University of Minnesota Law School Exam Process
Frequently Asked Questions (FAQ)

This FAQ form includes comprehensive information about the University of Minnesota Law School’s exam administration procedures, and addresses the following questions:

- What is the “Sub Plaza Exam Center”?
- When is my exam?
- How much time will I have for my exam?
- Where will my exam take place?
- How does “blind grading” work?
- Where can I find written exam instructions before the exam?
- What exam materials will I receive from the Law School?
- What should I bring with me to the exam room?
- What should I NOT bring with me to the exam room?
- Do I have an option to type or handwrite my exams?
- What technology support is available for exams?
- What if I have a “take-home” exam?
- What does it mean that the Honor Code applies to all exams?
- Who should I talk to if I have an emergency that interferes with my attendance at an exam?
- What if my exam appears to include a mistake, or if I need clarification from an instructor?
- What if I need an exam variance?

WHAT IS THE “SUB PLAZA EXAM CENTER” OR “SPEC”?

- Student Services and Law Technology staff are stationed at the Sub Plaza Exam Center (SPEC) in Room 65 from 8:00 AM to 4:30 PM throughout the final exam period. Students with any exam-related questions or concerns should report to the SPEC for help, unless you have received alternate instructions as part of an approved exam variance.

- The SPEC is where all take-home examinations will be checked out and turned in.

- Quiet hours will be in observance on the Sub Plaza throughout the exam period to avoid disrupting exams in progress. Please speak quietly and conduct personal conversations elsewhere in Mondale Hall.

WHEN IS MY EXAM?

- Standard (non-take-home) exams will be administered in accordance with the Exam Schedule. The most up-to-date version of this schedule can be viewed at: https://www.law.umn.edu/current-students/academic-resources

- Be sure to note whether your exam is scheduled for the MORNING (8:30 AM) or AFTERNOON (1:00 PM). If you have sought an exam variance from the stated schedule, follow the specific instructions in your variance email.
- **Plan ahead** to ensure safe and timely arrival at the Law School before a scheduled exam. Late arrival due to non-emergencies or foreseeable delays (such as traffic, weather, etc.) will result in a reduction in exam time or inability to sit for an exam altogether. Students arriving late must check in at the Sub Plaza Exam Center. If you have an exam-day emergency, call 612-625-2456 to reach or leave a message for the Dean of Students office, AND follow up with a written explanation to lawdos@umn.edu.

- Generally:

  - All standard **MORNING** exams start at **8:30 AM** in classrooms on the Law School Sub Plaza. Students must arrive at the Sub Plaza with all allowed materials **no later than 8:10 AM**. Start times will not be delayed for late-arriving students.

  - All standard **AFTERNOON** exams start at **1:00 PM** in classrooms on the Law School Sub Plaza. Students must arrive with allowed materials **no later than 12:40 PM**. Start times will not be delayed for late-arriving students.

  - **TAKE-HOME** exam materials should be picked up at the location noted in the exam instructions (usually the SPEC) at the appointed date and time as reflected in the exam instructions and posted exam schedule.

    - Check the exam schedule to determine if your take home exam is administered **only on a specific day** (noted on the exam schedule in a given time slot) **OR** **on any day** of the exam period (listed at the bottom of the exam schedule). Some instructors limit the days available for completing take-home exams, so be sure to consult exam instructions.

    - For 8-hour take-home exams, pick up your exam between 8:00 and 8:30 AM. If you arrive after 8:30 AM, you will still be required to turn in your exam materials by 4:30 PM, and have fewer than eight hours to complete your exam answer. **The latest an exam can be turned in to the Sub Plaza Exam Center is 4:30 PM on the last day of the exam period.**

**HOW MUCH TIME WILL I HAVE FOR MY EXAM?**

- Instructors for each course determine the total exam time, which does not necessarily track with the number of credits in the course. Standard exams are often three or four hours. Most take-home exams are 8 hours. The instructor-determined exam length will be included on the exam instructions that are emailed to all enrolled students before the exam. Proctors administering standard exams are instructed to ensure all students stop typing when time has been called, and to refer for an Honor Code investigation any students who continue working after time has been called.

- If a student receives an exam variance that adjusts the total time allowed to complete an exam, the time adjustment will be reflected in the written exam variance response which will be sent to the qualified student via University email. On the day of the exam, a cover sheet with the student’s
exam materials will include the adjusted length, if applicable, and the time by which all exam materials must be submitted.

- For all take-home exams and exams administered under a variance, **students are responsible for tracking their time and ensuring that all exam materials are timely submitted.** The final time when all materials are due will be clearly written on the exam cover sheet, and students are expected to strictly adhere to that deadline. Failure to submit exam materials in accordance with pre-established timelines will result in an automatic .333 grade deduction on the exam and, if longer than 5 minutes, a referral for an Honor Code investigation.

WHERE WILL MY EXAM TAKE PLACE?

- All STANDARD (non-take home, non-variance) exams are administered in classrooms in the Mondale Hall Sub Plaza. Exam rooms for a particular class are posted at the Sub Plaza Exam Center on the day of the exam. You do not need to determine the assigned room until you arrive at the Sub Plaza for the exam. In some cases, there will be more than one available room assigned for a given exam so that students have room to spread out; when you take a seat in a classroom, ensure there is one empty seat between you and other students.

- TAKE-HOME exams are picked up from and returned to Sub Plaza Exam Center, unless you receive specific instructions regarding an alternate location or format. Take-home exams may be typed anywhere, but you must allow enough time for travel and submission of your answer via ExamSoft, so that all your exam materials can be submitted to SPEC by the deadline. Many students choose to go off campus for their take-home exams, or use a library study room or personal carrel.

- VARIANCE exams are administered as described in your variance email notice, and **the date, time, or location of your exam may change depending on the variance you have been granted.** You may be assigned to a specific classroom, seminar room, or a library study room. Consult your letter for details on when and where to report for your exam. Contact the Dean of Students Office at lawdos@umn.edu, NOT your instructors, with questions about variance exam procedures.

HOW DOES “BLIND GRADING” WORK?

- To preserve anonymity in the exam grading process, students are not identified on their exam answers. Instead, students receive a unique number card for each exam, and the three-digit number from this card is used to track all exam materials.

- The number card is the ONLY place a student’s name should be written. For all other exam materials, including the exam questions, exam answer, scantron sheet, and exam supplement, if applicable, the student must clearly indicate the exam number from his or her card.

- When exams are processed, the Registrar sorts all materials to ensure receipt of a number card, exam answer, exam questions, scantron form, and any other applicable materials for EACH student. Failure to write the correct exam number on all of these materials will cause delays in processing, or in correctly identifying and scoring your exam answers.
- Failure to turn in exam questions at the end of the exam may be considered an Honor Code violation. Exam questions may not be shared with others, whether in hard copy, electronically, orally, or through other forms of communication.

- Including personally-identifiable information on an exam answer is also subject to referral for an Honor Code investigation.

WHERE CAN I FIND WRITTEN EXAM INSTRUCTIONS BEFORE THE EXAM?

- Instructions for each exam are emailed to all students enrolled in the class two business days before the exam date. Consult the written instructions to determine the exam format, length, and what specific materials you are allowed to bring with you to the exam.
  - “Open book” exams generally do not restrict written materials that you may bring.
  - “Limited open book” exams allow students to bring only a limited list of materials as reflected in the exam instructions.
  - “Closed book” exams do not allow students to bring ANY other materials to the exam room. Students should plan ahead and NOT bring any bags, briefcases, or large purses to the exam; such items should be left in a locker or other secure location.

- If the written exam instructions differ from oral instructions you received from an instructor, the proctors will administer the exam in accordance with the WRITTEN exam instructions. If you have questions or concerns about the standard exam instructions, please contact your professor BEFORE the exam is administered, and also copy lawreg@umn.edu. Any changes or clarifications to the written instructions will be disseminated to the entire class from the Registrar’s Office or onsite by a proctor.

- Students with variance exams are bound to the same general requirements as other students, though the date, time, length, or other logistical detail may be altered as appropriate. Where the variance instructions differ from the standard instructions, the variance instructions should be followed. Students with variances should carefully review both the standard exam instructions and their written variance message and refer questions/clarifications to the Dean of Students Office (lawdos@umn.edu).

WHAT EXAM MATERIALS WILL I RECEIVE FROM THE LAW SCHOOL WHEN I ARRIVE FOR MY EXAM?

- For EACH exam, you will receive:
  - A number card (this is the ONLY PLACE you will write your name)
  - Exam Questions (place the number from your number card on the upper corner of your exam questions. We MUST account for each page of each set of questions from every single student, and without your number, we cannot ensure you have submitted your questions.)
  - Some ExamSoft SofTest exams will have exam questions embedded within the SofTest frames. In such cases, students will not receive a hard copy of exam questions unless there is a technology issue.
- **Scratch paper** (Students may not write on scratch paper before the exam start is announced, and all scratch paper – used or not – must be turned in at the conclusion of the exam with your other exam materials.)

- You may also receive:
  - **Supplemental exam readings**
  - A **scantron** form for multiple-choice exams
  - **Blue exam answer sheets**, if you are handwriting a standard exam

**CRITICAL NOTE:** **ALL MATERIALS YOU RECEIVE AT THE START OF THE EXAM MUST BE TURNED IN AT THE END OF THE EXAM. YOU WILL BE CONTACTED BY THE DEAN OF STUDENTS IF ALL MATERIALS ARE NOT SUBMITTED. KEEPING YOUR EXAM QUESTIONS AFTER THE END OF THE EXAM MAY BE CONSIDERED AN HONOR CODE VIOLATION.**

**WHAT SHOULD I BRING WITH ME TO THE EXAM ROOM?**

- **Course materials SPECIFICALLY permitted by the exam instructions.** Unless the exam is fully “open book,” the **ONLY** materials you may bring to an exam (or consult during take-home exams) are those specifically permitted by the written exam instructions. This is why it is important to review instructions before the exam, in case you have questions about what is permitted. Questions about permissible materials may go to the instructor and to lawreg@umn.edu, and a clarification to written instructions will be sent to the entire class.

- **Printed, hard-copy class notes, outline, or other permissible materials you would normally access electronically on your laptop.** For standard (non-take-home) exams, you will not be able to access these on your laptop while an ExamSoft/SofTest exam is in progress.

- **Laptop AND power cord.** The Law School does not have spare power cords, and you will handwrite the remainder of your exam if your laptop loses power before the exam is finished.

- **Pens and pencil (with eraser)** to take notes during your exam and/or to complete any multiple choice answer sheets.

- **Earplugs (foam or wax only).** Headphones or other attachments to electronic devices are NOT permitted, even if they are not connected.

**WHAT SHOULD I NOT BRING WITH ME TO THE EXAM ROOM?**

- **All electronic or wireless devices other than a laptop computer are barred from the exam room,** including but not limited to: cell phones, smart phones, personal data assistants, tablets, ipods/MP3 players, music players, headphones of any kind, smart-watches, fitness trackers, programmable calculators, or ANY devise with remote connection capability, **even if it is turned off.** The only exceptions are:
- Do NOT bring any materials, books, publications, etc. that are not permitted by the written exam instructions.

- Do NOT bring food or drink that may be disruptive to other students taking the exam.

- DO NOT bring any item, including a backpack, computer bag, or other item into any classroom for a CLOSED BOOK exam.

DO I HAVE AN OPTION TO TYPE OR HANDWRITE MY EXAMS?

- **JD students** are required to type standard and take-home exams using a laptop computer equipped with the ExamSoft SofTest program. LL.M, Humphrey, Exchange, Patent Law Masters and non-degree students are strongly encouraged but not required to type in-class, standard exams. All students are required to use the ExamSoft SofTest program for take-home exams. Recommended laptop specifications are posted at: [https://sites.google.com/a/umn.edu/law-tech/students/rex](https://sites.google.com/a/umn.edu/law-tech/students/rex).

- The following laptop limits and prohibitions apply:
  - Any laptop with **dual-boot technology may not be used** during administration of a standard exam due to the possibility of accessing prohibited materials. If a student’s laptop is found to have dual-boot capability, it may result in an Honor Code investigation.
  - The definition of “laptop” does not extend to tablets, smart phones, or devices running the Windows Mobile, iOS, or Android operating systems.
  - Students are cautioned against upgrading to new operating systems during the semester until confirming that the new OS will support the ExamSoft SofTest program that is used to administer exams.

- **ExamSoft’s SofTest is the software product used for secure administration of standard and take-home exams.** When installed and used correctly, SofTest enables students to type their exam answers and then to securely submit exam answers wirelessly at the conclusion of each test. The program can be set up to limit access to any laptop content or connectivity for standard exams, or to permit such access for some take-home exams. SofTest includes basic word processing functions, including word count and spell check, and saves exam answers every 60 seconds. SofTest also provides specific records to the Registrar’s Office about when the exam file is opened and closed, to ensure compliance with the Law School’s Honor Code.

- To comply with the laptop requirement for all exams using ExamSoft, students are responsible for:
  - Reading and following all instructions and deadlines for the SofTest program and exam file download process, which are disseminated to students’ University email accounts. *Students who fail to properly download ExamSoft materials and exam files prior to posted download deadlines will handwrite their exams.* Instructions for the download and
installation process can be reviewed at: https://sites.google.com/a/umn.edu/law-tech/KB/es/install.

- New students should be sure to attend calendared trainings on how to download and use SofTest. All students in need of SofTest download assistance should contact the Law Technology team at lawexams@umn.edu, or visit their office in Room 260 of the Law Library BEFORE the download period concludes.

- During the exam period, Law Technology staff are available to assist students with SofTest issues at the Sub Plaza Exam Center in Room 65.

  o Maintaining a laptop in good working order. General laptop care and maintenance tips can be reviewed at: https://sites.google.com/a/umn.edu/law-tech/KB/maint. Students can seek laptop maintenance support at their own cost via the Tech Help site or campus locations, or another outside vendor.

- In rare cases, if a student fails to properly download the SofTest program and exam files OR experiences a technical problem with SofTest functioning just before or during a standard exam that cannot be remedied by Law Technology staff after 15 minutes, students will be assigned to handwrite standard exams using blue exam answer sheets. Handwriting students will receive the same amount of time as prescribed by the course instructor or variance. Students handwriting exams SHOULD NOT NOTIFY their professor of that fact, given the very small number of handwritten exams and the risk of self-identification.

WHAT TECHNOLOGY SUPPORT IS AVAILABLE FOR EXAMS?

- Law Technology staff post and regularly update laptop and technology-related instructions and trouble-shooting resources at: https://sites.google.com/a/umn.edu/law-tech/home.

- Law Technology staff provide trainings for new students (1L, transfer, LL.M, Exchange, Humphrey, Patent Law Masters) as part of Orientation and in advance of exams to assist with the download process for the SofTest program and required exam files. Download instructions and deadlines for the SofTest program and exam files are sent to all students’ University email addresses, and are posted at: https://ei.examsoft.com/GKWeb/login/umnlaw.

- Any student with SofTest download questions or problems should seek help from Law Technology staff BEFORE posted SofTest download deadlines. Law Technology staff can be reached at:

  Room 260 (in Law Library)
  lawexams@umn.edu
  (612) 625-0740

- Students who do not follow the SofTest program and exam file download instructions and timelines will be required to handwrite their exams.
- During the final exam period, students may seek limited assistance with SofTest functioning from Law Technology Staff who are stationed in the Sub Plaza Exam Center in room 65.

- Students who seek hands-on assistance with a SofTest problem during a pending standard exam will be required to review and sign the waiver below:

  o By signing below, I grant explicit permission to allow Law Technology staff to work on my laptop in order to restore access to my exam answer file.
  o I understand and agree that I will not hold Law Technology, Student Services, the Law School, or the University of Minnesota liable for any damage to my device or data lost in their efforts to recover my exam file or troubleshoot my exam program.
  o I understand and agree that Law Technology’s efforts will be limited to basic troubleshooting of my exam software and/or searching for and recovering my exam file.
  o I understand and agree that, if they are able to solve my problem within five (5) minutes of presenting my computer at the Technology desk in the Sub Plaza, I will not receive additional time to complete my exam.
  o I understand and agree that, if they are unable to solve my problem within fifteen (15) minutes of presenting my computer at the Technology desk in the Sub Plaza, I will handwriting the remainder of my exam, whether or not they are able to recover and print out earlier portions of my exam file.
  o I understand and agree that I will not receive any additional time for efforts spent trying to troubleshoot the problem on my own before presenting my computer to the Law Technology desk in the Sub Plaza.

- Students who agree to hands-on assistance will receive the following support if a problem arises during a pending standard exam:

  o Attempts to establish or restore access to a pending exam file.
    - If access is restored within five minutes of a student leaving the exam room, the student will return to the exam room to complete the test in the time allotted to the rest of the class.
    - If access is not restored within five minutes, the student’s time will be stopped and he or she will be instructed to retrieve all belongings from the exam room. Law Technology Staff will work for up to an additional 15 minutes to restore access to the student’s pending exam file.
      - If access is restored, the student will be moved to a separate exam space and will receive the time remaining at initial departure from the exam room to continue typing in the restored SofTest file.
      - If access is not restored, the student will be moved to a separate exam space and will receive the time remaining at initial departure from the exam room to complete the exam by handwriting on blue exam answer sheets.

  o Attempts to access and retrieve any portion of the exam already completed in SofTest at the time of the problem. If Law Technology staff successfully access and print the exam file after the student has started hand-writing, the typed exam answer will be provided to the
student if the exam is still in progress, or to the Registrar to be included with the student’s blue exam answer sheets.

**WHAT IF I HAVE A “TAKE-HOME” EXAM?**

- **Take-home exams differ** from standard exams in that they can be completed in a location of a student’s choice and are generally longer in duration than standard exams. Exam materials are picked up from and submitted to the Sub Plaza Exam Center (SPEC). Answers are uploaded via ExamSoft SofTest.

- **Take-home exam dates.** Carefully check the posted Exam Schedule (from the Current Students Academic Resources page) or your exam variance email, if applicable, to determine the date of your take-home exam. Take-home exams may be administered on a specific date, or may be available for pick-up on a range of dates during the exam period. If you have a take-home exam with flexible dates, it is your responsibility to ensure you pick-up and complete the exam within the exam period.

- **Pick-up and submission location.** Unless you receive specific instructions to the contrary, all physical materials for take-home exams (including cover sheet, number card, exam questions) are picked up from the Sub Plaza Exam Center (SPEC) outside room 65. All physical exam materials must be submitted back to the SPEC before the exam time has lapsed.

- **Exam duration.** The longer duration of take-home exams is designed to be inclusive of all logistical and exam-writing activities. Students should plan and use their time carefully to allow for: travel between the Sub Plaza Exam Center and exam-writing location; organizing, writing, and editing their exam answer; uploading the exam answer; and trouble-shooting technical problems with a laptop, or ExamSoft program. Limited technical support is available during business hours on exam days at the SPEC in Room 65. Students who experience technical or other serious problems while a take-home exam is in progress should immediately take their materials and laptop to the SPEC rather than waiting until time has elapsed. Take-home exams submitted after the allotted exam time are assessed a .333 grade deduction. Longer submission delays will result in a deduction and a referral for an Honor Code investigation.

- **Take-home exam answer format.**

  - **SofTest take-home exams:** For SofTest take-homes, students must follow advance instructions distributed via email to timely download the SofTest program and all exam files. Take-home SofTest files may be set up with less restrictive access settings so that students can access other materials and programs while the exam is in progress, subject to restrictions in the exam instructions and Honor Code. Students may either type exam answers directly into the SofTest exam file, or may initially draft the answer in a separate word processing program (preferably with a back-up function such as Google or DropBox), and then copy the exam answer into the SofTest file.
For a SofTest take-home exam answer to be considered “timely submitted,” you must 1) return all physical exam materials to the SPEC AND 2) “save and exit” your ExamSoft SofTest answer file BEFORE your time has elapsed.

If you have saved and exited out of the exam file but are having trouble uploading your answer, do not delay submission of your physical exam materials and report before your time elapses to the Sub Plaza Exam Center.

- Take-home exams are just like standard exams in that the Honor Code applies at all times. Students SHOULD NOT discuss any part of the exam with any other person or student either while the exam is in progress, or afterwards. It may also be an Honor Code violation to seek or provide information about the exam before all students in the class have completed it. Students must also strictly observe the written exam instructions, including limitations on the use of print or on-line resources not explicitly permitted in the exam instructions. Students are also responsible for closely tracking their time; late-submitted exams will incur an automatic .333 grade penalty, and exams submitted more than five minutes late will be referred for an Honor Code investigation.

WHAT DOES IT MEAN THAT THE HONOR CODE APPLIES TO ALL EXAMS?

- The Honor Code binds all students at all times, and can be found on the Law School website under Rules, Policies and Requirements. The current Honor Code was adopted by a vote of the Law School student body in September 2014. Article II of the Honor Code expressly highlights prohibited conduct. Make sure to read it BEFORE the final exam period.

- Specifically, the Honor Code imposes the following restrictions:

  o You should not talk to any other person about the exam while you are taking it, except that you may seek clarification from the professor (or proctor) regarding a specific question while you are taking the exam. Where appropriate, any clarification from the instructor will be relayed to the entire class. Communication between students in a standard exam room while an exam is in progress is presumed to be an improper interaction and will be referred for an Honor Code investigation. If you have a question during an exam and are unsure what to do, please report to staff at the Sub Plaza Exam Center (SPEC) in room 65.

  o You may not exceed the time allotted for completing your exam. Students who continue typing/writing after time has been called for a standard exam will be referred for an Honor Code investigation. Late student-submitted exams (take-home or variance) will incur an automatic grade penalty. If the student-submitted exam is submitted more than 5 minutes late, the matter will be referred for an Honor Code investigation, in addition to the grading penalty.

  o You may not include your name on your exam answer or other information that would indicate your identity to the instructor reading the exam;

  o Your work must be your own and not be copied from any other materials or other students’ work;
You must not consult any materials that are not specifically permitted by the written exam instructions, including online or in-person resources;

You must not retain any exam materials, including the exam question, after the end of the exam. You are also prohibited from copying any exam materials to retain for yourself or to distribute to other people;

You must not disseminate, orally or in writing, ANY information about the content of the exam after you have taken it, to ensure that exam information is not purposefully or inadvertently provided to students taking make-up exams. The best policy is to avoid discussing an exam with other students, even if you have already completed it; if the other student has not yet taken the exam and you reveal information about it, you will have given this student an unfair advantage, in violation of the Honor Code;

You MUST report to Professor Alexandra Klass any Honor Code violation that you witness by another student;

You may NOT take any other action that would give you an unfair advantage over other students taking the exam.

WHO SHOULD I TALK TO IF I HAVE AN EMERGENCY THAT INTERFERES WITH MY ATTENDANCE AT AN EXAM?

- Contact the Dean of Students office by email (lawdos@umn.edu) or phone (612-625-2456) to explain your circumstances. Make sure to leave a message if staff are not available immediately to take your call due to other exam obligations. Be prepared to provide medical or provider-based documentation in support of your situation.

- DO NOT contact your professor about any variations from the normal exam schedule. This is to protect the blind grading protocol.

WHAT IF MY EXAM APPEARS TO INCLUDE A MISTAKE, OR IF I NEED CLARIFICATION FROM AN INSTRUCTOR?

- If you are taking a standard exam, contact a proctor at the Sub Plaza Exam Center outside Room 65.

- If you are working on a take-home exam, you may, unless specifically barred from doing so by the exam instructions, email your professor directly for a clarification or question. Otherwise, contact Student Services staff at the Sub Plaza Exam Center or at lawreg@umn.edu.

- If you have an exam accommodation and your exam is administered outside the Sub Plaza, contact proctors in the accommodation staging room or the Assistant Dean of Students Office in Room 472.

WHAT IF I NEED AN EXAM VARIANCE?
Pursuant to Academic Rule 11.2.4, a request for variance from the published exam date, time, length, or other exam details is granted rarely, and only in limited circumstances, including:

- Exam start times that are LESS than 24 hours apart;
- Non-native English proficiency and a documented need for additional time;
- A documented disability as verified by Disability Services; OR
- Emergency or other extenuating circumstance beyond the student’s control.

Variance instructions are disseminated to students via University of Minnesota email addresses in November for Fall exams and in April for Spring exams. Students seeking variances must ensure variance applications are complete by the deadline.

Rescheduling requests are granted only if two exams start LESS than 24 hours apart. Multiple exams with at least 24 hours between start times are not grounds for a variance. If a variance is granted for an exam conflict, the rescheduled exam will move to the next available exam period, even if in the same day. In no circumstances will an exam be rescheduled to a date prior to the posted exam date.

Language variances are provided only for non-native English speakers without substantial experience living, working, or learning in an English-language setting.

- JD students who receive a language variance will have additional time reduced over the course of a maximum of three semesters, after which no further accommodation is provided. Students’ initial time adjustment will depend on their established language variance need, as reflected in supporting documentation. For example, if eligible for maximum extended time, a JD student may follow the variance schedule below:
  - First semester: One third (1/3) additional time
  - Second semester: One quarter (1/4) additional time
  - Third semester: One fifth (1/5) additional time

To determine language variance eligibility for JD students, the Law School will review the information reflected in students’ academic records, Law School application, and exam variance applications. Students with substantial experience living, working, or learning in an English-language setting are not eligible for a language variance. Factors considered when determining need for a language variance include:

- Non-native English-language proficiency
- TOEFL score and/or performance on other standardized tests without accommodation
- Past educational experience in an English-language setting
- Past professional experience in an English-language setting
- Other sustained opportunities to develop English-language skills
- Representations made in the admissions process regarding English-language proficiency and/or fluency

When considering eligibility for a language variance, the Law School will consistently apply the above factors to all members of a given JD class, though slight differences between classes may arise for cohorts that began law studies under a previous policy.
- **Disability Accommodations** are determined by the Law School upon recommendations from the University’s Disability Resource Center, which receives, reviews, stores, and makes recommendations based upon medical documentation of one or more disabling conditions and the impacts on a student’s abilities. Exam variances for disabilities must not undermine the fundamental requirements of the exam or evaluation exercise. As the Law School is a professional program preparing students to represent client interests, accommodations may be different from what students experienced in other educational settings.

- **For Emergencies or significant illness** near in time to an exam, students should immediately contact the Dean of Students Office at 612-625-2456 (lawdos@umn.edu) with a full explanation of the nature of the emergency. Students with an illness or medical issue should immediately seek medical care and must provide the Dean of Students office with documentation from a provider. The student is responsible for updating the Dean of Students Office about his or her condition and for cooperating to find the soonest alternate exam time.

- **Students with approved variances will receive a written notice via email** with full details regarding the variance exam. Where general exam instructions, exam schedule, or these exam guidelines may vary with the written variance exam notice, the notice prevails. Questions about variance exams should be forwarded only to the Dean of Students office, NOT to the student’s instructor.