

EXAM ADMINISTRATION INFORMATION

- An overview of the Exam Administration Process for students at Texas Tech University School of Law.

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AGENDA

- Introductions
- Before Exams
- Examination Day
- Exam Administration
- After the Exam
- Contact Information

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INTRODUCTIONS & ABOUT EXAM ADMINISTRATION

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INTRODUCTIONS
OFFICE OF THE REGISTRAR

HEATHER EATON
Assistant Registrar
✉ Heather.n.eaton@ttu.edu
☎ 806.834.3628

RACHEL WHITE
Administrative Assistant
✉ Rachel.k.white@ttu.edu
☎ 806.834.0296

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BEFORE EXAMS

Exam Schedule

- Date, Time, Location

Exam ID's

- Raiderlink

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FINAL EXAM SCHEDULE

Exam Information

Final Examinations at Texas Tech School of Law are administered by the Office of the Registrar. Other types of exams, such as mid-terms, class projects, and practice exams, may be administered by individual professors, teaching assistants, or by faculty members. All types of examinations at the law school are given under the honor system. Students pledge that they will follow the Honor Code when the exam is held.

For more information about examination policies, please see the School of Law Examination Procedures Policy.

Important Links

- Exam Information for Students
- Exam Information for Faculty
- Final Exam Schedules

<https://www.depts.ttu.edu/law/academics/registrar/exam-info/>

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EXAMINATION DAY

- When to Arrive?
- Where to Sit?
- What to bring?
 - Only approved items
 - Failure to remove non-permitted items from your testing space prior to test administration will result in a violation of the Honor Code.

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SUPPLIES PROVIDED

- Bluebooks
- Scantrons
- Earplugs
- Scratch Paper

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PERMISSIBLE ITEMS

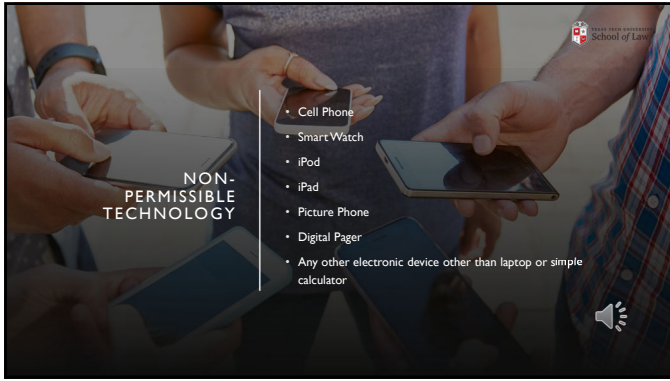
TESTING SPACE

ALLOWABLE ITEMS

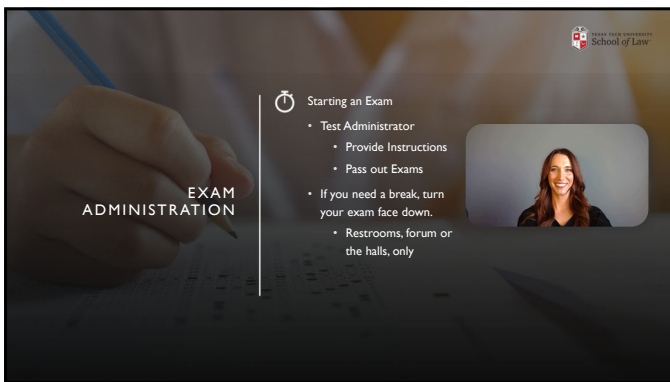
A clear plastic bag(s) is allowed to hold all smaller items listed under SUPPLIES and FOOD & DRINK.

SUPPLIES	ELECTRONICS	FOOD & DRINK
<input type="checkbox"/> Pens, Pencils <input type="checkbox"/> Highlighters, Markers <input type="checkbox"/> Paper or Blank Notes <input type="checkbox"/> Highlighters <input type="checkbox"/> Mechanical Pencil <input type="checkbox"/> Eraser <input type="checkbox"/> Sharpener <input type="checkbox"/> One clear, resealable plastic bag (one per student) <input type="checkbox"/> Calculator (basic, no scientific or graphing capabilities) <input type="checkbox"/> Compass (used in official examinations) <input type="checkbox"/> Eraser, Individually wrapped or in a clear plastic bag	<input type="checkbox"/> Smart Calculator - if authorized by Professor <input type="checkbox"/> Laptop - if authorized by Professor <input type="checkbox"/> Tablet - if authorized by Professor <input type="checkbox"/> Identification Card <input type="checkbox"/> Student ID Card <input type="checkbox"/> Internet Headset <input type="checkbox"/> Headset/Headphones	<input type="checkbox"/> Snacks, Individually wrapped in a clear bag or container <input type="checkbox"/> Drinks, with lid <input type="checkbox"/> Water
OTHER <input type="checkbox"/> Backpack or Jacket <input type="checkbox"/> A portable outdoor fan, gear, etc.		

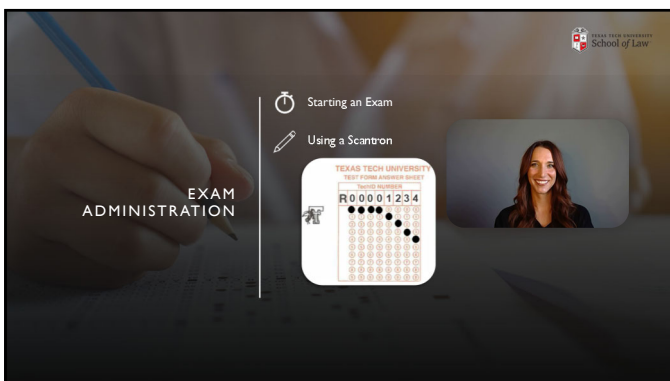
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EXAM ADMINISTRATION

- Starting an Exam
- Using a Scantron
- Exemplify
 - Install the Program
 - Download the Exam
 - Problems during the Exam?
 - Hard Restart
 - Finish in a Bluebook

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EXAM ADMINISTRATION

- Starting an Exam
- Using a Scantron
- Exemplify
- Blackboard and/or DropBox:
 - Multiple-choice in Blackboard
 - Essay or Short Answer question in Blackboard
 - Type response in Word and submit to the DropBox link provided
 - Registrars Office is your Test Administrator

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AFTER THE EXAM

- Do not contact your Professor until your grade has posted.
- Be considerate of others still taking an exam. Do not discuss your exam with others or congregate/visit in the hallways.

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EMERGENCY ON EXAM DAY?

If serious illness or injury (attested to by a physician) or another critical circumstance not due to the student's own fault and that would affect the student's ability to sit for an exam should occur prior to exam administration, any relevant documentation should be submitted to the Registrar's Office or the Associate Dean for Academic Affairs immediately for review.

Do not share doctor's notes, medical records, or any other type of documentation with professors. Please review the Texas Tech University School of Law's Exam Procedure Policy for more detailed information.

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CONTACT INFORMATION

If you have a question regarding the exam, do not contact your professor. Contact your exam administrator or the Registrars Office.

- Assistant Dean Janessa Walls
806-834-0917 or janessa.walls@ttu.edu.
- Assistant Registrar Heather Eaton
806-834-3628 or Heather.n.eaton@ttu.edu

If you have Blackboard issues, please contact IT Help Central at 806-742-4357.

If you have non-Blackboard related technical issues, contact the School of Law IT at 806-724-4897.

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