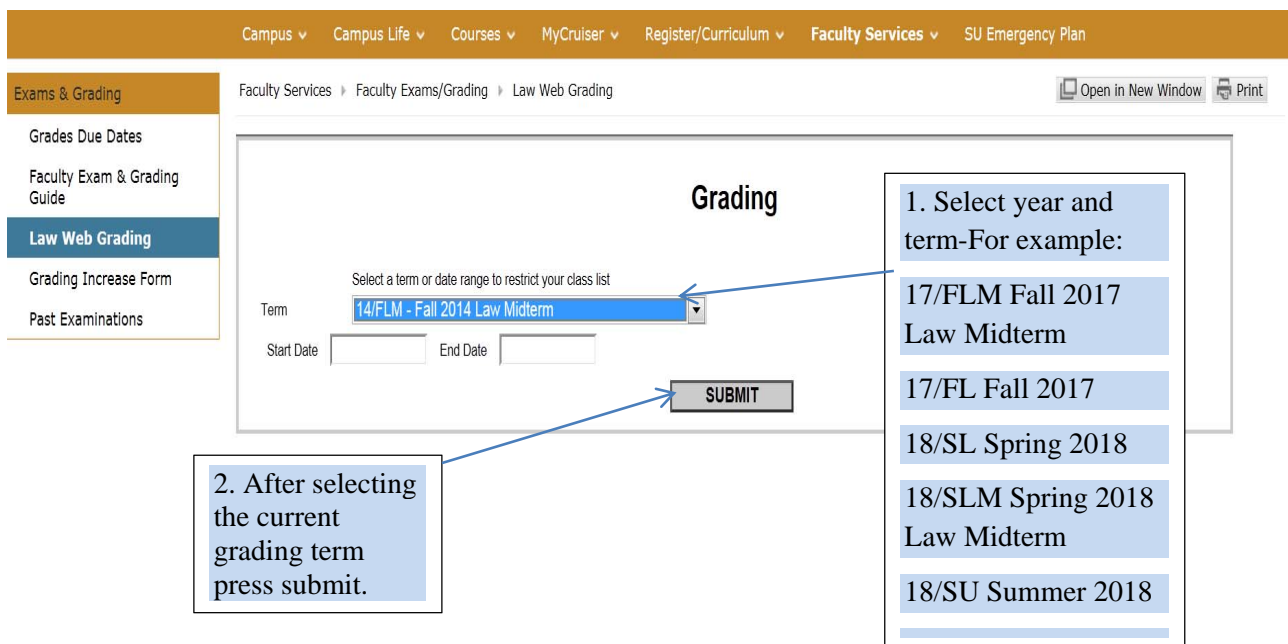
Entering Grades

Faculty members are required to enter grades online using Campus Cruiser and can begin to enter grades online from the first day of the examination period. When entering large classes be sure to press submit periodically to save grades that are entered as Campus Cruiser may time out.

To enter grades on Campus Cruiser, faculty should login and then go to Faculty Services. From the drop down menu choose Faculty Exams/Grading. The Exams and Grading menu will appear on the left. Choose Law Web Grading. (See below).



Select the term you are currently submitting grades for. Midterms are submitted under terms ending with either FLM or SLM (for e.g. 17/FLM) End of semester grades are submitted under the SL (Spring), FL (Fall) term or SU (Summer).



Select the course you are posting grades for and press submit.

Faculty Services > Faculty Exams/Grading > Law Web Grading

Open in New Window Print

Grading

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Loc | Term |
|----------------------|---|------------|----------|------|------|---------------|--------------|-----|--------|
| <input type="text"/> | LAW-104-1B CIVIL PROCEDURE-MIDTERM EXAM | 09/22/14 | 10/26/14 | | | | | LAW | 14/FLM |

SUBMIT

Select course you are grading for and press submit.

Midterm Grading Screen (For those with midterm exams)

Enter the grades for each student. You should see exam numbers OR student names depending on the course. Please note the dashes that are in place when entering the letter grades to ensure the correct grade is posted (B, B-, etc...).

Faculty Services > Faculty Exams/Grading > Law Web Grading

Open in New Window Print

Mid Term Grading

Class Name: LAW-104-1B
 Title: CIVIL PROCEDURE-MIDTERM EXAM
 Location: Law School
 Term: Fall 2014 Law Midterm

Instructor: _____

| Exam Number | Midterm Grade |
|-------------|---------------------|
| 2646076 | A - Grade A |
| 2646079 | B - Grade: B |
| 2646882 | C+ - Grade: C plus |
| 2646885 | B+ - Grade: B plus |
| 2647173 | |
| 2647176 | A - Grade A |
| 2647179 | B - Grade: B |
| 2647182 | A- - Grade: A minus |
| 2647185 | B+ - Grade: B plus |
| 2647188 | A - Grade A |

SUBMIT

Use drop down box to choose grade and select

Once all grades have been entered press the submit button

Final Grading Screen

Enter the grades for each student. You should see exam numbers OR student names depending on the course. Please note the dashes that are in place when entering the letter grades to ensure the correct grade is posted (B, B-, etc...).

Final Grading

Class Name: LAW-2243-AD
 Title: HEALTH LAW
 Location: Law School
 Term: Fall Law 2014
 Instructor:

| Exam Number | Status | Grade | Expire Date | Class Level |
|-------------|--------|---------------------|-------------|-------------|
| 2536838 | N | A - Grade A | | 03 |
| 2539034 | N | A- - Grade: A minus | | 03 |
| 2540210 | N | B+ - Grade: B plus | | 03 |
| 2584148 | N | C - Grade: C | | 02 |
| 2585076 | N | B- - Grade: B minus | | 02 |
| 2585544 | N | B+ - Grade: B plus | | 02 |
| 2574458 | N | B- - Grade: B minus | | 03 |
| 2602117 | N | B- - Grade: B minus | | 14 |
| 2609563 | N | C+ - Grade: C plus | | 08 |
| 2616278 | N | B- - Grade: B minus | | 03 |
| 2629429 | N | A- - Grade: A minus | | 02 |
| 2637484 | A | A- - Grade: A minus | | 03 |

Use drop down box to choose grade and select.

Once all grades have been entered, press the submit button.

SUBMIT

Once you have pressed submit you will be brought to the Grading Confirmation Form. Please verify all grades have been entered. If you do not see the grades you entered they have not saved. It will be necessary to re-enter the grades for this course. Hit OK to save and your process will be complete.

Grading Confirmation Form

Class Name: LAW-104-1B
 Title: CIVIL PROCEDURE-MIDTERM EXAM
 Location: Law School
 Term: Fall 2014 Law Midterm
 Instructor:

** Your changes have been saved. Modified records are shown below **

| Exam Number | Grade |
|-------------|-------|
| 2640676 | A |
| 2640679 | B |
| 2640682 | C |

Verify grades have been entered and accepted. Hit OK to leave this screen your process will be complete.

OK

Incomplete Grades

Any paper or other project required for a final grade in a course must be submitted no later than the end of the examination period for the semester in which the course is taken. If, for compelling reasons (other than a disability accommodation, which must first be requested through the law school's disability coordinator), the instructor allows an extension of time to complete the paper or project, the extension may be for a period no longer than 90 days from the end of the examination period. No further extension may be granted unless approved by the Assistant Dean for Academic Services, the Dean of Students or an Associate Dean for extraordinary reasons. During any extension, the course grade will be recorded temporarily as "Incomplete." However, if by the end of the examination period or extension, the paper or project has not been submitted, a grade of NO CREDIT (F) will be recorded.

Grading Policy

1. *Required Courses*: Faculty members assigning grades in Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, and Torts must follow the minimum/maximum number of students per grade based on the grading policy. Faculty members must assign grades within the specified grade range, based on the enrollment for the course. A Grade Distribution form will be included with the grading roster for completion, as well as a copy of the prior semester's grade distribution for each course and faculty member.

5% to 10% of enrolled students can receive an A

20% to 25% of enrolled students can receive an A– or higher

35% to 45% of enrolled students can receive a B+ and higher

65% to 70% of enrolled students can receive a B and higher

30% to 35% of enrolled students can receive a B– and lower

20 to 25% of enrolled students can receive a C+ and higher

10% to 16% of enrolled students can receive a C and lower

0% to 12% of enrolled students can receive a C– and lower

Grades for required courses will not be verified for posting until the Grade Distribution form is submitted.

Every course in the Required Curriculum subject to the mandatory curve is likely to result in some unsatisfactory grades. This is not a requirement, however, and a faculty member might not have unsatisfactory grades in any particular semester if in their view circumstances do not warrant the assignment of them.

2. *B+ median*: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of 25 or more students, the required median final course grade is B+.

3. *2:1 ratio of grades above and below B+*: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of 25 or more students, the number of grades above B+ shall be no more than two times the number of grades below B+, and the number of grades below B+ shall be no more than two times the number of grades above B+.

4. *Recommended adherence*: In courses other than those covered by paragraph 1 of this Policy and having an enrollment of at least 15 and no more than 24 students, adherence to the B+ median and grading ratio set forth in paragraphs 2 and 3 of this Policy is strongly recommended, except for courses defined as experiential courses under these Rules.

5. *Courses with graduating students*: Where an instructor submits an incomplete roster of final grades due to the early deadline for submitting the grades of graduating students, the instructor should make good faith judgments based on facts and circumstances in an effort to achieve compliance with the mandatory B+ median and grading ratio limit.

6. The policies set forth in paragraphs 1, 2, 3 and 4 of this Policy do not apply to the following courses: Advanced Survey of Core Legal Principles; Clinical Program courses; Fundamentals of Law; Introduction to US Law; Legal Analysis & Methods; and Legal Practice Skills.

Student Codes

The following student codes appear on class rosters and grading rosters to identify those grades that may be needed earlier than the due date for graduation purposes.

| | | | |
|-----------|-----------------------------------|-----------|--|
| 01 | First Year Day | 08 | <u>Visiting Students</u> |
| 02 | Second Year Day | 10 | <u>Foreign Educated Attorneys</u> |
| 03 | <u>Third Year Day</u> | 13 | <u>Exchange Students</u> |
| 04 | First Year Evening | 14 | <u>LLM</u> |
| 05 | Second Year Evening | 15 | <u>LLM</u> |
| 06 | Third Year Evening | 18 | <u>SJD</u> |
| 07 | <u>Fourth Year Evening</u> | | |

Grade Notification to Students

Faculty may not release grades to any student prior to distribution by the Office of Academic Services.

Grade Changes

Grade changes are permitted in instances of a clerical error only and with the approval of the Academic Associate Deans.

Jurisprudence Awards

Faculty are now able to select students for the Jurisprudence Award online, for those courses that qualify (see below).

Administrative Law

Antitrust

Banking Law

Basic Federal Income Tax

Business Entity Fundamentals (formerly Corporations)

Civil Procedure

Commercial Law Paper

Commercial Law Sales
Commercial Law Survey
Constitutional Law
Contracts
Criminal Law
Energy, Natural Resources
Environmental Law
Evidence
Labor Law
Professional Responsibility
Property
Securities Regulations
Secured Transactions
Torts

Student selection will be by examination number for those courses which have examinations or by student name if grades are entered non-anonymously. See the Jurisprudence Awards link at Faculty Exam/Grading.

Legal Writing Requirement

Some students' papers submitted for grades may satisfy a student's legal writing requirement for graduation. As you enter your grades on Campus Cruiser for paper courses, you are now able to change the student legal writing requirement status of "F" (filed) to "WRC" (Writing Requirement Completed) if the paper has satisfied this requirement. The student's legal writing requirement status of "F" indicates the student submitted a form to the Office of Academic Services with the intention of fulfilling the legal writing requirement in your course. If there is no "F" status you do not need to do anything.

Go to the LWR box to the right of your grade entry and change the "F" to "WRC" if completed. This will eliminate the need for you to file additional paperwork with the Office of Academic Services.

Grade Confirmation Reports

The Office of Academic Services, upon receipt of ALL grades for the course, will issue a grade confirmation report to the faculty member which will list the students name, ID number and final grade for the term. Course Evaluations for the term will be included.

Examination Regulations

1. All examination rooms must be completely vacated one half hour prior to the scheduled time for the examination. Thereafter, students may only enter the examination room when the proctor so indicates.

Students who enter the room prior to the proctor's arrival to the examination will be asked to vacate the room. All students must be checked into the examination room.

Students are expected to be on time for examinations and arrive 30 minutes before the starting time of the exam. Any student who arrives after the start time of the examination, due to transportation problems or other extenuating circumstances should report to the Dean of Students. Only the Dean of Students may permit the student to begin the examination at a later time with the full time allocation. Any student who arrives to the examination room after the starting time of the examination (without approval of the Dean of Students) will not be permitted any additional time to complete the examination.

Students who arrive late to an ExamSoft room will be required to handwrite the examination.

2. There shall be no materials of any kind in the examination area during CLOSED BOOK examinations. Students taking LIMITED OPEN BOOK examinations will be allowed to bring in only those materials specifically authorized by the professor. Students must leave their personal belongings **including hats, caps or hoods** in the front of the room in the area designated by the proctor. Students may not return to their personal belongings while the examination is in process, except under the direct supervision of the proctor.

Students are strongly encouraged not to bring any non-examination materials (other than personal items) into the examination room for a closed book/limited open book examination. Students who remove articles of clothing like sweaters or jackets during the examination must place these items under the desk. Students will not be permitted to leave these articles on writing surfaces or on the backs or seats of chairs.

No student is permitted to bring any electronic devices into the examination room including cell phones, hand held computers, PDA's, calculators (unless permitted), cameras, radios, tape recorders, headphones/headsets, wireless email devices and/or any other electronic device. All watches must have alarms disabled. No laptops are permitted in any handwriting rooms.

3. UPON ENTERING THE EXAMINATION ROOM, EACH STUDENT MUST PRESENT HIS OR HER STUDENT IDENTIFICATION CARD TO THE PROCTOR IN ORDER TO RECEIVE HIS OR HER SEALED EXAMINATION ANSWER BOOK. THE EXAMINATION ANSWER BOOK MUST REMAIN SEALED UNTIL THE PROCTOR ANNOUNCES THE COMMENCEMENT OF THE EXAMINATION. WRITING ON THE EXAMINATION ANSWER BOOKLET PRIOR TO THE COMMENCEMENT OF THE EXAMINATION IS NOT PERMITTED.

4. Each student's identification card must be visible during the course of the examination.

5. Students will receive only one examination answer book, and will be required to fully complete the assigned book before requesting supplemental writing material. Students will not be allowed additional writing material for outlining purposes. Students should use the available space on the examination or in the examination answer book for outlining. The proctor must determine that all available space has been used in the assigned examination book before additional material will be issued.

6. a. Since the examination process is anonymous, students shall not identify themselves to the Professor in any manner whatsoever in the examination book.

b. "Examination Rules and Regulations provide that a student shall not reveal to a course instructor, in an examination booklet or in any other manner, any fact(s) identifying the exam writer by name or otherwise providing information concerning the identity of the author of a particular examination

booklet prior to the date on which grades are disseminated by the Law School's Office of Academic Services. A violation of the Regulations constitutes a violation of the Law School's Academic Integrity Rule as set forth in the Student Handbook."

7. Students shall not remove pages or portions thereof from the examination questions, the examination answer book, or from any supplemental materials handed out by the proctor.

8. Students are requested to consider and respect the rights of others and to avoid any actions which would be distracting to others during the examinations.

Students may bring in beverages in covered containers only. No food is permitted in the examination room, unless a documented medical condition exists and is authorized by the Dean of Students.

9. When the proctor announces the commencement of the examination, no student shall speak or communicate in any way with another student. Students shall not communicate with each other until after they have left the examination room at the conclusion of the examination.

Students may not share textbooks or any other materials with one another nor provide assistance to another student.

10. Students shall not leave the room during the examination without prior permission of the proctor. Only ONE student is permitted to leave the examination room at a time and must sign out and in. The student must give all of his or her materials to the proctor upon leaving the room. The materials will be returned by the proctor to the student upon reentering the examination room.

Students may leave the examination room, with proctor permission, only to use the restroom on the same floor as the examination room in which the student is taking the examination. Students are not permitted to visit any other areas for any other reason during the examination.

11. When a student completes his or her examination, the student must sign the **Academic Integrity Statement** on the back of the examination card and return the examination card along with the examination questions, the examination answer book and supplementary writing materials, handouts, answer sheets, and all materials distributed during the examination.

Student Examination Numbers must appear on the front cover of each examination test booklet in the space provided.

12. Upon completion of the examination and recording by the proctor, the student shall immediately depart the examination area and shall not return until the examination process has been completed by the proctor and the room is cleared of all examinees.

13. NO STUDENT, INCLUDING THOSE WHO HAVE COMPLETED THE EXAMINATION, WILL BE ALLOWED TO LEAVE THE ROOM DURING THE LAST TEN MINUTES OF THE EXAMINATION.

14. ONCE THE PROCTOR ANNOUNCES THAT THE EXAMINATION HAS ENDED, ALL REMAINING STUDENTS MUST STOP WRITING AND REMAIN SEATED. THE PROCTOR WILL THEN INFORM THE STUDENTS WHEN THEY MAY APPROACH THE DESK TO SUBMIT THEIR EXAMINATION MATERIALS.

15. It is the student's responsibility to see that the aforementioned materials are recorded by the proctor.

Laptop Examination Rules

Students using ExamSoft are subject to the rules listed below in addition to the Examination Rules and Regulations.

1. All instructions for new and returning users must be completed.
2. Any attempt to launch, copy, move, or delete a downloaded exam file prior to entering the exam will cause the file to be disabled.
3. All students must be checked in with the proctor at the assigned examination room at least 15 minutes prior to the scheduled start of the examination. (For example, a student must be checked in at 9:15am for a 9:30am examination). Students who are not checked in at this time must handwrite the examination. This includes students who receive exam accommodations.
4. You must come to the examination room with your laptop, power cord and Ethernet cable.
5. The proctor may impose seating arrangements in the examination room to facilitate the examination process.
6. Disable all screen savers.
7. Software must be opened within 15 minutes prior to the scheduled start of the examination. If the student is unable to open the software or other hardware/software problems occur prior to the start of the exam, the student will handwrite the examination.* The starting time of the examination will not be delayed nor will the ending time of the examination be extended. Technical Assistance is not available prior to the start of the examination.
8. The proctor must be notified immediately when a laptop freezes or crashes. Students may not attempt to reboot or otherwise troubleshoot computer problems during the examination.
9. Should any hardware/software problems occur during the examination that cannot be immediately remedied, it will be necessary for the student to handwrite the examination.No adjustment to grades or additional time will be given to students for laptop failure or the unavailability of ExamSoft, even if such a failure or unavailability is unexpected or occurs shortly before or during the examination.
10. If after the examination is complete, a student believes that all or a portion of an exam answer that he or she believes to have properly typed during the examination while using ExamSoft is missing, the [Process for Investigating and Resolving Claims of Missing Exam Text](#) will be followed.
11. All students must remain in the classroom until the successful upload of the file is completed.
12. The Law School is not responsible for any computer hardware/software problems that may arise, or any damage which may occur to student property.
13. Any attempt to bypass or disable the security features of the ExamSoft software will subject the student to disciplinary action as described in Rule XI. Suffolk University Law School Rules and Regulations.
14. All students are subject to the Suffolk University Law School's Examination Regulations.

* Students whose current disability accommodations expressly grant the use of a computer to complete the examination may be permitted to continue on a Law School computer.

SAMPLE

SUFFOLK UNIVERSITY LAW SCHOOL

CERTIFICATION

Please complete the certification and return the signed form.

I, _____, hereby certify that my examination answers for the

_____ course, [insert semester date], in their entirety, are the result of my work and not the work of others. I have neither given nor received aid in the preparation of these answers.

Student Signature and Student I.D. #

Date

Examination Number



Office of Academic Services
Law School

Fall 2017 Exam/Assessment Notification Form

To assist my office with the administration of examinations including midterm exams, mock examinations and/or other assessments during the Fall 2017 semester, please respond to the following questions **by August 21, 2017**.

Please submit this form directly to Lorraine Cove, Office of Academic Services

- **Midterm examinations** are defined as in-house examinations required of all students in a class and for whom grades earned will count toward the final grade. In this instance, students will be provided with a separate unique exam number and a proctor will be hired
- **Mock Examinations** are defined as an in-house examination that will *not* count toward the final grade and are administered at the Law School. **Faculty assistants/Teaching assistants are required to proctor a mock examination and proctors are generally not hired.**
- **Assessments** are defined as those exercises that may be a take-home examination or other assignment that may or may not count toward the final grade.

PLEASE COMPLETE THE FOLLOWING INFORMATION (ONE FORM FOR EACH COURSE)

Faculty Name: Professor _____

Course #: _____ Course Section: _____ Course Title: _____

** Do you have a Teaching Assistant?: Yes ___ No ___ If yes, please provide name: _____

I. MIDTERM EXAMINATIONS

1. Do you plan to offer a midterm examination? Yes ___ No ___

Essay _____ Multiple Choice _____ Essay **and** Multiple Choice _____

What will be the length of the midterm examination?

The length of the midterm exam should be no longer than 1 ½ hours in length. This will allow sufficient time for a student to check-in to the examination and to check out of the examination without extending the examination administration or extending in to other class times.

60 minutes _____ 90 minutes _____

Please indicate the percentage (%) of the midterm examination grade that should be applied toward the final grade. No more than 50% of the midterm grade may be applied to the final grade for the course.

10% _____ 20% _____ 25% _____ 30% _____ 40% _____ 50% _____

2. Please choose a preferred midterm examination date from the following dates:

Day Division Students – Thursday, 2pm October 5 ___ October 12 ___ October 19 ___

Evening Division Students – Friday, 6pm October 6 ___ October 13 ___ October 20 ___

II. MOCK EXAMINATIONS

1. Do you plan to offer a mock examination? Yes ___ No ___ (see description)

If so, will the exam include multiple choice questions? Yes ___ No ___ Essay? Yes ___ No ___

What will be the length of the mock examination?

The length of the mock exam should be no longer than 1 ½ hours in length. This will allow sufficient time for a student to check-in to the examination and to check out of the examination without extending the examination administration or extending in to other class times.

60 minutes _____ 90 minutes _____

2. Please choose a preferred mock examination date from the following dates:

Day Division Students – Thursday, 2pm October 5 ___ October 12 ___ October 19 ___

Evening Division Students – Friday, 6pm October 6 ___ October 13 ___ October 20 ___

III. ASSESSMENTS

1. Do you plan to offer assessments to your students? Yes ___ No ___

What type of assessment(s) will you be offering?:

Take home examination ___ *Multiple ___ Quizzes ___

** If you will be offering multiple assessments, please go to question 3*

2. What percentage (%) should be applied toward the final grade for the take-home examination or other exercise?.

No more than 50% of assessments/midterm grades may be applied to the final grade for the course.

10% ___ 20% ___ 25% ___ 30% ___ 40% ___ 50% ___

3. Multiple assessments: Will grades from other assessments or papers* given during the course count toward the final grade? Yes ___ No ___

Please specify the percentage (%) allocated to each: Assessment #1 ___% Assessment #2 ___%

*prior notification to the Office of Academic Services is required for take home papers/examinations that will be submitted to this office.

IV. FINAL EXAMINATIONS OR PAPERS

1. Do you plan to also offer a final examination for your course in December 2017? Yes ___ No ___

(It is expected that all required courses will have a final examination)

2. If a final examination is to be administered, what is the length of the final exam for your course?

2 hours ___ 3 hours (*commonly used for final exams*) ___ Other ___

Additional comments?

FORM MUST BE SUBMITTED NO LATER THAN AUGUST 21..