

## **Fall 2020 EXAM RESOURCES**

If you encounter an issue or have a question during your exam, first and foremost do not panic. We are here to help. Please contact us at the time the issue occurs, or question arises. Do not wait until after the exam has ended as we will have fewer options to assist you at that time.

To maintain the anonymity of the exams, it is very important that you **do not** contact your professor directly either during or after the exam ends. If you need assistance, please reach out to the resources below.

If during the exam we need to provide additional information to the entire class about the exam, we will communicate with you through email. Therefore, you should have your phone or another device available and will want to check your email occasionally during the exam for any updates. As a reminder, students are expected to abide by the CWSL Code of Student Professional Conduct when taking their exams. Any inappropriate use of an electronic device during an exam will result in an Honor Code Violation.

### **TECHNOLOGY RELATED QUESTIONS Call (619)-515-1599**

*Examples: Computer freezes or crashes, unable to locate your downloaded exam file, unable to successfully upload your exam when finished, computer hardware or software issues, or other Exemplify questions.*

You can also email [labhelp@law.cwsl.edu](mailto:labhelp@law.cwsl.edu). If you are unable to reach someone by phone, please email [labhelp@law.cwsl.edu](mailto:labhelp@law.cwsl.edu) and provide your name, telephone number, and brief description of the issue so one of the resources can reach out to assist you.

### **EXAM CONTENT RELATED QUESTIONS**

*Examples: Questions related to the exam instructions, exam questions, exam format, or issues with the exam password provided. Call either:*

- 1) 619-525-1470 (Joyce Stallworth)**
- 2) 619-515-1565 (Vanessa Truong)**

You can also email [FSS@cwsl.edu](mailto:FSS@cwsl.edu). Please provide your name, telephone number, and a brief description of your question. One of the resources will respond to you as soon as possible.

### **EXAM ACCOMMODATION RELATED QUESTIONS**

*Questions specifically related to a student's exam accommodations.*

Email [studentservices@cwsl.edu](mailto:studentservices@cwsl.edu)

**EMERGENCIES OR ILLNESS** (please contact the Vice Dean's office before your scheduled exam time)

Email [academicaffairs@cwsl.edu](mailto:academicaffairs@cwsl.edu) or call (619) 525-1444