

REGULATIONS OF THE FACULTY OF THE SCHOOL OF LAW UNIVERSITY OF CALIFORNIA, DAVIS

ARTICLE II -- EXAMINATIONS AND WRITTEN WORK FOR J.D. DEGREE

2.1 Final Examinations

Unless the instructor announces otherwise, a written final examination will be given at the end of each course.

2.2 Presence at Examinations

A. Students must be present for the final examination at its regularly scheduled time unless excused by the dean. Absent exceptional circumstances, the student must request and receive the excuse in advance of the scheduled examination. The dean may excuse a student from the regularly scheduled examination and permit the student to take an examination at another time if:

- (1) The student has two regularly scheduled examinations on the same day and the student requests at least 10 days before the beginning of the examination period to have one of them rescheduled; or
- (2) The dean concludes that the student is too ill to take the examination at the regularly scheduled time; or
- (3) The dean concludes that an unforeseen, extraordinary circumstance, such as a death in the immediate family, would make it unduly burdensome for the student to take the examination at the regularly scheduled time.

B. To reschedule an examination earlier than its regularly scheduled time, the dean must have the consent of the instructor. To reschedule an examination later than its regularly scheduled time, the dean must notify the instructor immediately of the delay and, at the earliest possible time, of the date and time at which the examination will be administered.

2.3 Examination Procedures

A. All examinations are governed by the honor system. See paragraph 2.4.

- B. Blue-covered examination answer booklets will be supplied by the Law School. Students may not bring any blue books into the examination room and may not take any blue books out of the examination room. The Law School will also provide typing paper to students who type their examinations.
- C. Students may not bring any written material into the examination room unless (1) the instructor announces otherwise in advance, and (2) the instructions on the examination paper state that students may refer to written materials during the examination.
- D. In order to permit timely distribution of examination materials, students must be seated in the examination room at least 10 minutes before the start of the examination.
- E. Examinations are identified by an anonymous number system. Students shall write their examination number on each of their answer booklets and on their question sheets; and shall not write their names on either. Answer booklets shall be labeled serially, i.e., "Book 1 of 2, Book 2 of 2," etc. Students shall not write anything else until the administrator tells students to start the examination.
- F. Students are permitted to write their examination answers on a computer in the examination room under rules and restrictions established by the dean.
- G. Students who leave the room during the examination may not take their question sheets or answer booklets with them.
- H. Except as stated above, students shall not begin to write until the administrator tells the students to start. When the administrator announces that the time is up, students must stop writing immediately even if in mid-sentence. Answer booklets and question sheets shall be placed one inside the next and turned in immediately to the administrator. The administrator will not accept the answer booklets of students who violate these time rules; such students must turn them in at the dean's office where the violation will be noted on the cover of the answer booklets. If a student violates these time rules, the instructor must lower the grade by the amount the instructor deems justified in the circumstances.
- I. After receiving the grade in a course, a student may look over the final examination. Final examinations are kept on file for one year; after one year they are destroyed unless the instructor or the dean directs otherwise.