

NASHVILLE SCHOOL OF LAW EXAM CONDITIONS

General Instructions

APPLICATION

The following exam conditions apply to midterm and final examinations, any exam scheduled for an entire class period, and end-of-year practice bar exams for 1L and 2L students. These conditions are not required for quizzes or other incremental assessments. These provisions are modeled after the bar exam conditions promulgated by the Tennessee Board of Law Examiners (BLE), and, in addition to providing a consistent testing environment at the School, are designed to prepare students for the conditions under which the bar exam is administered. BLE exam conditions may change at any time. Please consult with appropriate sources for specifics regarding administration of the

Tennessee Bar Exam.

LATE ARRIVAL

No additional time will be granted to anyone arriving late. No exceptions will be made under any circumstances.

ATTIRE

Please refrain from using perfumes or colognes on exam days as other examinees may be sensitive to the scent. Also, be considerate of others by not wearing jewelry or footwear (such as flip-flops) that makes noise. HATS, HOODS, and HOODIES are not allowed. You will be required to empty your pockets. It is advisable to bring nothing more than what is required or permitted to the exam.

Items in the Exam Room

PERMITTED ITEMS

Students are permitted to have the following items at your seat during a test:

- Key (just one key, not the full key ring).
- Tissues: up to two, out of package and placed on the table prior to the start of the exam.
- Hard mints, cough drops or hard candy – unpackaged, unwrapped and placed on table prior to start of exam.
- Non-medicated eye drops in clear bottle with label removed.
- Chapstick with the label removed.
- Non-hooded sweatshirt or sweater, which may be placed on the back of

chair if not worn; coats and/or jackets must be placed in the designated area for bags.

- Pens or pencils.
- Laptops and power cords if you are taking the exam on a laptop.
- Copies of the appropriate code or other resources that may be approved in advanced by the professor.

PROVIDED ITEMS

The School will provide clocks visible to all, scratch paper, and small paper bags for students to store phones, watches, or other small items. These bags may be labeled and placed at the front of the classroom during the exam.

The School will provide blue books for all exams requiring them. Students will not be permitted to use their own blue books. Scratch paper will be provided. All blue books and scratch paper, whether they are used or not, must be turned in at the end of the test with the student ID number written on them.

PROHIBITED ITEMS

Anything not listed above as a permitted item or provided item is PROHIBITED at any seat in the classroom on testing days. After entering the classroom, leave all prohibited items you may have brought with you at the front of the classroom. The School recommends students do not bring any prohibited items into the classroom during a test.

Prohibited items include but are not limited to:

- Cell phones, smart watches, fitness trackers, and any other electronic device or item with a battery.
- Watches of any type, digital watches, analog watches, timers, clocks.
- External mouse or keyboard, whether wired or wireless.
- Food, beverages, and gum (other

than hard candy or cough drops, as permitted).

- Cameras, scanners, recorders.
- Hats, scarves, headgear (except religious items that have been approved & inspected).
- Headphones, earplugs, or any sound suppression device other than foam earplugs without a string.
- Billfolds, wallets, cardholders.
- Calculators.
- Tobacco products of any kind, including smokeless tobacco, e-cigs/vapor devices.
- Backpacks, purses, tote bags, laptop cases or sleeves.
- Correction fluid/pens or tape.
- Any other item deemed by the professor or proctor to be inappropriate or distracting.

EMPTY POCKETS

Any pockets in your clothing MUST BE EMPTY. Leave all possessions with your bags at the front of the classroom if you must bring them to school. Phones and other devices with your stored possessions must be SILENCED. The School is not responsible for bags or items left in bags. You may want to consider leaving anything of value in a secure location.

End of Exam Session

When time is called, you must STOP typing, writing, reading or filling in bubbles immediately. Continuing the test after "STOP" is a violation of the Honor Code and will be addressed accordingly. All

handwritten answers must be turned in immediately following the end of the test. Laptop examinees should follow the instructions provide in the laptop section, which immediately follows this section.

Laptops

If you have properly registered to use your laptop and have downloaded ExamSoft, you may use it to take any exam in which

the professor chooses to offer it on ExamSoft.

If you plan to take the test by laptop, be sure your computer is up to date with both the exam software as well as any other system software, especially antivirus software. Outdated antivirus software is a frequent cause of problems with laptop testing. Make sure you have downloaded the test prior to entering the classroom. You will receive an email from Chip Loser when a test is available for downloading.

Prior to entering the classroom, be sure to remove any external devices, USBs or Bluetooth receivers. You cannot use a wired or wireless mouse, and your keyboard must be an integral part of your laptop; it cannot be detachable. You must bring your power cord with you. You cannot complete the exam on battery power only. Disable any anti-virus software you may have installed and close all programs that might be running in the

background

Students taking exams on computers must end the test session when time is called. The testing program maintains a log of when a test is completed, which may be referenced if there are questions as to when a student ended the testing session. Any student taking a test on a laptop must confirm with the professor or proctor that they have closed the exam before they are permitted to leave the room with their computer.

The deadline for uploading essay answers is no later than 30 minutes after the exam is scheduled to end. Technical assistance is available during all midterms and finals for those taking tests on laptops. More time to upload answers will be granted if the technical staff determines there were difficulties that warranted the extra time.

Conversations

Students are not permitted to converse or otherwise communicate with anyone other than the professor, a proctor, or the technical assistance staff during any testing session. Communicating with anyone else during a testing session will disqualify a student from the exam and earn a grade

of zero on the exam. Please be mindful when other tests are taking place in the building and remain as quiet as possible in the hallways and classroom. Some exams cross class periods. All exams are listed on the electronic screens throughout the building.

Procedures

IDENTIFICATION

Your assigned student identification number (available in SONIS) must be the only identification on your test documents and blue books. All grading of exams at Nashville School of Law is anonymous. If you have multiple blue books, your student ID number must be on all of them.

MARKING IN TEST BOOKS

Unless otherwise instructed, students may underline, mark, diagram, write, and make

notes on all question books, but such markings will not be graded.

SCRATCH PAPER

You cannot bring your own scratch paper for any test. Scratch paper will be provided as necessary. All scratch paper must be turned in after the test period, whether they are used or not. Student identification numbers must be written on any scratch paper the student has made marks on.

Seating and Leaving the Exam Room

Unless otherwise instructed by the professor or proctor, students will be seated in alphabetical order. A student roster with seat numbers will be posted in the classroom prior to the exam so that students may consult where they are seated.

LEAVING THE EXAM ROOM

Students who are in a classroom prior to the exam must exit the room and enter only after the professor gives her or his approval. You cannot leave your assigned seat from the time instructions begin until the exam starts or as announced by the professor or proctor in each exam session.

If you leave your assigned seat during an allowable period of a testing session,

follow this procedure:

- Tilt your computer screen to shield it from view.
- Take your printed test materials (all question books, answer books or sheets, instructions), to the professor or proctor.
- Place your test materials *face down* on the proctor table as instructed by the professor or proctor.
- When returning to the classroom, retrieve your materials and return to your seat, being careful to disturb other test takers as little as possible.

Honor Pledge

Although the Honor Code applies generally to all students' actions, the submission of written work presents a unique opportunity to reinforce its importance. Therefore, all students shall

pledge work for which they receive an anonymous student identification number through the registrar, as well as any other materials requested by a professor or organization, as follows:

“On my honor, I pledge that I have neither given nor received unauthorized help on this work, and that I have followed and will continue to observe the Honor Code regarding it.”