



# THE JOHN MARSHALL LAW SCHOOL

## Policy on Arriving Late to a Final Examination, and Illness Immediately Before or During a Final Examination

1. **Scope:** This policy applies only to final examinations administered on campus.
2. **Tardiness:**
  - a. A student who arrives up to 30 minutes late for an exam may take the examination as scheduled but will not receive any additional time to complete the exam.
  - b. A student who is late for an examination should **report to the Academic Services Office, not the examination room**. The time that the student appears in that Office will determine whether the student is eligible to start the examination. It will take additional time to get the student set-up in an examination room. The student will not receive any additional time on the examination.
  - c. A student who arrives for an on-campus examination later than the times identified above, or who fails to appear for the examination, will not be permitted to take the examination unless the Associate Dean for Faculty Affairs determines that the student has demonstrated that extraordinary circumstances exist. For examples of what might constitute extraordinary circumstances, see section 3 of the “Final Examination Conflict and Rescheduling Policy.” If the Associate Dean for Faculty Affairs determines that extraordinary circumstances exist, the Associate Dean may permit the student to take the examination at the time and under the conditions and penalties as the school administration determines.
3. **Illness Before the Examination:** A student who arrives on campus, becomes ill before the examination begins, and feels that he or she will not be able to complete the examination **should not begin the examination** and should immediately report the illness to the proctor, who will in turn send the student to the Academic Services Office for further instructions.
  - a. If the student does not take the examination, the student will be expected to visit and obtain appropriate documentation from a

treatment provider, such as a physician. The student must also obtain written consent to allow the treatment provider to speak directly to the law school administration about the student's illness and fitness to return. If the student obtains appropriate documentation on a timely basis, the Associate Dean for Faculty Affairs may permit the student to take the examination at the time and under the conditions as the school administration determines. If the student does not visit or obtain the appropriate documentation on a timely basis, the student risks receiving an "F" or "WF" grade in the course. Depending on when during the examination cycle the illness occurs, when the appropriate documentation is received, and other factors, the student may have to wait until the next time the examination for that course is offered to take the examination. In addition, the student should not discuss the examination or its contents with anyone—whether students, the professor, or another individual—until after the student completes the examination.

- b. If the student, after reporting to the Academic Services Office, determines that he or she is feeling well enough to start the examination, and the examination period started less than 30 minutes earlier, the Registrar, Associate Dean for Faculty Affairs, or their designee may permit the student to take the examination and may—but is not required to—grant the student additional time to complete the examination. The time granted may not exceed the normal time the student would have had to complete the examination but for the student's illness. In this situation, the examination typically should be administered in a separate examination room. During the period that the student is not in an examination room, the student should not consult any materials, such as outlines or course materials, related to the examination, and should not consult with anyone about the content of the examination.

4. **Illness During the Examination:** A student who becomes ill during the examination should immediately report the illness to the proctor, who will in turn send the student to the Academic Services Office for further instructions.

- a. If the student does not take the examination, the student will be expected to visit and obtain appropriate documentation from a treatment provider, such as a physician. The student must also obtain written consent to allow the treatment provider to speak directly to the law school administration about the student's illness and fitness to return. If the student obtains appropriate documentation on a timely basis, the Associate Dean for Faculty Affairs may permit the student to take the examination at the time and under the conditions

as the school administration determines. If the student does not visit or obtain the appropriate documentation on a timely basis, the student risks receiving an “F” or “WF” grade in the course. Depending on when during the examination cycle the illness occurs, when the appropriate documentation is received, whether the professor is willing to provide an alternative examination, and other factors, the student may have to wait until the next time the examination for that course is offered to take the examination. In addition, the student should not discuss the examination or its contents with anyone—whether students, the professor, or another individual—until after the student completes the examination.

- b.** If the student, after reporting to the Academic Services Office, determines that he or she is feeling well enough to resume taking the examination, and the period elapsed does not exceed 30 minutes, the Registrar, Associate Dean for Faculty Affairs, or their designee may permit the student to resume taking the examination and may—but is not required to—grant the student additional time to complete the examination. The time granted may not exceed the normal time the student would have had to complete the examination but for the student’s illness. In this situation, the examination typically should resume in a separate examination room. During the period that the student is not in an examination room, the student should not consult any materials, such as outlines or course materials, related to the examination, and should not consult with anyone about the content of the examination.

**5. Preserving Anonymity:**

- a.** A student should not contact a professor if he or she is late to a final examination, or if the student becomes ill before or during an examination. Any attempt to contact a faculty member may jeopardize the anonymous grading system.
- b.** To help preserve anonymity, when one or more students take an examination on a day other than the published examination date, the Academic Services Office will hold back, on a random basis, several examinations taken by students on the scheduled examination day. Those examinations will be provided to the professor along with all examinations taken on a rescheduled basis so that the professor will not know which examinations were taken on a rescheduled basis.
- c.** If a student is permitted to reschedule a final examination more than one week after the end of the examination period—which will be rare—the school may not be able to hold back additional examinations as noted in the prior subsection. The Academic Services

Office will alert the student about this situation should it arise. The law school will make every effort to preserve anonymity in other ways, and the student should also take steps to help preserve anonymity.

6. **“T” Conversion:** If a student has been granted an examination accommodation that allows the student to complete the examination after the last day of scheduled final examinations for the semester, the designation “T” (Incomplete) will appear on the student’s transcript. However, an “T” designation may stand for only one semester. If the student fails to take the examination or complete other requirements, the “T” designation will be converted to an “F” the day after the last day of scheduled final examinations for the following semester, unless the Associate Dean for Faculty Affairs or the Registrar has approved, in writing, a definite date for the student to take the examination or complete other requirements.

*Administrative policy adopted April 17, 2017; effective for Spring 2017 examinations.*

*Revised July 6, 2018.*

*Cross-reference: Final Examination Conflict and Rescheduling Policy.*