

Dear Students,

Below is a copy of information that was emailed to all students on November 24, 2015.

Please see below for important preparation information:

- **Exam Schedule:** The finals schedule is posted our [website](#). Exam details such as length, computer information, and allowed materials may change depending on professor requests; however, the dates and start times will not change.
- **Classroom Exam Preparation:**
 - **Exam4 Software Download:** If you will be using software to take your classroom exam, you must download an updated version of the exam4 software before your first exam. You must download a new version each semester.

To download the software:

 - Go to www.exam4.com
 - Select “Law Schools” on the first page
 - Navigate to Colorado and select the Sturm College of Law
 - Fill in your info and follow the prompts to download the software
 - Please complete a practice exam before taking any exams. If you have any questions about taking a practice exam, let me know.
 - **Allowed Materials:** Please note that students can no longer wear headphones (with cords or without cords) during classroom exams. We offer free earplugs in the Student Services Office as a convenience, and you are welcome to stop by for earplugs anytime during business hours. Additionally, students can take bathroom breaks during classroom exams (one at a time). Students can bring snacks and beverages, but please be mindful of any noise you create around you. Cell phones and smart watches are not allowed, but regular watches are acceptable.
- **Online Exam Preparation:** We are now using a new online exam portal. If you have an online exam, the online practice exam is now ready for your use. You can check out your practice exam through our new online portal ([here](#)). The practice exam is located near the top of the screen and titled “F15m Practice Exam.” Simply select the link and enter your midterm number listed above. Once you click “Continue,” your exam timer will start. You can then follow the prompts to obtain the exam questions.

As a final note, once you submit an exam, no additional changes can be made to that exam. Please be aware of this rule especially if you have an online or a take home exam (it includes adjustments to word counts, page numbers, etc). Make sure you read the exam instructions carefully to avoid any issues. Your first submission is your final submission.

If you have any questions, feel free to stop by suite 235, call 303.871.6132, or email us at registrar@law.du.edu. As always, we will have coffee, candy, and snacks throughout the exam period.

All the best in your final preparations!

Emily

Emily Cederberg

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Sturm College of Law

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