

SPRING 2020 EXAM RESOURCES

If you encounter an issue or have a question during your exams, first and foremost don't panic. We are here to help and will work through any issue you may be having. 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 may result in an Honor Code Violation.

TECHNOLOGY RELATED QUESTIONS

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 (Exception-if you are unable to login to your exam with the exam password faculty support has provided, please contact Joyce Stallworth or Vanessa Truong at the numbers below under Exam Content Related Questions.)

Please call in the following order:

- 1) 619-525-1473 (Daniel Starnes)
- 2) 619-515-1364 (John Printz)
- 3) 619-515-1599

Resources will be available from 7:30 am-4:30 pm.

You can also email labhelp@law.cwsl.edu. If you are unable to reach someone by phone, please email 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.

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

You can also email 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.

Please call (619) 515-1576 or email studentservices@cwsl.edu

Jessica Placido, Stacie East, and Dean Finster will be available.