For Spring 2020 final exams will be given remotely. The exams will be scheduled, timed and use Examplify like all other semesters. If you have an exam conflict, you must fill out a conflict form to get an exam moved. All exams taken in Examplify will be non-secure. You will have access to any documents on your computer, the internet and any hard copies of course materials.

If you want to handwrite all your exam you must notify the Office of the Registrar at lawreg@seattleu.edu by 3pm on Monday, May 4th. You cannot choose to handwrite any exams without previous approval.

The Exams website [https://law.seattleu.edu/office-and-administration/registrar/exams](https://law.seattleu.edu/office-and-administration/registrar/exams) has updated information as well as FAQs for exams this semester.

Important Information:

1. You must take your exams as scheduled. You cannot take any exam at a different time unless you have an approved by Megan Peter, Associate Registrar or Dean Deming.

2. The Academic Integrity Code still applies and will be strictly enforced. If there is any suspected cheating or taking exams outside of approved times you will be subject a full investigation and risk failing the exam, course or suspension from the law school.

3. It is recommended you do a mock exam (at least once) at the time of one of your exams to make sure your all tech (including internet) works and practice eliminating distractions. **Mock exams will be available on April 9th.** You will be sent your updated login information before then.

4. **If you have a problem, contact the Office of the Registrar or Technology Department immediately. We cannot help you after the fact.**

5. You will be emailed the exam password 15 minutes before the start of the exam. If you do not get a password by the start of your exam – you must contact the Office of the Registrar immediately.
   a. Passwords will only be sent to SU email addresses.
   b. You will have a total of 30-minute grace period to start your exam from once passwords are emailed.
      i. Ex. If your exam starts at 8:30am, you will be sent a password by 8:15am and you MUST start the exam by 8:45am
      ii. However, the timing mechanism on Examplify does not start until you officially start the exam and it will immediately log you out once the time allotted has expired.
   c. If you have a rescheduled exam you will get the password at the time of the originally scheduled exam. It is your responsibility to keep track of the exam password. It is also your responsibility to take the exam at the rescheduled date.

6. If you have any questions about the content of the exam itself, you must resolve it during the exam. Do your best to answer the question with the information given, if applicable explain your assumptions. If, after, the exam you are still concerned about your exam or were not able to point out the issue please send an email to lawreg@seattleu.edu. In the email explain the question you had on the exam, be as specific as possible. Please include the class, professor and your exam number. The Registrar’s Office will pass the message along to the faculty member using just your exam number. You must contact us by 24 hours after your exam.