Exams
Information Session

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Purpose: The Offices of the Registrar and the Dean of Students would like all students to experience a successful exam period.

Our goal is to provide you with the information you need to ensure your success.
What we’ll cover today:

➢ Illness, distress, and emergencies during an exam
➢ Technological issues during the exam period
➢ Exam IDs & anonymous grading
➢ General exam information
  ▪ Exam types
  ▪ Exam times
  ▪ Exam modes
➢ Exam4 demo
Emergency During the Exam Period

➢ If a family, medical, or personal emergency occurs during the exam period, accommodations may be possible.

➢ Notify Lakshmi Clark, Director of Student Affairs, in the Dean of Students Office to discuss options.

- Lakshmi Clark: 617-496-2437, lclark@law.harvard.edu
- Dean of Students Office: 617-495-1880, dos@law.harvard.edu
If Sick Before an Exam...

➢ **DO NOT begin your exam.** Contact the Dean of Students Office to notify them of the situation.

➢ Make an appointment with HUHS and obtain medical documentation from that visit to submit to the Dean of Students Office.

➢ Always follow up with DOS after your visit.

➢ **DOS Contacts:**
  - Dean of Students Office: 617-495-1880 dos@law.harvard.edu
  - Lakshmi Clark: 617-496-2437, lclark@law.harvard.edu
  - Carolyn Hubbard, Accessibility Services Coordinator: 617-495-8773, chubbard@law.harvard.edu
If Sick During an In-Class Exam...

➢ You should stop your exam, tell the proctor about the illness and request go to HUHS.

➢ You should then make an appointment with HUHS and obtain documentation from that visit to submit to the Dean of Students Office.

➢ Always follow up with DOS after your visit.

➢ *If you do not stop your exam, you cannot receive retroactive accommodations.*
If Sick During a Take-Home Exam...

1. Stop the exam.
2. Call the Dean of Students Office to notify them of the situation.
3. Make an appointment with HUHS and obtain documentation from the HUHS visit.
4. Follow up with DOS.
5. *If you do not stop your exam, you cannot receive retroactive accommodations.*

➢ **DOS Contacts:**
  ➢ Dean of Students Office: 617-495-1880, dos@law.harvard.edu
  ➢ Lakshmi Clark, Dir. of Student Affairs: 617-496-2437, lclark@law.harvard.edu
  ➢ Carolyn Hubbard, Accessibility Services Coordinator: 617-495-8773, chubbard@law.harvard.edu
If Sick After Hours or on the Weekend...

➢ If it is after hours or on a weekend when you are sick, you should go to HUHS in the Pound Hall basement.

➢ Please have your doctor get in touch with the Dean of Students Office as soon as possible.

➢ Always follow up with DOS after your visit.

➢ Urgent Care: 617-495-5711
Other Considerations
Technical Issues:

➢ **Prior to your exams**, complete a practice exam in order to eliminate any technical surprises during the exam period.

➢ If you’re having trouble with your laptop or it does not pass the security check:
  ▪ Borrow a laptop for the Student Helpdesk
  ▪ Sit for exam in the Langdell Computer Lab

➢ Should you experience a tech issue during your exam:
  ▪ In-class Exams: ALERT a proctor immediately.
    ▪ From there the proctor will assess and you may be directed to the Langdell computer lab to finish your exam.
  ▪ Take-Home Exams: Call the Registrar’s Office immediately (617-495-4612) and email (registrar@law.harvard.edu) for support and documentation.
Anonymous Grading & Exam IDs:

- All HLS exams are graded anonymously.
  - Do not include your name or any identifying factors about yourself in your exam.
  - Should you do so, this may result in Ad Board actions.

- You should only identify yourself by your **Fall 2017 Exam ID**.
  - All exam ids are 6-digits and **change** each term.
  - Your exam ids are listed on your home page in Helios.
  - For XREG students, we will send your exam IDs to you.
  - For XLIST students, use the last 6-digits of your HUID.

- Contact with your faculty member regarding your exam is **prohibited** prior to the release of grades. You must not consult with the faculty member about any exam administration or scheduling issues.
Finding Your Exam ID

Make sure it is for the correct term.
Exam Types and Deadlines

➢ **In-Class** – proctor is official timekeeper

➢ **Take-Homes:**
  ▪ Download questions at [Exam4.com](http://Exam4.com); downloading starts the clock.
  ▪ **One-day take-home:**
    ✓ Available for download at 7:30am, must be submitted within the allotted time, typically within 8 hours of the download time.
    ✓ Due within allotted hours, but no later than 4:30pm EST.
  ▪ **Any-day take-home:**
    ✓ Available for download anytime during the exam period.
    ✓ Must submit your answer within the allotted timeframe
    ✓ All answers are due no later than 4:30pm EST on December 19.
  ▪ **Last-class take-home:**
    ✓ All answers must be submitted by 4:30pm EST on December 19.
Downloading Your Take-Home Exam from Exam4.com

Takehome Exam: F16 Lazarus Torts

Harvard Law School

Please enter your Examinee ID
Your institution or instructor will provide this.

# # # # #

Continue

You will need to have the Exam4 software downloaded and installed in order to take this exam. If you haven't downloaded it yet, you can do so on the previous page.
Downloading Your Take-Home Exam from Exam4.com

Confirm Exam Start

Once you view the exam question, you will have 8 hours to submit your answer.

- Cancel / Go Back
- Start Exam

An any-day take-home exam example

Clicking on “Start Exam” starts the clock!

Due Date

Wednesday, November 8 at 10:08 PM EST

We recorded that your exam began on Wednesday, November 8 at 10:08 PM EST
Exam Modes in Exam4

➢ CLOSED:
  ▪ No access to hard drive or internet.
  ▪ Security check required.

➢ OPEN:
  ▪ Access to hard drive but not the internet.
  ▪ Cannot cut & paste from external documents.

➢ OPEN + NETWORK:
  ▪ Access to hard drive and internet.
  ▪ Cannot cut & paste from external documents.

➢ TAKEHOME:
  ▪ Access to hard drive and internet.

Reminder:
Regardless of mode, faculty instructions may have stricter rules on the exam, limiting what students may or may not access.
Cutting and Pasting Answers 😞 😞 😞

➢ We strongly encourage all students to write their take-homes in Exam4 ONLY.

➢ Students have experienced many issues while trying to cut and paste exam responses into Exam4:
  ▪ A loss of formatting or issues with formatting not available in Exam4.
  ▪ A loss of work when the other program crashed.
  ▪ A loss of work by cutting/pasting incorrectly at the last minute.
  ▪ Submitting an exam late, in response to trying to resolve these issues.
Write your Take-Home in Exam4

➢ Exam4 auto saves a copy of your exam file every two minutes to your hard drive.

➢ This helps to ensure that you don’t lose work and that you have a digital history of your progress.

Under NO circumstances, should in-class exams be completed in Word.
Exam4 Software Demo

Welcome to Exam4
Please take a practice exam...

Make sure your laptop passes the Exam4 Security Check with this version of Exam4. Take a practice exam far enough in advance of your real exam so that Extegriti’s User/Tech Support team can help resolve any issue that may appear.

To take a practice exam, pretend you’re taking a real exam. Step through the startup screens and read the instructions, they should provide all the necessary information. On the 2nd startup screen, enter an Exam ID into the two Exam ID slots (follow institution-specific instructions, when given; if none, use any number, for example: 123) and select “Practice Exam” from the Course list. On the 5th startup screen, enter Exam Mode CLOSED.

Security Check Violation Help can be found on the 4th startup screen. If you need more assistance, note the exact violation number and report that number plus a reasonable amount of additional detail via our User/Tech Support query form on exam4.com

This reminder will be removed after you take a practice exam.

Step 1: Open Exam4
Step 2: Select Prepare to start new exam
Step 3: Enter Exam Id and Select Course Title (twice)
Step 4: Confirm ID and Exam

Re-confirm Information

Re-confirm carefully...

Exam ID
999999

Course
F14m Practice Exam

Check box to re-confirm

Go back

OK

Course: F14m Practice Exam
Step 5: Select Font Offerings (optional)

Harvard Law School

3 > Exam time; Font size

Set optional countdown timer
don’t worry, it won’t shut down.

Set optional alert(s).

Timer unavailable by administrative request.

Set screen font size.

- Standard font
- Large font

Set text color and contrast.

- Standard (black on white)
- Reduced (black on gray)
- Reversed (white on black)

Quit  Back  Next  Begin Exam
Step 6: Select “Got it” for Standard Crash Recovery Procedure
Step 7a: Enter the Exam Mode (In-Class Open+Network example)

Type in “OPEN” and type in “NETWORK” in the field below.
Step 7b: Enter the Exam Mode (Take-home example)

Type in "TAKEHOME" only.
Step 8: Confirm Exam Mode

Exam Mode Warning:

You have chosen an Exam Mode that allows access to resources on this computer. If you are not entitled to this level of access, you risk disciplinary action and/or honor code violation.

Exam Mode is reported on exam printouts.

Choose other Exam Mode

Check box to re-confirm

OK
Step 9: Confirm exam information and wait for proctor instructions
Step 10: Begin Exam

Answer-to-Question_1_
Using Exam4
You may be asked to separate your answers.
Count information is available.
There are some format options and spell checking available.
Sample multiple choice mode
Ending & Submitting your Exam
Step 11: End Exam via menu selection
Step 12: Select “Submit Electronically” to submit exam
Step 13a: Verify successful exam submittal
Step 13b: Verify successful exam submittal (part 2)

Exam Submittal Successful

The receipt below was generated by the server that collects exams. The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

Electronic Submittal Successful

Filename: _1_171108_F17mPracticeExam_NA_TAKEHOME_6757-1.xml
Timestamp: 2017/11/08 - 16:51:04
File size: 3 KB
Step 14: Exit Exam4 Software

Are you sure you have followed all instructions about submitting your exam, and have either submitted electronically, saved to a storage device, saved to another location, or turned in your Confirmation Number as instructed?
In Closing...

➢ To have a successful exam period, keep in mind:
  ➢ Contact our offices or notify a proctor immediately if you are experiencing any illness, distress, or technological issues before/during an exam.
  ➢ All HLS exams are graded anonymously.
  ➢ Be mindful of your exam type, deadline, and mode.
  ➢ Make sure that you receive the “Exam Submittal Successful” pop-up at the end of each exam!
Questions?

Office of the Registrar | registrar@law.harvard.edu
617-495-4612 | WCC, Suite 4007

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