

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Examination Administration Contingency Plan**

**Administrative policy approved October 11, 2023.**

**Revision history:** Edited May 2024 to address online, remote examinations; May 2024 edits are effective as of August 1, 2024.

**Related policies:** Examination Administration Policy; Online Student Identity Verification Policy

**Scheduled Review Date:** July 2025 (Associate Dean for Academic Innovation and Academic Administration)

#### **A. Purpose**

Southwestern Law School seeks to be prepared for emergencies, including during examinations. This plan is designed to provide notice about how Southwestern intends to proceed with scheduled in-person and online examinations when Examplify or ProctorU is unavailable or if the campus is closed due to an emergency. Emergencies include but are not limited to a severe weather event or natural disaster, power loss, inability of Examplify or ProctorU to offer services, epidemic, emergency evacuation of the examination room, or civil disturbance.

The plan is subject to change based on the specific nature of the emergency, Southwestern's technological ability to communicate with students, guidance from government officials or the third-party platform provider, or for other unforeseen reasons. If Southwestern deviates from the plan below, Southwestern's decisions will consider factors such as examination integrity, the course professor's input, fairness and equity to impacted students, when the examination will occur in relation to the start of the emergency, the anticipated length of the emergency, and potential impact on subsequent examinations, if any, in the examination period.

This policy applies to midterm examinations, final examinations, and other assessments scheduled through the Registrar's Office.

#### **B. Communicating Under This Policy**

If Southwestern activates this plan, an appropriate member of the senior leadership team will notify impacted students and faculty members via Southwestern email. Southwestern

may also send a message via SW-Alert. Members of the Southwestern community are encouraged to register for SW-Alert on the Emergency & Safety section of the portal.

## **C. Examinations for Courses with an On-Campus Component**

### **1. Exemplify is unavailable**

Southwestern uses Exemplify for in-person examinations. Exemplify has proven to be reliable but could become unavailable due to a power outage, cyber attack, or other emergency.

If Exemplify is unavailable, the examination will proceed at the scheduled time, but students will complete their examinations using Blue Books and Scantron sheets. Any word or page limits established in the examination instructions will not be enforced. If Blue Books and Scantron sheets are unavailable, Southwestern may reschedule the examination.

Students unable to complete the examination using a Blue Book or Scantron (e.g., due to an accommodation that requires the use of software licensed by Southwestern) will complete the examination using a loaner Southwestern device. If a device is not available, Southwestern will work with each affected student to develop an equitable solution.

### **2. Southwestern's campus is closed due to an emergency**

If Southwestern's campus is closed due to an emergency, for examinations that were to be administered on campus, Southwestern will endeavor to administer those examinations remotely at the scheduled time or as close to the scheduled time as possible. Examinations previously scheduled as remote examinations will proceed remotely, as scheduled.

Examinations will be administered remotely via Exemplify and comply with the Online Student Identity Verification Policy. Remote exam security features may include ExamID and ExamMonitor (these features provide identity verification via facial recognition and video/audio recording of your examination setting during the examination).

Under these circumstances, a professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

**3. Exemplify is unavailable and Southwestern’s campus is closed due to an emergency**

If Exemplify is unavailable and Southwestern’s campus is closed due to an emergency, all students will complete their examinations remotely. The examination will be administered as an open-book, open-note take-home examination. The administration will follow the process outlined in Section C.

A professor may change the examination’s composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-provided devices, Southwestern will endeavor to provide a loaner Southwestern laptop for the students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

**4. Emergency during an examination in progress**

If an emergency occurs while an in-person examination is in progress, Southwestern will evaluate the situation and assess options on a course-by-course basis, taking into account how much of the examination time remains and how long the emergency may last. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point, perhaps shortly thereafter (e.g., in the event of a fire alarm sounds but the campus is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; administering the examination on a later date, whether as a schedule examination or take-home examination; or grading on a C/NC basis with or without an Incomplete option. Except when the examination is restarted shortly after the disruption, a Vice Dean will make every effort to consult with the faculty member whose examination is impacted by the emergency before selecting the option to apply.

**D. Examinations for Fully Online Courses**

Southwestern uses ProctorU to administer online, remote examinations. ProctorU is a reliable online platform and proctoring service used around the world. The examination is created in Canvas, and students will connect to the examination through ProctorU’s Guardian browser.

**1. ProctorU is unavailable**

If the platform is not available, Southwestern may make any of the following accommodations:

Southwestern may work with the professor to change the examination's composition (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination in Canvas and submit their completed examination through the Exam Administration Canvas course. Students must begin the exam during the scheduled or rescheduled examination window. Canvas will track each student's examination time and end the exam after the examination duration has elapsed.

## **2. Canvas is unavailable**

If Canvas is not functioning, students will be instructed to email [exams@swlaw.edu](mailto:exams@swlaw.edu), with the course name and professor in the subject line, to receive their examinations. They will complete the examination using Word and return it by email. If a student returns an examination answer after the permissible time period, including a 10-minute grace period for downloading and uploading, the professor has discretion to reject the examination, accept the examination, or accept the examination subject to a grade or point penalty. If the Student Services Office concludes that the failure to return the examination answer on time resulted from an excusable technological difficulty, the Student Services Office will determine whether the professor should grade the examination for a letter grade or on a Credit/No Credit basis.

## **3. Emergency while an examination is in progress**

If an emergency occurs while an online examination is in progress (e.g., a fire; health emergency requiring immediate medical attention, etc.), students should let the live proctor know. The proctor will have instructions on how to deal with some emergencies. If the proctor cannot handle the student's situation, the student can request that the proctor contact an intervention specialist. If the intervention specialist cannot resolve the problem, the student should do their best to complete the examination. If after working with the intervention specialist, the student still cannot complete the examination due to an emergency, the student should contact the [exams@swlaw.edu](mailto:exams@swlaw.edu) immediately. Southwestern will evaluate the situation and assess options on a student-by-student basis, taking

into account how much of the examination time remains and how long the emergency may last. A non-exhaustive list of possibilities includes allowing students to complete the examination at a later point (e.g., in the event of a fire alarm sounds but the exam room is safe to re-enter); grading the examination on the basis of work completed at the time of the disruption; and granting an Incomplete.

**E. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.