



## Policy on Items Prohibited in Examination Rooms

1. **Applicability:** This policy applies to any examination administered by the Office of Academic Services. It does not automatically apply to other examinations, such as in-class assessments, that a professor may choose to administer. But a professor may, with either a provision in the course syllabus or at least 24 hours' notice to students, apply this policy to those other examinations or assessments.
2. **Written Examination Instructions:** In the examination room, students may possess only those materials authorized by the professor, as reflected in the written exam instructions. Students may not possess any other materials relating to the course. Merely possessing impermissible materials in the exam room may result in a grade reduction, including a failing grade, for cheating, and additional sanctions under the Code of Conduct, regardless of whether a student has referred to the materials during the exam. Also, even permitted materials may not be shared during the examination.
3. **Bags, Backpacks, Briefcases, Laptop Bags or Sleeves, Luggage, and Purses:** Students may not bring any bags, backpacks, briefcases, laptop bags or sleeves, luggage, purses, or similar items into the examination room.
4. **Watches and Electronic Devices Prohibited:** To help ensure academic integrity and proper examination administration, the following items are not permitted in any examination room, unless an exception exists under paragraph 8 or 9 below:
  - a. **Any watch or time device:** A student may not wear or bring a watch or time device into the examination room. Given the number of examinations administered, our proctors and other staff will not have time to examine individual watches to determine whether they are actually electronic devices. Thus, no watches or time devices will be permitted in an examination room. A working clock will be present in each examination room.
  - b. **Electronic devices other than an authorized laptop:** Other than a laptop used to take the actual examination, a student may not bring an

electronic device into the examination room. Examples of such devices, without limitation, are: cellphones, tablets, iPods, pagers, electronic watches, fitness trackers, handheld computers, email and text messaging devices, PDAs, scanners, language translators, radios, electronic storage devices, including CDs, DVDs, memory sticks and thumb and other flash drives, calculators, cameras or other picture-taking devices, audio or video recorders, and sound receptors, including headphones, ear buds, and headsets. This list is consistent with the items prohibited during the Illinois bar examination.

5. **Storing Watches and Electronic Devices:** Students should store watches and electronic devices in their lockers, cars, or other secure place—or should not bring them to school. Students should not place watches or electronic devices in any container or other item worn or brought into the examination room. Should a student arrive in the examination room with a prohibited item, the student will be directed to take the items to his or her locker and will not be given additional time to complete the examination. If a student is discovered with a prohibited item during the examination, the student will be directed to leave the examination room, with a JMLS employee or representative, and take the item either to the student’s locker or to a Campus Safety and Security station and complete the required waiver of liability, assumption of risk, and property inventory form reprinted at the end of this policy; the student will not receive additional time to complete the examination.
6. **Students Expecting Emergency Communications:** If a student is expecting an emergency communication during the examination, the student should arrange to leave his or her device with a trusted friend or colleague during the examination. Should an emergency communication be received, that person can then contact the Academic Services Office, and the appropriate JMLS representative will contact the affected student. A student could also leave the device with a family member outside the building who could then call the Academic Services Office in case of an emergency. If the student does not have a family member, trusted friend, or colleague who can monitor the device during the examination, the student may visit a Campus Safety and Security station before the examination. The student should put the device in a clear bag and clearly write the student’s name on both the bag and device. A JMLS employee or representative will attempt to monitor the device, but cannot be responsible for the device, data or contents on the device, or any missed communications. To leave the items with Campus Safety and Security, the student must sign a waiver of liability, assumption of risk, and property inventory form; a copy of that form appears at the end of this policy. Therefore, it is highly recommended that a student make prior arrangements with a friend, family member, or colleague.

7. **Items Permitted in Examination Rooms:**

a. **Larger allowed items:** In addition to academic materials authorized by the professor, students may bring the following items into the examination room:

- i. Jackets, sweaters, and other clothing wraps;
- ii. Personal computer or tablet and related plugs, cords, and connections (such as an external mouse) — if allowed by the professor;
- iii. Assistive and medical devices such as crutches, splints, braces, slings, wheelchairs, and hearing aids;
- iv. Pillow without pillowcase and lumbar-support cushions; and
- v. Non-alcoholic beverages in closed containers.

b. **Items allowed in a clear plastic bag:** Students may bring the items listed below into the examination room. All items should be in a single clear plastic bag that does not exceed one gallon. Appropriate clear bags will be provided at the proctor check-in table and at security desks around campus. Proctors will ask to check each student's bag. Items not on this list will not be permitted into the room absent written permission from the Registrar or Vice Dean of Academic Affairs. This procedure is similar to that used to administer most bar examinations.

- i. School and government-issued ID;
- ii. Pens, pencils, and highlighters;
- iii. Eyeglasses and contact lenses;
- iv. Foam ear plugs or cotton;
- v. Aspirin/acetaminophen, prescription medicine (in original container), over-the-counter medicine, inhalers, epi pens, diabetes-related equipment, and feminine hygiene items;
- vi. Tissues;
- vii. Paper clips;
- viii. Quiet snacks; and
- ix. Keys.

8. **ADA Accommodations:** A student may be granted an exemption under this policy as an accommodation under the Americans with Disabilities Act, in accordance with the law school's Disability Policy and Procedures.

9. **Professor Discretion:** Should a professor desire to allow students to bring otherwise prohibited devices into a classroom, the professor should notify the

Associate Dean for Faculty Affairs and the Registrar as far in advance as possible, but no less than 30 days before the examination, so that appropriate planning may occur. The professor must also list the permitted devices on the face of the examination.

10. **Questions:** If a student has any question about what may or may not be brought into the examination room, the student should contact the Registrar, in writing, well in advance of the actual examination.
11. **Violations:** Violating this policy also violates the Code of Conduct, and may also result in other sanctions, including a grade reduction. Students and employees who suspect that a student has violated this policy should report that information immediately to the Registrar or Vice Dean for Academic Affairs.

*Administrative policy adopted April 17, 2017; revised June 12, 2017. Effective immediately.*

*Cross-references:* 2016-2017 Student Handbook page 21; Disability Policy and Procedures.

**Additional guidance for students:**

\*\*Starting in Summer 2017, each student will be assigned a locker, at no charge. Students should consider placing any items they do not want to bring into the examination room into their assigned lockers.

\*\*Students will not be given additional time on the exam to remove prohibited items from the examination room.

\*\*Students who have purchased e-books should consult in advance with the course professor to determine whether, for an open-book examination, the student will have access to e-books or whether the e-books will be blocked by the ExamSoft program.



# THE JOHN MARSHALL LAW SCHOOL

## Waiver of Liability, Assumption of Risk, and Property Inventory Form

The student signing below voluntarily has released to The John Marshall Law School Campus Safety and Security Department (JMLS) the following items [please list each item with specificity]:

at \_\_\_\_\_ [time] on \_\_\_\_\_ [date]. The student acknowledges these items are not permitted into an examination room and that student chose not to make other arrangements for the listed property, as recommended in JMLS policy. The student agrees to retrieve all items immediately after completing the examination.

The student requests that JMLS contact the student if the student receives a communication from or about the following [write N/A if not applicable; student may write other instructions in this area]:

The student acknowledges that JMLS's primary duties are not to monitor the student's communications and that the communications noted above may be missed, or notification to the student about the communication may be delayed.

By signing this **waiver of liability**, the student assumes all risks related to the property, data and contents of any released device, and missed communications, and agrees to hold JMLS—including its employees, agents, representatives, and contractors—entirely free from any liability, including financial responsibility, for loss of the listed property; damage to or alteration of the listed property; theft of the listed property; loss or alteration of data; breach of sensitive or confidential information; and missed communications—including consequences associated with the student missing any communication—on any device left

with JMLS, regardless of whether any of the above is caused by the negligence of a JMLS employee, agent, representative, or contractor.

The student also **acknowledges and affirmatively assumes the risks** involved in volunteering to temporarily release the student's listed property to JMLS. These risks include, but are not limited to, loss of, damage to, alteration of, and theft of property; loss, alteration, or security breaches associate with data or contents on any released device; and missed communications, even those communications identified to JMLS by the student as being important or critical.

By signing below the student **forfeits all right** to bring a suit or other complaint against, or to seek indemnification from, JMLS or its employees, agents, representatives, or contractors.

I, \_\_\_\_\_ [printed name], acknowledge that:

- I have read and fully understand this agreement.
- I unconditionally agree to the terms of the agreement.
- No oral representations have been made to me that would change the terms of this agreement.
- I do not have any questions about this agreement.
- I acknowledge that I am signing this agreement freely and voluntarily.
- *I intend my signature below to be a complete and unconditional release of liability to the greatest extent allowed by law.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Examination name/course: \_\_\_\_\_

Exam room: \_\_\_\_\_ Exam time: \_\_\_\_\_

Name and initials of JMLS employee/representative on duty:

\_\_\_\_\_

**To be completed when student retrieves released property:**

I retrieved all property listed above at \_\_\_\_\_ [time] on \_\_\_\_\_ [date].

**Please check at least one below:**

\_\_\_\_\_ All property was in the same condition as when I released it to JMLS.

\_\_\_\_\_ The following property was not returned or was damaged or altered as described here:

\_\_\_\_\_ I want to speak with a supervisor about the following:

\_\_\_\_\_ I want to state the following:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date and Time

**Signature of JMLS employee/representative on duty:** \_\_\_\_\_