Earle Mack School of Law at Drexel University

In-Exam Emergency Laptop Policies and Procedures

Revised: September 2, 2011

If a technical (computer) problem arises during an examination, a student may have the option of using an in-exam emergency laptop, subject to the terms set out in this policy.

To be eligible to use the in-exam emergency laptops, a student must have:

- 1) Installed the latest version of Exam4 available, as stated by Lawtech; and
- 2) Successfully submitted a practice examination with the latest version of Exam4 at some point during that term before the published deadline.

The in-exam emergency laptops will only be made available to students who meet the above requirements, whose technical issues first occur after the student has arrived in the exam room and begun the process of logging in to take the exam, and only after Lawtech has been unsuccessful in repairing the issue within the allowable time limit (5 minutes during an exam or 10 minutes prior to the scheduled start time of an exam).

After Lawtech has exceeded the allotted time, they will advise the student of the status of the problem, and the student may opt to either continue in a Bluebook, or be escorted to a "crash room" to use one of the in-exam emergency laptops. The process of switching to an in-exam emergency laptop involves the gathering of your materials, going to the crash room (which may be on a different floor in the building from the exam room), re-activation of a blank exam, and Exam4 start up time. As such, the choice to move to an emergency laptop may take up to 15 minutes FROM THE EXAM TIME and the student WILL NOT receive extra time on the exam for the time lost in switching to an in-exam emergency laptop.

As in the switch to Bluebook, the student will have not have access to anything previously typed, and will be starting on a blank page. If Lawtech is able to retrieve any part of the exam typed prior to the crash, it will be added to the materials given to the professor.

Only three in-exam emergency laptops will be kept; therefore only the first three eligible students who opt to use the laptops at a given time will receive them.

The in-exam emergency laptops will not be given out in the following situations:

- 1) The loss or theft of a student's own laptop;
- 2) Malfunctions prior to arrival in the exam room and the commencement of the login process for the exam;
- 3) Personal mishaps (e.g., spills);
- 4) Take-home exams; or
- 5) For any personal use, for any length of time, outside of an exam.

This is not a comprehensive or exhaustive list and may be amended as deemed necessary by the Law School Administration. Decisions regarding the distribution of the emergency laptops are made at the discretion of the Senior Associate Dean of Students and the Office of Student Affairs.