**Anonymous Grading Number\_\_\_\_\_\_\_\_\_\_\_\_\_**

American University  
**WASHINGTON COLLEGE OF LAW**  
**FINAL EXAMINATION  
Course Name**

**Professor's Name:  
Date:**

**INSTRUCTIONS:** *Information in* ***BOLD*** *should be added to every exam cover sheet.*

1. **The length of the examination:**  If your exam is a take home, please specify the amount of time (in hours) needed to complete this exam during the stated range of dates.
2. **The number of pages of the examination:** Please write how many pages are in the exam and number each page. For example, "1 of 10, 2 of 10," etc. This is very important to ensure that exams are duplicated correctly.
3. Indicate what materials may be brought into the examination room (textbook, notes, casebooks, supplemental materials, etc.) Indicate if no materials are allowed. Usage of computers should be stated clearly. If your exam will be completed using Exam4 (secure) or MyWCL (non-secure), indicate it here. You do not need to provide instructions about using Exam4 or MyWCL. The students have already received this information. You may allow the students the option of handwriting their exams in bluebooks which will be provided in the exam room.
4. **You will receive "0" credit for any unanswered question.**
5. If scantron answer sheets are used, give detailed instructions. Only anonymous grading numbers should be written in the space marked identification number and the corresponding bubbles should be filled in. If using scantron answer sheets for True and False questions, please indicate which letter should be used for True and which letter should be used for False (for example, A=True, B=False). If your exam contains multiple-choice questions and you do not want to use Scantron answer sheets, describe how your students should mark their answers (Circle correct answer on the question sheet, write in a blue book, type them in their document, etc.)
6. **No corrections will be made once the exam is distributed. If there is a typo or ambiguity in a question, state your assumption and answer accordingly.**
7. **Only your anonymous-grading number should appear on your blue book and examination copy. DO NOT USE EITHER YOUR NAME OR SOCIAL SECURITY NUMBER.**
8. **If you are graduating at the end of the semester, please write "GRADUATING" on the outside of your exam envelope and on each Blue Book.**
9. **All materials, including the questions, handwritten answers (if applicable) and scratch materials at the end of the exam, inserted into your self-sealing exam envelope and handed to the proctor.**
10. **The use of electronic devices (iPods, cell phones, mp3 players, etc.) is prohibited during the exam.** This policy is at your discretion, however we recommend this language to prevent cheating and honor code violations.
11. **DO NOT PUT A BLANKET STATEMENT HERE REGARDING ADDITIONAL TIME FOR ESL STUDENTS. PERMISSION FOR EXTRA TIME MUST BE GRANTED BY YOU FOR EACH STUDENT ON A CASE-BY-CASE BASIS. PUTTING A STATEMENT HERE THAT YOU ARE GRANTING EXTRA TIME FOR ALL ESL STUDENTS DOES NOT COMPLY WITH WCL POLICY AND ONLY CAUSES CONFUSION IN THE EXAM ROOM.**