

Section 5 **Examinations**

5.1 **Blind Anonymous Grading System (BAGS)**

All College of Law examinations are anonymously administered and graded pursuant to the Blind Anonymous Grading System (BAGS). Other graded work may, in the discretion of the instructor, be administered and graded pursuant to the BAGS system.

5.1.1 Each semester, the Office of Admissions and Records will assign a BAGS number to each student. Students must use their BAGS number to identify their examination papers in all courses subject to blind grading and must not use their name or any other personal identification on their examination papers. A single BAGS number is used by each student for all final examinations taken during the semester.

5.1.2 Additional BAGS numbers will be assigned to students in courses with a mid-term examination or other multiple evaluative instruments that are subject to blind grading.

5.1.3 An instructor may decline to grade a student's examination if the student's name or other personal identification appears on the examination paper.

5.2 **Administration of Exams**

Except as otherwise provided in this section, a student must take a final examination at the time it is scheduled. An unexcused absence from a

final examination will result in an Administrative F grade (AF, 60) in the course.

- 5.2.1 Excused absence. If a student, before or during an examination, believes that (s)he cannot take or complete an examination by reason of illness, tragedy or similar compelling exigency, the student must immediately notify the instructor or a dean. Unless justified, a student's failure to provide timely notice of an illness or other exigency will be deemed grounds to deny the student an opportunity to take or complete the examination at a later time.
- 5.2.2 Multiple examinations. If a student has two scheduled final examinations on a single day or an examination on an afternoon followed by one the next morning, the student may request a alternative examination schedule. A request to reschedule an examination must be submitted by the end of the fifth week of the semester to the Associate Dean for Student Affairs or designee who, in consultation with the instructors concerned, will arrange for an alternate time for one of the examinations, if justified. An examination ordinarily will not be rescheduled to a date earlier than that specified on the exam schedule.
- 5.2.3 Special accommodations. A student who is entitled to special examination accommodations because of a physical or

learning disability should make arrangements with the Associate Dean for Student Affairs or designee. To be eligible for special arrangements, a student must complete and submit a request for special exam accommodations form by the end of the fifth week of the semester in which accommodation is sought.

- 5.2.4. Overseas programs. An examination conflict arising out of a student's participation in an FSU summer overseas program immediately following the summer term in Tallahassee will ordinarily be accommodated. Students with such a conflict must arrange for an early examination before leaving Tallahassee.