

Roger Williams University School of Law
Exams are conducted under the School of Law Honor Code

This Honor Code (“Code”) applies to any student who has received an offer of admission to Roger Williams University School of Law (“Law School”), or who has been accepted for enrollment in one or more classes offered by the Law School, and who has subsequently enrolled.

WHAT TO BRING TO THE EXAM?

Laptop, battery chargers, writing materials, earplugs, tissue, or water.

Materials authorized by the professor. Refer to your syllabus and communications from your professor; some professors allow open books and notes and may require specific outlines.

Your anonymous number. Student Finance & Records, email this number to your RWU Gmail.

WHAT NOT TO BRING TO THE EXAM?

Cell phones, Smart Watches, Apple Watches, or other electronic devices. Backpacks, pocketbooks, or bags of any kind.

Food or drink is not allowed. Only water is permitted.

ARRIVAL PREPAREDNESS

Arrive at the assigned exam room at least 20 minutes before the start of the exam. Contact the Dean of Students or the Registrar if you are late or cannot attend due to an illness or an unforeseen circumstance.

Sign in at the Proctor’s Table and find a seat. Launch the exam software and download the exam in preparation to start the exam as scheduled.

COMMENCING THE START OF THE EXAM

The proctor will hand out the exam and any other materials required. Do not turn over the exam until instructed.

Once the proctor instructs you to turn over the exam, write your anonymous number. Exams are anonymous; do not write your name.

The proctor will declare the start of the exam. During the exam, one student at a time may leave the room for the restroom but may not leave the second floor until the conclusion of the exam.

The proctor will announce when 15 minutes remain.

Finishing before the 15-minute announcement:

- Laptop users, be sure you have successfully uploaded your exam and your anonymous number is written on your exam and scrap.
- Writers, be sure your booklets are numbered and include your anonymous number.
- Bring your exam, scrap paper, and, if writing, your exam booklet(s) to the proctor.
- Quietly gather your belongings and exit the exam room and the second floor. Students may not loiter on the second floor.

After the 15-minute announcement:

- Students may not leave the exam room during the last 15 minutes even after finishing the exam.
- The proctor will announce that the exam time has expired, and you must stop typing or writing immediately. Remain quietly seated until the proctor and staff have collected all the exam materials. Examination documents, including scrap paper, cannot leave the exam room.
- The proctor will release you from the exam room after collecting all exam materials. Do not leave until you have successfully uploaded the answer file.

EXAM POLICIES AND GUIDELINES

Upon conclusion of the exam, please leave the second floor quietly, quickly, and orderly – there are other exams in progress, and we must respect that.

Thank you!