First Year Examination Information Session
Roger Williams University
School of Law

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Exam Day Procedures: What to Bring

- Student ID
- Anonymous number
- Pens, pencils, highlighters
- Water in a clear, covered container (optional)
- Ear plugs (provided)

Midterm Exams
- Special three digit anonymous number
- Use only for midterms
- Final exams – four digit number
Exam Day Procedures: What NOT to Bring

- NO cell phones or smart watches
- NO book bags or computer bags or purses
- NO unauthorized materials (outlines, notes, etc.)
- NO headphones or electronics
- NO food
Prohibited Materials

**NO UNAUTHORIZED ITEMS ON SECOND FLOOR!!**

Store all items in lockers or in your vehicles.

No exceptions!!
Exam Day Procedures: Arrival

- Arrive \textit{at least} 15 minutes early (30 minutes recommended)
- Immediately launch the software. No documents, files or programs may be accessed.
- \textit{Limited} technical assistance available up to 15 minutes before the exam start time.
Important!!

The start of an exam will **not** be delayed because of a hardware or software problem with your computer nor will you be provided additional time to take your exam.

*BE PREPARED TO WRITE YOUR EXAM!!*
Exam Day Procedures: During Your Exam

- Scrap paper included
- Only one person may leave the room at a time
  - Must sign out at the proctor table
- May NOT leave the second floor during your exam
Exam Day Procedures: Proctors

- Assigned to all exam rooms
- Oversee exam administration & monitor the activities of students
- Questions, problems and concerns should be directed to the proctor
Exam Day Procedures:
Ending an Exam – Exam Upload

- Exit your exam.
- ExamSoft will automatically upload your answer file.
- You will see a confirmation!
Uploading Your Exam

The Office of Student Finance and Records will be available to assist with upload problems or delays.
Exam Day Procedures:
Ending an Exam – Exam Collection

Exam collection is considered part of the exam

- Remain seated and quiet
- All materials will be collected
- Do not leave until dismissed by the proctor
- Exit second floor silently
Exam Day Procedures: Finished Early

Students finished more than 15 minutes early may leave the exam room.

- Save and exit the exam software
- Successfully upload exam
- Turn in all exam materials to the proctor
- Exit second floor silently

NO ONE MAY LEAVE THE EXAM ROOM DURING LAST 15 MINUTES.
Emergencies & Illness and Special Circumstances

**DO NOT CONTACT YOUR PROFESSOR**
with any concerns about your exam or to request a reschedule.
“If a student is unable to take and examination for good cause that arises within 24 hours immediately prior to the final examination time, the student may contact the Assistant Dean of Students or the Associate Dean for permission to reschedule the exam.”

Documentation will be required.
Special Circumstances – Exam Reschedule Requests

- Section 506 of Student Handbook
- Do not contact your professor
- Requires Associate Dean approval
- Documentation required for all requests
- File as early as possible
Honor Code

Students certify compliance with all requirements of the Honor Code on all examinations by sitting for and submitting such exam.

Section 505(h)
Honor Code: Prohibited Conduct

Academic Dishonesty
Dishonesty in any academic pursuit and the giving or obtaining of any unfair academic advantage.

Failure to Report
The failure of a student with personal knowledge of Prohibited Conduct to report such conduct.
Examplify by ExamSoft

- Secure testing platform for Macs and PCs.
- Locked down testing environment to block internet and other programs during testing.
- Used nationally by law schools and bar examiners.
Getting Started with EXAMPLIFY

Step One – Use secure network

Students1 Network
Password: rwuhawks
Getting Started with EXAMPLIFY

Step Two - Download

Go to www.examsoft.com/rwu using either Google Chrome or Firefox and log in under “Exam Takers.”

- User Name: jsmith123
- Password: 7-digit student ID
Getting Started with Examplify

1. Check Your Minimum System Requirements
   - PC Users
   - Mac Users

2. Install & Register Examplify
   1. Click "Download"
   2. Click 'Run' when prompted to Run or Save the file
   3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.
   *Note: Please make sure you have an active Internet connection when you run the file.

   [Help? Download]

   Examplify Registration Instructions

3. Setup Your Notifications
   **SMS/Text Messages**
   This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.
   
   **Cell Phone Number:**
   
   [Select Carrier] Save

   **Email Notifications**
   The email address listed below is where Examplify notifications such as registration and upload confirmations will be sent.
   Email: omeegan@rwu.edu
Getting Started with EXAMPLIFY

Step Three - Registration

• Click on desktop icon to launch Examplify
• Insert the Institution ID **RWU** and click ‘Next.’
• Sign in.

You will receive an email to confirm your Examplify registration.
Getting Started with EXAMPLIFY

Step Four – Download Exams

- Download your available exam files, including mock exam.
- Take a mock – required every semester!!
Getting Started with EXAMPLIFY
Step Five – Take a Mock Exam

Mock Exam is online:

Important Exam Information
(under Academics)

Mock Exam password: rwu
Getting Started with EXAMPLIFY

Step Five – Take a Mock Exam

- Familiarize students with features and functioning
- Identify any problems or concerns, especially with software/hardware changes
- Complete one per semester (5 available)
ExamSoft Technical Assistance

Call 866-429-8889 or click ‘Support’ from login page.
www.examsoft.com/rwu
Questions?