

FSU College of Law Fall 2020 Exams FAQs

The Fall 2020 exam schedules are available on the FSU Law website, under Academic Resources: **1L Schedule** and **2L/3L Schedule**. All exams will be online. You will use ExamSoft for fixed-time and floating window exams. You will use ExamSoft ExamSCORE to submit your “take-home” exams.

What steps should I take now, before the exam period, to prepare?

Familiarize, or re-familiarize, yourself with ExamSoft now by going to the ExamSoft Canvas page: <https://canvas.fsu.edu/courses/40974>. Make sure you have the latest version of ExamSoft Exemplify software on your computer.

All 1Ls and other new students this semester are required to take the Fall 2020 Practice Exam. *If you have not yet completed the Practice Exam, please make sure to do so by November 20 at 11:59 PM.* The password for the Fall 2020 Practice Exam is **Seminoles1**.

Exam instructions will be available on your course Canvas site (within the Final Exam module) at least 24 hours before the exam so you may review them, understand the format, and gather any materials you may need.

What are the minimum laptop requirements needed to take my exams?

To find the minimum computing requirements required by the College of Law, please visit <https://law.fsu.edu/technology-services/student-information/laptop-requirements>.

Do I need internet access for my exams?

Yes, you will need internet to access Canvas (for exam instructions and passwords), to submit your exams via ExamSoft, and for open mode exams that permit use of the internet. For closed exams, you will only need internet when you download and submit your exam.

Will I be able to access files on my computer during the exam?

It depends. Exams will be in either open or closed mode. The exam mode is included on the exam schedule. For exams that are in open mode, you will be able to access files on your computer. For exams in closed mode, you will not be able to access files on your computer. *The exam mode is different from an open or closed book exam. You may have an open book exam that is in closed mode.*

Am I able to use an additional monitor?

It depends on the exam mode. For open (non-secure) exams, you can. For secured (closed) mode exams, you have to physically disconnect the second monitor from your computer.

What is my BAGS # and where do I find it?

BAGS (Blind Anonymous Grading System) numbers are used as your anonymous identification for your exams. To ensure the anonymity of grading, please do not share your BAGS number with anyone, including your professors, and please do not use your name anywhere on your exam. ExamSoft will automatically populate your BAGS number for you on your exam.

In general, it is a good idea to know what your BAGS number is each semester. You can obtain your BAGS number directly at the records site at <https://records.law.fsu.edu/>. Be sure to use your current semester Final BAGS number for your final exams. Each semester you will be randomly assigned a new BAGS number.

How do I access ExamSoft and download my exams?

You received an email from Dominic Marino on November 5th with information and instructions on how to access ExamSoft and how to download your exams. You should plan to download your exam 24 hours before the start of that exam. *Do not wait until the last minute to download exam files.*

Instructions for accessing ExamSoft:

1. Go to www.examsoft.com/fsulaw.
2. Log in under 'Exam Takers' using:
Institution ID: fsulaw
Student ID: Your FSUID
Password: Your FSUID Password
3. Download your Exemplify testing application and complete the installation process. Launch the program and register using:
 - a. Institution ID: fsulaw
 - b. Your FSUID and password.

Instructions for downloading exams:

1. Launch your ExamSoft/Exemplify application using the icon.
 2. Locate the exam file and click the 'Download' button.
- For additional help please contact ExamSoft support at 954.429.8889.

To contact the law school help desk please call 850.644.7735 or email helpdesk@law.fsu.edu.

Will I need a unique password to access my exam in ExamSoft?

Yes, you will need an exam password. You will receive the password via email from ExamSoft, and it be posted on the course Canvas site ten minutes prior to the exam release.

How do “floating window” exams work?

Floating exams are identified as such on the exam schedule. Although there is a 24-hour window of flexibility for self-scheduling, the exam “timer” will begin as soon as you start the exam and you must complete the exam in that sitting. You will not be able to pause the time and return to it later. All floating exams must be submitted by the end of the floating exam window.

How do I submit “take-home” exams?

“Take-home” exams are identified as such on the exam schedule. Please refer to the specific exam instructions for details, including length of time, format, etc. These exams will be submitted via the ExamSCORE portal. Please refer to the ExamSCORE video on the ExamSoft Canvas for information on how to download your “take home exam” and upload your completed exam file.

Will the law school be open during exams to study?

Yes, the law school will be open through 12/18 to accommodate students who wish to study:

Research Center – M-F, 8AM-8PM (1PM-5PM, 11/28-29 and 12/5-12/6)

Main Classroom Building - M-F, 6AM-8PM

Advocacy Center – M-Sun, 8AM-10PM

Please remember that facemasks are required in all common areas and in rooms where there are more than two students.

Can I reserve a room to take my exams at the law school?

We do not have the space to reserve private rooms for all students who wish to take their exams at the law school. However, we will attempt to accommodate students who request a private testing room due to extenuating circumstances. These include students who need stable internet connectivity, a distraction-reduced testing environment, etc. If you have such need, please contact roomscheduling@law.fsu.edu.

Is the Honor Code still in effect in this online environment?

Yes. The honor code does not apply to “suggested” time limits for exams and/or individual exam questions, but it does apply to all other rules, such as those involving collaboration and outside resources and/or research. If you have any questions about the exam instructions, please contact your professor.

When and how can we expect to receive our “grades”?

We anticipate that the University Registrar will post all law school grades the week of January 4th.

Grades will be viewable through MyFSU Student Central. Detailed instructions for accessing your grades are available at <https://sc.my.fsu.edu/students/how/view-your->

[grades](#). If you have any questions, please contact the Law School Registrar, Anna Shum, at ashum@law.fsu.edu.

For our graduating 3Ls, your degrees will post to transcripts the week of January 11th.

Whom do I contact if I have an issue during the exam period?

It depends on the issue. Please see below for contact information.

For technical issues:

- Matt Mortimer, mortimer@fsu.edu
- Dominic Marino, dmarino@law.fsu.edu
- Technology Helpdesk, helpdesk@law.fsu.edu or 850-644-7735 (leave a message if no answer)

For non-technical issues:

- Dean Catherine Miller, cmiller@law.fsu.edu
- Faculty Support, facultysupport@law.fsu.edu

For emergency situations:

- Dean B, nbenavid@law.fsu.edu or 850/545-7011

For questions related to rescheduled exams or accommodations:

- Dean B, nbenavid@law.fsu.edu or 850/545-7011

For Honor Code or other issues/questions:

- Dean Shawn Bayern, sbayern@law.fsu.edu
- Dean B, nbenavid@law.fsu.edu or 850/545-7011