

CRIMINAL LAW - Dean Suni - Take-home Exam Rules - Fall 2003

The following are the rules relating to the take home exam. Any questions about interpretation should be addressed to me. If the question could in any manner impair anonymity, it should be addressed to Nicole Francis in the Administrative Suite. She will consult with me and you can obtain the response from her.

1. The exam must be picked up on Wednesday, December 17th at 1:30 p.m. in Room 03.
 2. The exam must be returned by 4:00 p.m. on Thursday, December 18th, to the Receptionist in the Administrative Suite.
 3. Once you have picked up the exam, you may not discuss it in any way with anyone until 5:00 p.m. Thursday, December 18th.
 4. Once you have picked up the exam, there is no limit as to how much time you may spend working on it. Sleep is important. Be reasonable.
 5. You may use only those materials you have used to study for the course and/or exam. **This is not a research project**, and you are **not to consult library materials other than those you have used in preparing prior to receiving the test**, nor are you to use computer research services. You may use outlines and roadmaps but **MAY NOT** use "templates" developed in advance.
 6. You may (but are not required to) use a word processor or computer in preparing your answer. You need not use a blue book.
 7. Your answer must be no longer than **4800 words**. This requirement **must be met with a word count, which can be done on your word processor or by hand**. If you use the "by hand" method, you may count representative pages and multiply. You must fill out and submit a **Declaration of Compliance** with your exam and answer indicating how you comply with the rules. If you use the "by hand" method (which should **only** be the case if you **cannot** get a computer word count), you must designate the method by which you calculated your word count. **I will penalize papers that exceed these requirements or that in my judgment reflect an attempt to evade the spirit of these rules. I will not grade any portion of the exam that exceeds the permitted length.**
- You NEED NOT worry about margins, fonts, etc.** on the exam as long as it is easily readable. Do not use a font smaller than 11 point or larger than 13 point.
8. Number the pages of your answer, preferably indicating 1 of 10, 2 of 10, etc. Make sure your exam number is on **all** pages of your answer.
 9. **Violation of the rules regarding consultation with others or with outside materials and significant deviation from the rules regarding time and length limitations will be considered honor code violations. In addition, violation of rules regarding consultation, length or lateness will lead to assessment of penalties in grading (regardless of whether honor code action is taken).**
 10. If any problems arise during this exam, call Nicole Francis at 235-1654. I have no authority to make exceptions or give extensions.