



Overview

- Examinations at the Law School are given during a period (normally two weeks) at the end of the term.
- All papers assigned during the term, and all papers submitted in lieu of examinations in courses where that is authorized, shall become due on the final day of the examination period unless otherwise indicated by the instructor.
- Exams may be scheduled or self-scheduled depending upon the instructor’s preference.
- Information on whether examinations are open or closed book, the duration of the exam, and whether you are to use your name or Examination Identification number on the exam will be posted on [YLS:Courses](#) and YLS Exams (<https://exams.law.yale.edu>).
- During any exam, if you experience technical difficulties with your computer or are incapacitated for any reason, you should come immediately to the Registrar’s Office or email registrar.law@yale.edu.

Table of Contents

Overview 1

Table of Contents 1

Examination Identification Numbers 2

Types of Examinations (Scheduled vs. Self-Scheduled Examinations) 2

 Self-Scheduled Examinations 2

 Scheduled Examinations 3

 Other 4

Room Use..... 4

Taking Examinations on Computers 4

Honor Statement..... 5

Exam Rescheduling and Special Accommodations..... 6

 Requests to Reschedule Exams 6

 Eligibility for Accommodations on Examinations 6

 Extended Time on Examinations for Non-Native English Speakers 6

 Illness/Emergencies..... 6

 Events that Conflict with Exams 7



Examination Identification Numbers

- You will be assigned a randomly generated examination ID number each term. You will need this number for the exams that are graded anonymously.
- **Exam ID numbers are different each term.**
- Your exam ID for the term will be emailed to your Yale email account.
- You may also find your exam ID by logging into [YLS Exams](#) (available at the end of the term) or SIS under the Academics menu.

Types of Examinations (Scheduled vs. Self-Scheduled Examinations)

Self-Scheduled Examinations

Self-Scheduled ExamWeb

- May be taken at any time during the exam period.
- Questions may be downloaded from YLS Exams (noted on YLS:Courses as: Questions available online) or
- Questions may be signed out in hard copy from the Registrar's Office.
 - Hard-copy exam questions may be checked out between 8:30am and 5pm, Monday through Friday.
 - Yale ID (or government-issued photo ID) required.
 - Your exam time starts when you receive the questions.
 - Hard-copy exam questions must be returned at the conclusion of the exam between 8:30am and 5pm, Monday through Friday.
 - Exam questions will not be checked out to students if the conclusion of the exam will occur after the office is closed.
- Upload your exam answers to YLS Exams.

Self-Scheduled Answers Only

- May be taken at any time during the exam period.
- Questions must be signed out in hard copy from the Registrar's Office.
 - Hard-copy exam questions may be checked out between 8:30am and 5pm, Monday through Friday.
 - Yale ID (or government-issued photo ID) required.
 - Your exam time starts when you receive the questions.
 - Hard-copy exam questions must be returned at the conclusion of the exam between 8:30am and 5pm, Monday through Friday.
 - Exam questions will not be checked out to students if the conclusion of the exam will occur after the office is closed.
- Upload your exam answers to YLS Exams.



Scheduled Examinations

Scheduled Answers Only

- You must take the exam at a scheduled date and time, and in a specific room. You must sign in on the exam proctoring sheet. Exam answers may be uploaded to YLS Exams.
- We recommend that you come to the assigned classroom 10-15 minutes ahead of the starting time. Proctors from the Registrar's Office will announce when there are 5 minutes left before the end of a scheduled exam, and they will also announce the end of the exam.
- You may use bluebooks or YLS Exams to upload your answers. If you are using bluebooks, each bluebook should be signed unless Examination ID numbers are used for anonymous grading. You should also sign the honor code statement attached to the copy of the examination you have used.
- Scheduled exams begin at 9:00 a.m. or at 2:00 p.m. At the end of the exam, **you must turn in your questions and initial the proctoring sheet next to your name.**

Open Book Exams

- Once the exam is distributed, you may go anywhere that is comfortable for you to complete your exam. However, you must return to the assigned room by the end of the examination time. *There is no allowance for travel time.* At the end of the posted time, proctors from the Registrar's Office will collect the questions, your scratch material, and your blue books. If you complete your examination by computer, upload your answers to YLS Exams.

Closed Book Exams

- You *must* stay in the assigned room to complete the exam. At the end of the posted time, proctors from the Registrar's Office will collect the questions, your scratch material, and your blue books. If you complete your examination by computer, you may upload your answers to YLS Exams.
- Some closed book exams may require exam software. The Registrar's Office will contact students required to use exam software with more information about using electronic blue book (EBB).

Scheduled Web

- Exam questions will be at a scheduled date and time, and in a specific room or available for downloading at that time via YLS Exams.
- You do not have to go to an assigned room to receive your exam, but you must complete your exam at the specified date and time.
- If you choose to take the exam in the assigned room, you should sign the proctoring sheet; at the end of the allotted time, you should upload your answers, turn in the questions, and initial next to your name on the proctoring sheet.
- If you download and print out the questions from YLS Exams, you must return the questions to the Registrar's Office within twenty-four hours, but in no case later than the end of the examination period.
- Upload your exam answers to YLS Exams.

Scheduled One-Day

- Exam questions will be on a scheduled date and available for downloading via YLS Exams.
- The exam questions will be available at 12:01 a.m. ET and answers must be uploaded by the end of the allotted time or 11:59 p.m., whichever comes first.



- Upload your answers to YLS Exams.

Other

- “Other” exams may include take-home exams distributed on the last day of classes but due during the exam period. Answers may be uploaded to YLS Exams.

Room Use

- Scheduled exams are assigned to specific rooms; other rooms are reserved for the exclusive use of the Registrar’s Office.
- SLB classrooms not in use by the Registrar will be released each day.
- If you begin an open-book or self-scheduled exam in a room that has been reserved for another purpose, you will be asked to leave the room at the appointed time and *you will not be given additional time to move to another space.*
- You may **not** reserve a classroom exclusively for your own use during exams.

Taking Examinations on Computers

- It is your responsibility to submit a virus-free file. If you do not have virus-checking software on your computer, contact the YLS IT Helpdesk.
- A limited number of Law School computers are available for use. To reserve a Law School laptop computer, contact the YLS IT Helpdesk. Computers are available on a first-come, first-served basis.
- To avoid loss of your document:
 - Make sure that you are comfortable with the technology that you are using
 - Save your document in a known location on your computer *before* beginning the exam.
 - Save your document every 5 – 10 minutes.
 - Fully charge laptops before the exam.
 - Before each exam, close all open applications and restart your laptop.

The following rules apply to exams taken on a computer:

1. If you are experiencing technical difficulties, email registrar.law@yale.edu immediately if you are taking an exam remotely, or come to the Registrar’s Office with your laptop and exam questions if you are taking an exam in the Law School building. Do not contact the instructor.
2. There will be no “cutting and pasting” of previously prepared data.
3. Use of the “search” function or the hyperlink function is not allowed (unless specified otherwise in the exam instructions).
4. Use of the “spell check” function is allowed. All spell checking and document formatting must be completed within the time limit of the exam.
5. Students may not use earphones, mobile telephones, or any other electronic devices that have text messaging capabilities.
6. Students must retain an unopened, date-stamped file of the exam answers until after final grades have been posted for the course.
7. Any electronic copy of the exam questions must be deleted after the exam. Any hard copies of the questions must be returned to the Registrar’s Office after the completion of the exam.



Closed Book Examinations

1. In a closed-book exam students may connect to the YLS computer network only to access the exam system to upload their answers; no connection to any other part of the Law School computer network or any other network is permitted and no previously stored data may be used.

Exam Software

1. Some exams may require Electronic Blue Book (EBB) software. Students will be notified in advance and provided with a practice exam before the examination.
2. Some exams may require entering multiple-choice answers via YLS Exams. Students will be notified in advance and provided with a practice exam before the examination.

Honor Statement

All students will be required to read and agree to the following honor statement:

I pledge on my honor that I have not received any information regarding the nature or content of the questions in this examination, that I have completed the examination in accordance with conditions set forth by the instructor, that I will not report, directly or indirectly, any matter concerning those questions to any member of the course who has not taken the examination, that no one has assisted me with the exam, and that I will not share copies of my own exam answers, in any format, at any time, with anyone. If I am downloading exam questions or materials, I pledge that I will not copy, keep, or share these exam questions with anyone.

For exams available through YLS Exams:

Do not download questions unless you intend to take and complete the exam. Once you have downloaded the questions, you will have been deemed to have started the exam and you must complete the exam and upload your answers within the allotted time.



Exam Rescheduling and Special Accommodations

Requests to Reschedule Exams

Do not approach professors with such requests. Exams on sequential days or two exams over three days are not rescheduled. Scheduled exams conflicting with religious observance or medical or family emergency requests may be submitted using the [Request to Change an Exam Time Form](#) available on the YLS Registrar's Office web page.

Eligibility for Accommodations on Examinations

If you think you may need accommodations for disabilities during the examination period, you must present your official documentation to [Student Accessibility Services](#) at least six weeks before the beginning of the examination period. No requests for accommodations may be submitted by the student to the Yale Law School Registrar's Office or to the professor. Student Accessibility Services will assess your documentation and serve as the liaison for making requests for exam accommodations.

Extended Time on Examinations for Non-Native English Speakers

Do not approach professors about extended time. If your native language is not English *and* the language of instruction in your undergraduate educational institution was not English, you may be eligible for extended time on examinations. In most cases, one extra hour is allowed, some professors allow more or less time, some professors restrict eligibility for such extended time to Law School graduate students (LLM and MSL) who meet the criteria given above, and some professors do not grant additional time. Instead, complete a [Request for Extended Time on Examination form](#). One form must be filled out for each class for which extended time is requested. Exam proctors must know in advance of the beginning of an exam whether extended time has been approved.

Petitions for extended time on examinations for non-native English speakers will be considered only for two semesters of enrollment. In all subsequent semesters of enrollment, non-native English speakers will be expected to take examinations under the same conditions as native English speakers.

Illness/Emergencies

If you become acutely ill during the exam period or are otherwise unable to sit an examination because of sudden emergency, contact the Registrar's Office as soon as possible. You will be required to submit written documentation of your illness or emergency from your treatment provider or a medical provider who is not related to you. We strongly recommend that those of you who belong to Yale Health go immediately to Student Medicine for help. The physicians at Student Medicine have forms that can then be submitted to the Registrar's Office.

If you become acutely ill after you have begun an exam, you should stop immediately and bring your laptop and your exam questions to the Registrar's Office if you are taking the exam in one of the Law School buildings; if you are taking the exam remotely, stop the exam immediately, set the questions aside securely if you have printed them out, and telephone the Registrar's Office immediately if it is during regular office opening hours or, if this situation occurs outside of office opening hours, send an immediate email to registrar.law@yale.edu with your exam answers at the time you stopped working on the exam and include a screen shot of the time stamp on your exam answers when you stopped the exam.

For family emergencies, including the death of a close relative, please contact the Registrar's Office to discuss and arrange options for adjusting examinations.



If the illness or emergency is related to a disability, documentation should be submitted from your provider or an emergency medical doctor to Student Accessibility Services, which will then coordinate with the Registrar's Office.

For all of the situations described above, no examination can be rescheduled without appropriate documentation. You should not contact professors in these circumstances.

Events that Conflict with Exams

Attending a class in another school that meets during the Law School exam period is not a reason to reschedule an exam. Neither is attendance at weddings, graduations, or family vacation travel. Any petitions for exceptions to this policy must be accompanied by adequate documentation.