Chapter 4: Final Exams

To facilitate anonymous grading, Registration Services administers all exams on behalf of the faculty. Students are assigned a different randomized 3-digit number for each exam.

This chapter provides guidance on the Law School's exams process. This chapter provides guidance on the Law School's final exams process. Before detailing some of the technical aspects of the in person exams process, take a look at our answers to our FAQs. As always, if you have questions please stop by our office in WJWH Room 500 or send us an email.

In Case of Emergency

We care about our students, and we understand that emergencies happen. In the event of sudden illness, accident, or last minute emergencies, please follow these steps:

1. Do not reach out to your instructor. In order to maintain anonymous grading, refrain from contacting your instructor regarding exam scheduling or rescheduling.
2. Please seek necessary medical or emergency attention.
3. When visit is complete, please provide documentation
    a. via email.
4. Reach out to Registration Services as soon as possible
    a. via phone call at 212-854-2668
    b. via email.
5. A member or Registration Services will respond to you no longer than 12 hours following the notification of your emergency.

Please contact Registration Services as soon as you can in the event of an emergency. In order to balance your wellbeing with academic integrity, the sooner we learn of your emergency, the easier it will be for us to respond.

To ensure that you perform to the best of your ability in any of your exams, it is critical that you do not attempt an exam if you are unwell.

- Be sure to inform Registration Services or your Proctor that you are unwell PRIOR to the start of any exam.

- Registration Services will create a new exam schedule for you if you are ill and can provide medical documentation.

- Please note that if you start an exam but cannot finish it, Registration Services will not be able to arrange for you to retake it.

1. Rescheduling a Law School Exam

As stated in Columbia Law School Rule 2.1.3, all students "should be prepared to sit for examinations at any point throughout the examination period".

However, exams can be rescheduled in the following circumstance:

Two (2) Law School exams scheduled on the same day.

Proctored or fixed-date take-home exams can be rescheduled to allow a 36-hour period between the start of two exams.

Illness on the day of the exam, with medical documentation

Birth of a child

Religious Observance: An exam will be rescheduled if it conflicts with a religious observance on the day of the exam.

Bereavement

In other exceptional and documented circumstances.

Students whose circumstances meet any one of these criteria can request a change to their exam schedule using the **Reschedule Request Form.**

Please note that to ensure equity for all exam takers and the smooth administration of all exams, Registration Services will determine any revised schedules.

2. FAQ

1. **Where is my exam schedule?**

    You may view your individual exam schedule in [LawNet](#).

2. **What is the Law School's Academic Integrity policy?**

    While the full text of the Law School's Integrity policy is listed [here](#) the relative autonomy of the legal profession carries with it special obligations of self-regulation as outlined in the Columbia Law School Bulletin and that any violation of this certification will subject a student to discipline, including possible suspension or expulsion by the Law School, declination to certify for admission to the Bar, and sharing of information about discipline with Bar admissions committees. The Law School is required to notify Bar admissions committees if a student has been the subject of disciplinary proceedings, regardless of the outcome of those proceedings.

3. **What if I have technical issues during the administration of my exam?**

    Law School exams are anonymously graded (additional information about anonymous grading can be found on page 20 of this document). Students should NOT contact a faculty member about any issues during an exam. Please raise your hand in the classroom and a proctor will assist you. The software saves your exam every 2 minutes. If we are not able to assist you in restoring your exam you will need to handwrite the rest of your answers. Students will receive compensatory time for technical issues.

4. **I have approved exam accommodations through the Office of Disability Services. Who should I contact if I have questions?**
    Students with approved ADA accommodations will receive communications and instructions from our office throughout the exam period. We work closely with the Office of Student Services' Jennifer Braden and the Office Disability Services to ensure students receive suitable services while taking their exams remotely.

5. **I am feeling extremely stressed. Who can I talk to?**
    It is completely normal to feel stress during this time. You can always reach out to either [Student Services](#) or [Office of Graduate Degree Programs](#) to speak to an academic adviser. The University also still offers robust virtual/remote Counseling and Psychological Services and details on how to access those resources can be found [here](#).

6. **I still have questions, where can I go?**

    If after reading this document thoroughly you still have questions, Registration Services held a webinar on September 10th. If you have further questions, please email us at registrar@law.columbia.edu.

3. Exam4 Software

Exam4 is an exam software used to administer all law school exams. You will need to download the software each semester in order to access your final exams.

It has three modes. The mode will depend on faculty choice.

        a. **CLOSED**: Blocks access to all other programs and the internet.

        b. **OPEN**: Only blocks access to the internet.

        c. **OPEN + NETWORK**: Complete access to your computer and internet.

You will type your answers into Exam4 as you would type into any standard word processor. It is the computing equivalent of an exam bluebook.

<mark>No later than a week prior to the day of your exam you will need to download the software to your laptop computer.</mark> In other words, download the software no later than December 3rd. This will allow you troubleshoot any potential issues that you might have using the software on your computer.

A. Before the Exam

Download the software (per term) by visiting the **Exam4** website. Scroll to New York and click on the name of our school.

Complete the form to obtain access to download the software onto your computer.

Please register to download Exam4

All fields are required

First Name

Last Name

Email Address

Confirm Email Address

Class Year

Operating System
OS not showing up? See if it's supported.

○ ⊞ Windows 10

○ ⊞ Windows 8.1

○ macOS 11 Big Sur

○ macOS 10.15 Catalina

○ macOS 10.14 Mojave

○ macOS 10.13 High Sierra

Continue ›

B. Practice using the software

Step 1: Open Exam4 and press the "**Next**" button to "Prepare to start a new exam
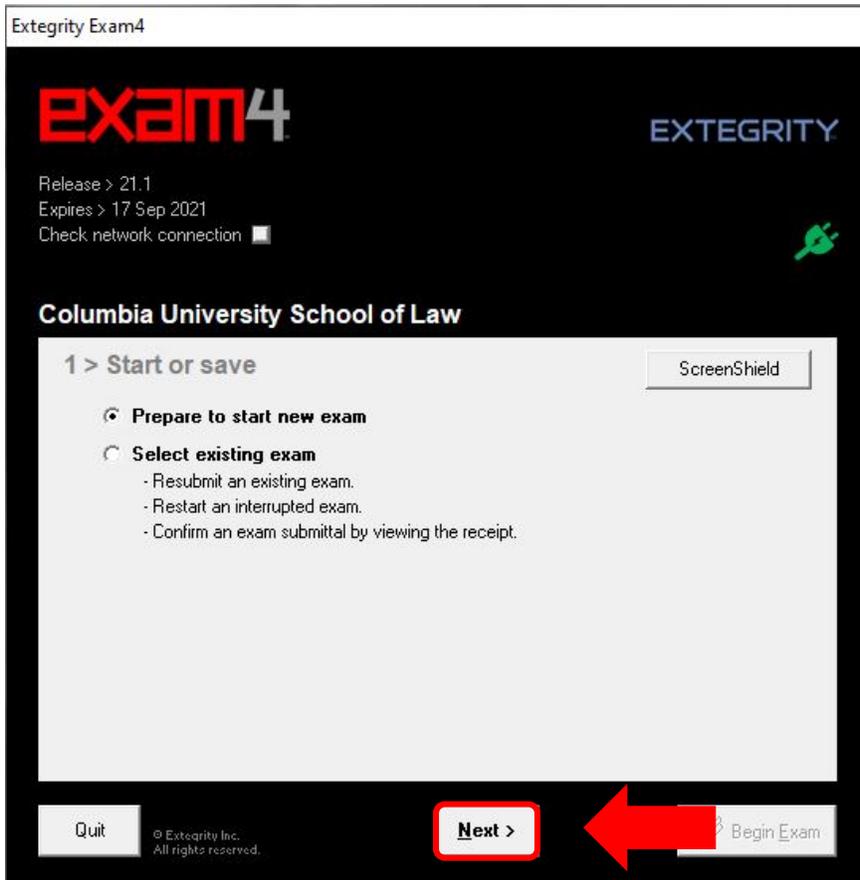
Step 2: Log in to the software. Enter your 3-digit exam number (twice for accuracy). Enter your UNI (Your UNI is protected information and your professor will not be able to see this). Select the name of the course exam you will be taking in the drop down menu (twice for accuracy), then click "**Next**".

Step 3: Check the box to confirm that you have entered the information correctly, click "**OK**".

Step 4: Click the "**Continue**" button once you have read the information listed in the Preparations box.

Step 5: The font size and color contrast preferences are optional settings you can adjust. Click "**Next**".

Step 6: Click "Check Here" to confirm you have read and understood the Notice of Instructions, and then click "**Next**".

Step 7: For the Practice Exam you will type in the mode you wish to test. Please ensure to take the practice exam and test all **3** modes. Below are screenshots of the **3** exam modes.

***For your final exam, the exam mode will already be pre-populated (unless we inform you otherwise).**
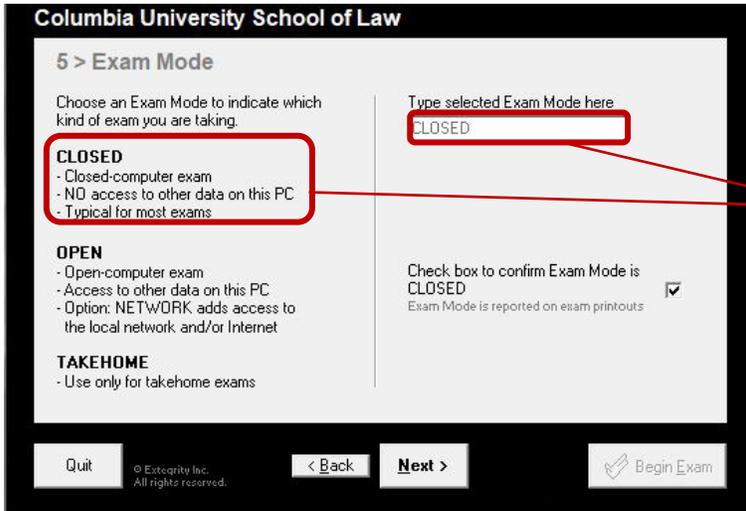
CLOSED
Blocks access to all other programs and the internet.
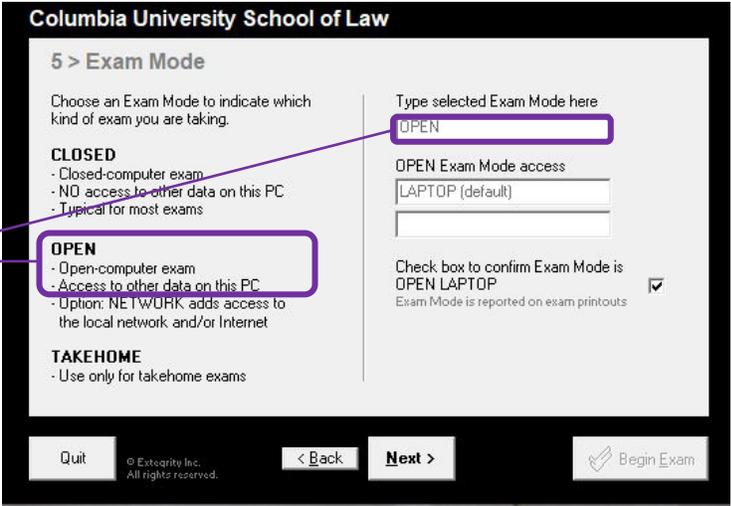
OPEN
Only blocks access to the internet.
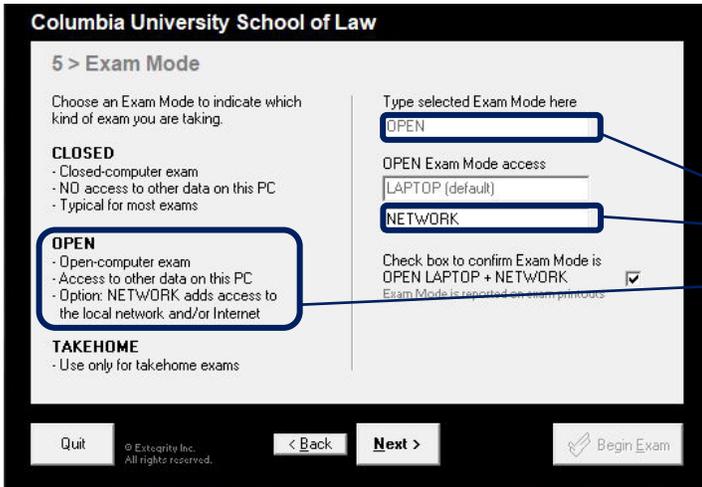
OPEN + NETWORK
Complete access to your computer and internet.

Step 8: Confirm you have entered your intended mode correctly and click "**OK**".
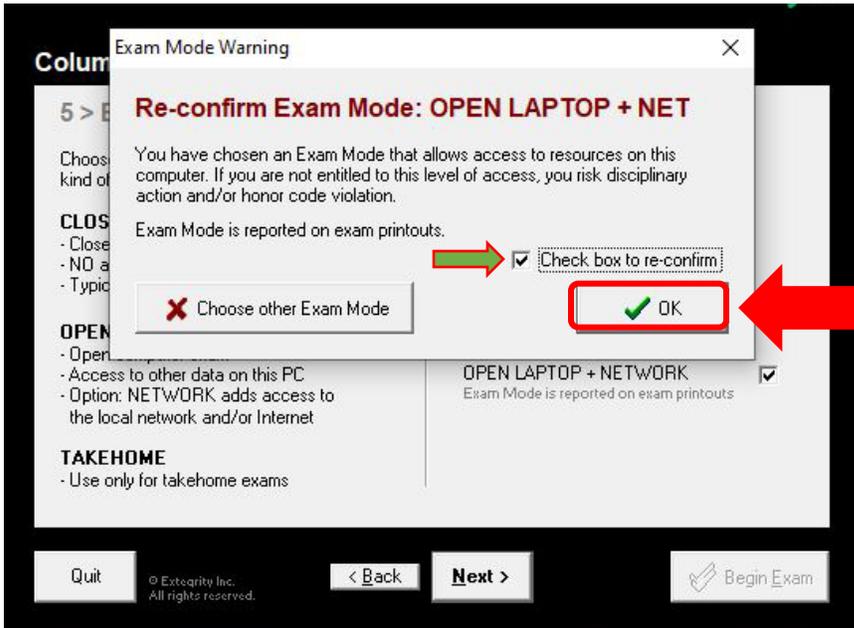
Step 9: Take one last look to confirm all of the information you entered. <mark>Then wait for the proctor to instruct you to click "**Begin Exam**".</mark>

C. During the Exam - Essay

Extegrity Exam 4*

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

Answer-to-Question-_1_

Begin typing your answers here|
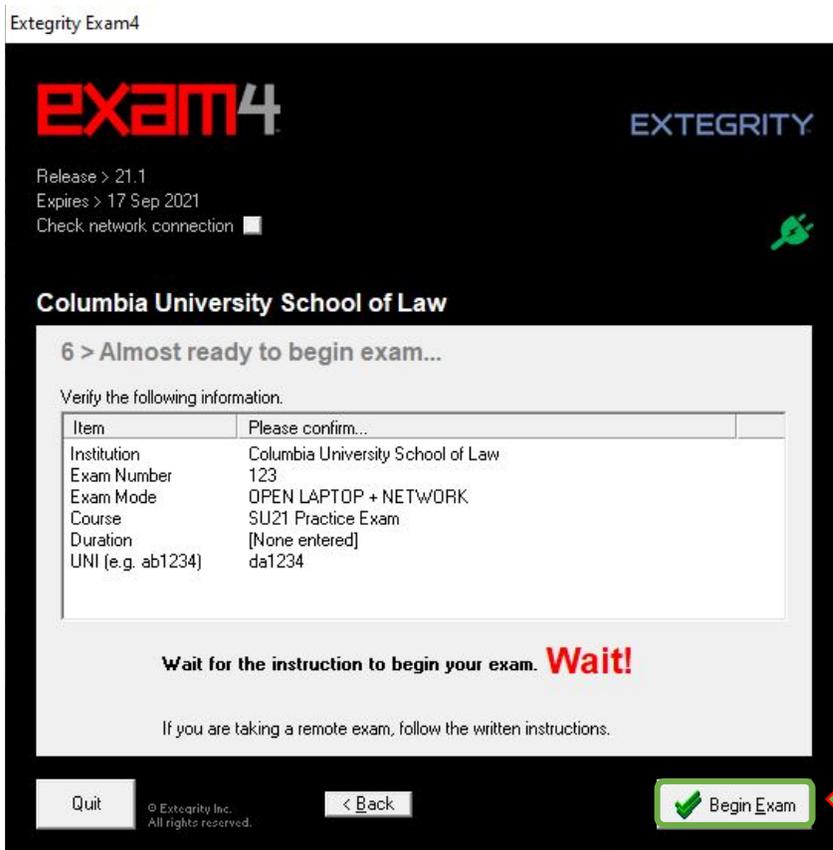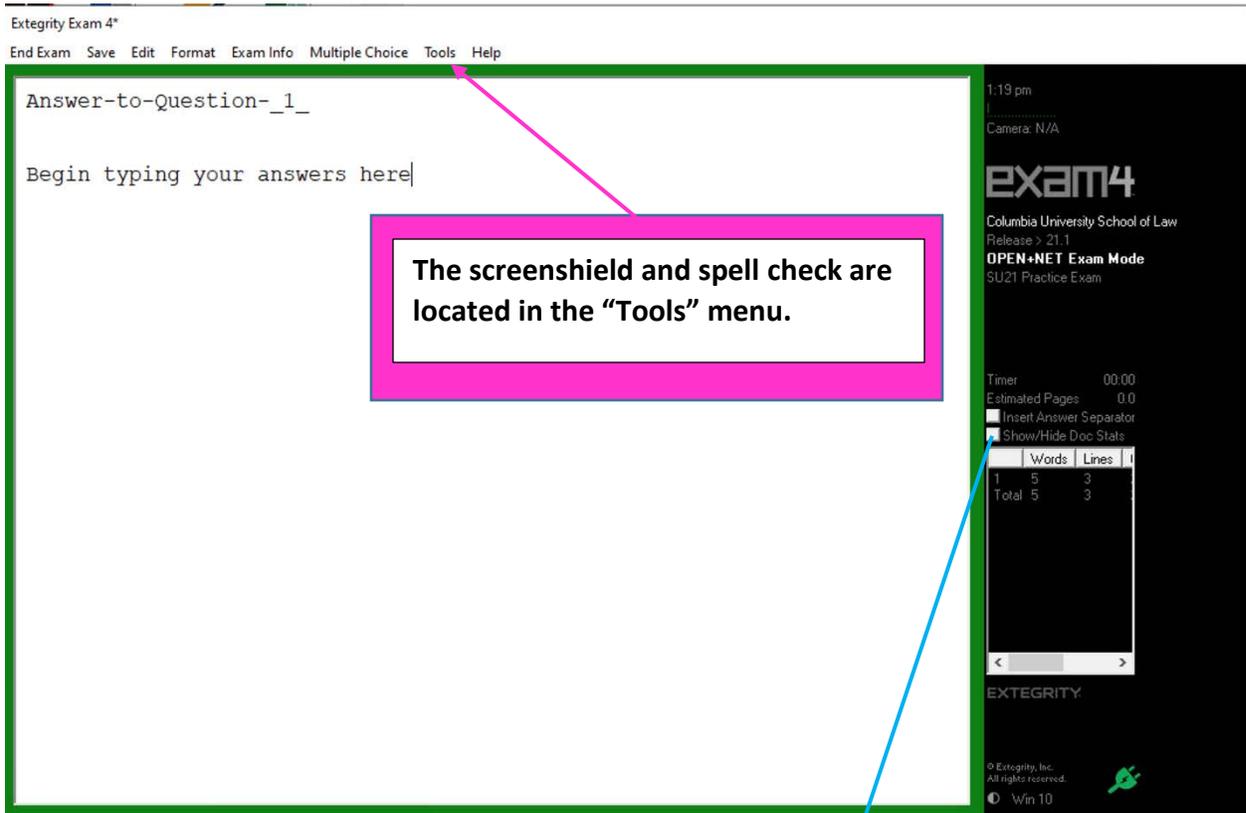
The screenshield and spell check are located in the "Tools" menu.

1:19 pm

Camera: N/A

exam4

Columbia University School of Law
Release > 21.1
OPEN+NET Exam Mode
SU21 Practice Exam

Timer   00:00
Estimated Pages   0.0
☐ Insert Answer Separator
☑ Show/Hide Doc Stats

	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

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🔌
⏻ Win 10

Timer   00:00
Estimated Pages   0.0
☐ Insert Answer Separator
☐ Show/Hide Doc Stats

	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

Click on the button for "Show/Hide Doc Stats" to reveal/hide the word count for your answers.

**NOTE: The timer is disabled, and the entire time will remain at 00:00.

Extegrity Exam 4*

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

Answer-to-Question-_1_

Begin typing your answers here

----------DO-NOT-EDIT-THIS-DIVIDER----------

Answer-to-Question-_2_

answers to the next question here

1:19 pm

Camera: N/A

exam4

Columbia University School of Law
Release > 21.1
OPEN+NET Exam Mode
SU21 Practice Exam

Timer   00:00
Estimated Pages   0.2
Insert Answer Separator
Show/Hide Doc Stats

	Words	Lines
1	5	3
2	6	3
Total	11	6

EXTEGRITY

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Win 10

Timer   00:00
Estimated Pages   0.2
Insert Answer Separator
Show/Hide Doc Stats

	Words	Lines	
1	5	3	
2	6	3	
Total	11	6	

EXTEGRITY.

Click the "Insert Answer Separator" to separate your answers for multiple questions.
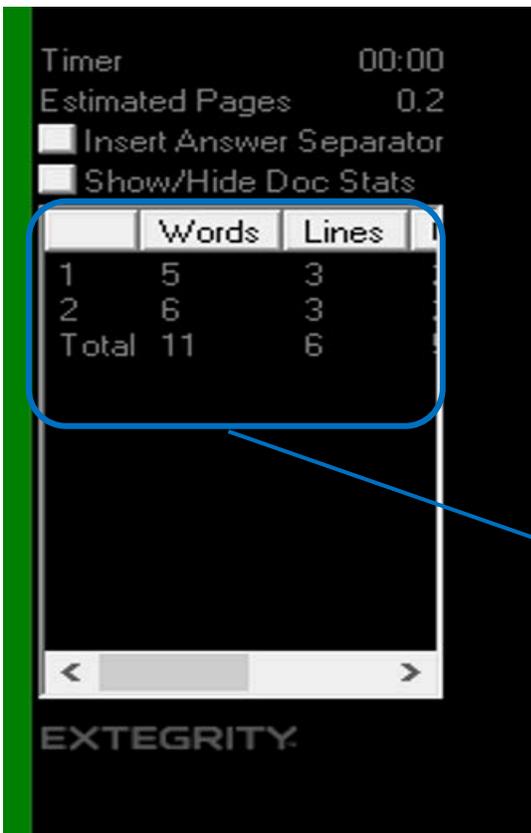
By using the answer separator feature, your word count is displayed per question and in total.

E. During the Exam - Multiple Choice

To access the multiple-choice section, you will need to click on "Multiple Choice".
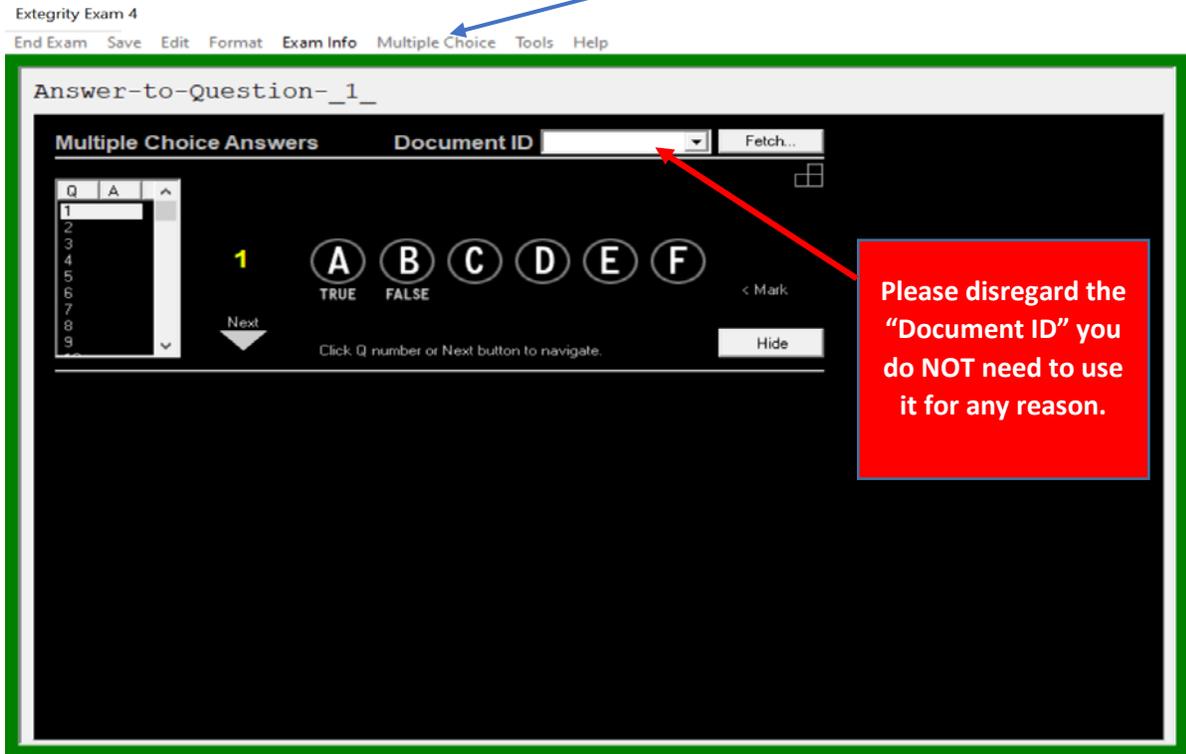
To select your answer, click on your letter choice and your selected answer will be highlighted **Blue**.

If you want to return to completing your essay instead, you can click the "**Hide**" button and your answers will remain saved.
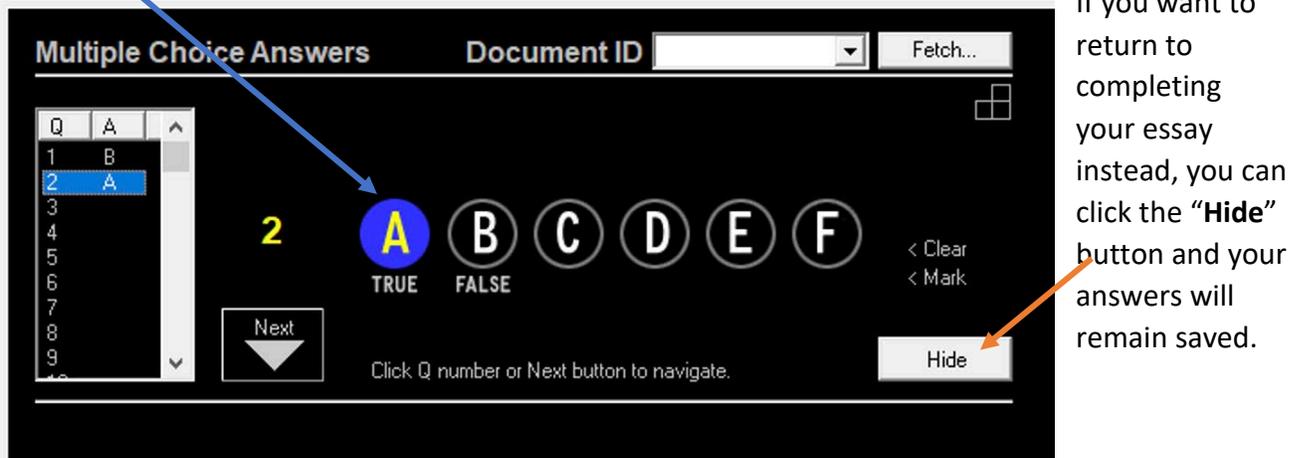
Multiple Choice Answers   **Document ID** [⌄] [Fetch...]

Q	A
1	B
2	D
3	A *
4	E
5	C
6	C
7	

3 (A) (B) (C) (D) (E) (F) < Unlock
TRUE FALSE   < Unmark

Next ▼

Click Q number or Next button to navigate.

Hide

Helpful Hint:

The "Mark" button allows you to mark a question with an * to remind you to return to that question if you're unsure of your answer and would like to review it. You can remove the * by clicking "Unmark".

Helpful Hint:

Every time you select an answer and move on to the next question, your answer choice is LOCKED. If you would like to change your answer, simply click the "Unlock" button.

F. Submitting your exam

When you have completed your exam and you are ready to submit your answers, navigate to "**End Exam**" on the top menu and click on "**End Exam Now**". If you are in the **multiple choice** section, simply click the "**hide**" button first to activate the top menu. Then end the exam.
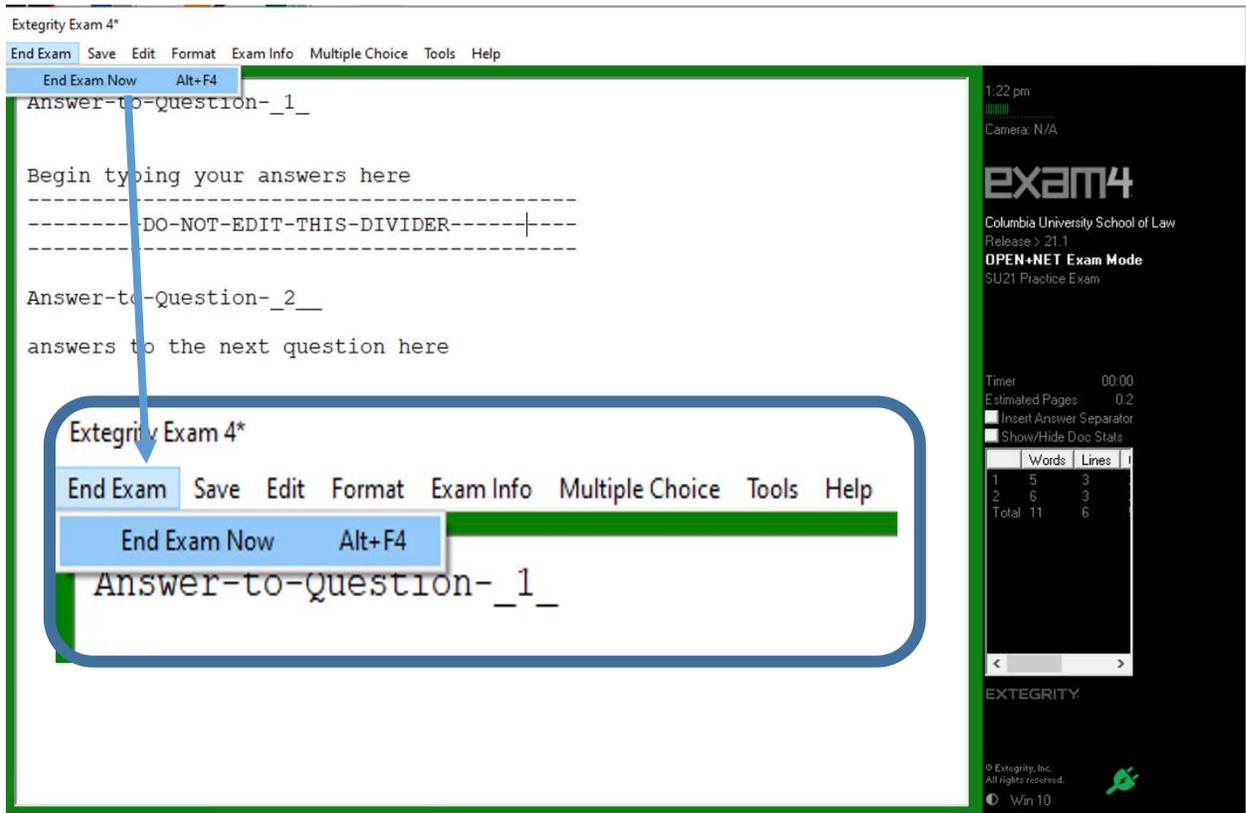
You will be taken to a confirmation screen. Confirm you are ready to submit then click "**OK**".
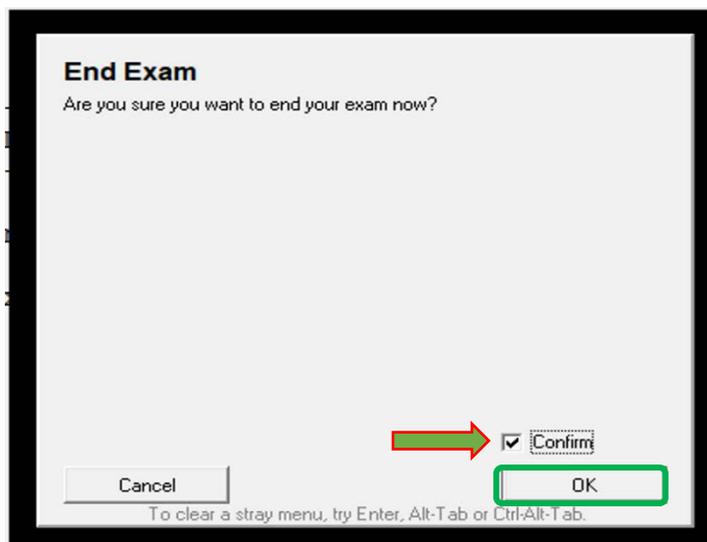
Then, click on "**Submit Electronically**".
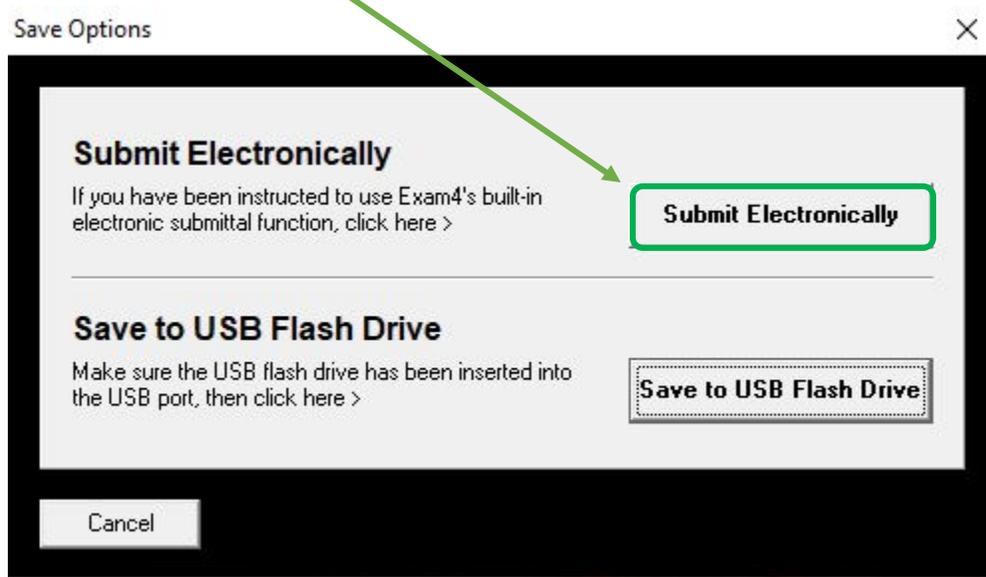
Click "**OK**" once you receive this notification.
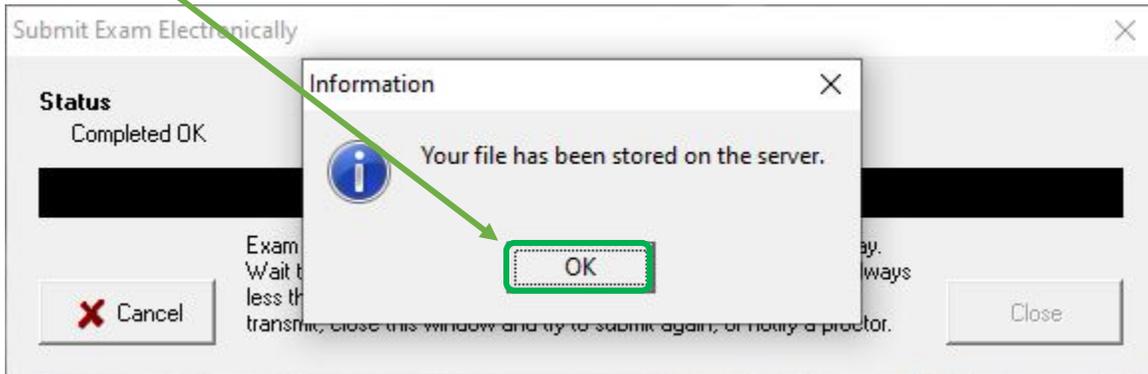
This green screen will appear upon successful submission.
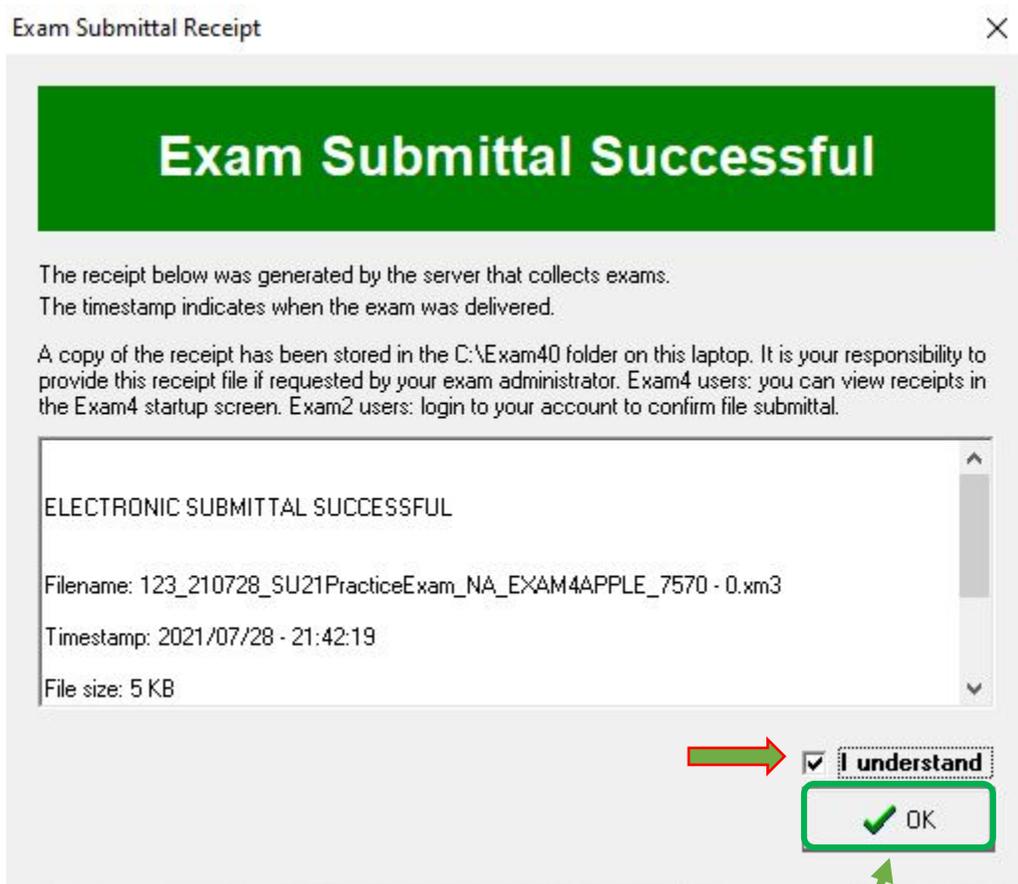
Confirm that you understand the notice of receipt and click "**OK**".

**If you experience any technical difficulties while practicing using the software, please contact Exam4 Technical Support at https://www.exam4.com/support/

4. Anonymous Grading

Law School examinations are administered and graded using an anonymous grading system (i.e., the faculty does not know the identity of the examinee whose paper they are grading).

Your answers are identified only by a randomly assigned 3-digit exam number, which is different for each exam course.

Students are not permitted to write their name on any page of an exam, and must not contact the instructor directly about an exam before final grades for the course are posted.

If you experience any difficulty before or during an exam, you should contact Registration Services directly.

Do not contact the instructor about an exam at any time before the final course grades are posted.

Your identity is revealed to your instructor only after she or he has assigned your exam grade. The instructor then can make adjustments for class participation or other criteria before finalizing and releasing your grade for the course in LawNet.