

EXAM COVER SHEET

Course & Section:

Professor:

Term: Winter 2026

Exam Password:

Exam #: _____



Please do not write your name or N# on this exam.

Failure to add your Exam # will result in sanctions.

Uniform Instructions

1. Every law student has a duty to comply with the academic conduct standards of the Shepard Broad College of Law and NSU. These exam instructions supplement the Code of Academic Regulations and the information you received regarding permissible exam room items.
2. You must sign the sign-in sheet in the exam room when you enter. You must leave at least one seat between you and your classmate. You may sit closer only if the room does not accommodate the required spacing or if the proctor advises you to do so.
3. You are allowed to have a gallon sized Ziploc bag at your desk. No other bags are permitted in the exam room.
4. Be sure your course, professor's name, and anonymous exam number are correctly reflected in the box at the top of this document. It is your responsibility to add your exam number to the box in the space provided.
5. You are taking this exam anonymously. You must use only your assigned anonymous exam number for identification. Violating anonymity could trigger academic disciplinary action against you.
6. You must sign out/in when leaving the exam room to use the restroom. Only one person at a time will be permitted to leave the room.

7. The Exemplify software automatically provides a five (5) minute warning before the end of the time limit. You can also set additional timers within the Exemplify software by opening the Tools sidebar.
8. At the end of the exam, Exemplify should automatically upload the exam. It is your responsibility to wait for the green confirmation screen indicating that your exam has been successfully uploaded. If you have a technical issue uploading your exam, bring your device to the Office of Student Services.
9. You are not permitted to leave the room with the exam, any exam materials, or any scrap paper. You must sign the sign-out sheet at the end of the exam. When signing out of the exam room, you must turn in the hard copy of the exam and scrap paper. If you had a technical issue and had to complete your exam in a Blue Book, the books must be turned in to the proctor.
10. Please leave the exam room QUIETLY. Do not congregate outside the exam room or hallways. You may not discuss the exam with students or faculty after you leave the exam room. Any discussion of the exam before the end of the final exam period may result in a violation of the Code of Academic Regulations. You may contact your professor regarding the exam only AFTER grades are posted.

DO NOT BEGIN THIS EXAM UNTIL THE PROCTOR INSTRUCTS YOU TO DO SO.