

HLS Top Ten Exam Tips

- 1) All take-home exam questions are available through www.exam4.com. Your take-home time starts when you download the exam questions from www.exam4.com. You will upload your exam responses through the Exam4 software, (E icon on your desktop,) not in Word. Although you are able to copy from a Word document and paste into Exam4, we recommend that you write your exam in Exam4, as Exam4 auto saves your answers every two minutes to your hard drive and ensures a back up is available should anything happen to your computer.
- 2) To submit your exam through Exam4, you must select “End Exam” then “Submit Electronically.” If your exam was submitted correctly, you will receive a green “Exam Submittal Successful” notification.
- 3) If you have trouble submitting a take-home exam after hours, please complete a “Save As” of the encrypted Exam4 file and email that file to registrar@law.harvard.edu. This will help to ensure that the Registrar’s Office has your exam file in a timely manner.
- 4) Take several practice exams, in different modes, in Exam4 to confirm that the software is compatible with your computer. If you have any trouble with your computer, you may complete your exam in the Langdell Computer Lab or borrow a loaner laptop from the Student Helpdesk.
- 5) If you experience a technical issue during an in-class exam, do not try to fix the error yourself, notify a proctor immediately. If you experience a technical issue during a take-home, contact the Registrar’s Office immediately. If your computer freezes or crashes during a take-home exam that is outside of our standard office hours, we recommend completing our “[Exam4 Recovery Procedure](#)”.
- 6) All HLS exams are anonymous. You will need to enter your 6-digit Exam ID for the current term which is available on your “Home” page in Helios. Additionally, you should not include any self-identifying information in your exam.
- 7) You must **not** contact your faculty member once your exam has started nor may you follow up with them about exams until all grades are posted. Any exam-specific questions should be directed to the Registrar’s Office – this includes any questions about scheduling prior to the exam period.
- 8) If you experience a family, medical, or personal emergency during the exam period, accommodations may be possible. Please notify Lakshmi Clark or the Dean of Students Office (DOS) to discuss your options.
- 9) If you are sick before an exam, do not begin your exam. Contact the Dean of Students Office to notify them of the situation. You will then need to make an appointment with HUHS and obtain medical documentation from that visit to submit to DOS.
- 10) If you are sick during an in-class exam, stop your exam, notify a proctor immediately, and request to go to HUHS. If you are sick during a take-home exam, stop your exam, contact the Dean of Students Office, make an appointment with HUHS, and obtain the documentation from that visit.

Contact Information:

Registrar’s Office: registrar@law.harvard.edu or 617.495.4612
Megan Markov: mmarkov@law.harvard.edu or 617.495.7950
Ann Nguyen: anguyen@law.harvard.edu or 617.495.5950

Dean of Students Office: dos@law.harvard.edu or 617.495.1880
Lakshmi Clark: lclark@law.harvard.edu or 617.496.2437
Carolyn Hubbard: chubbard@law.harvard.edu or 617.495-8773

*Please note both offices are open on Mondays through Fridays from 9am to 5pm. Administrators in both of our offices will be checking their emails intermittently during off-hours; however, we cannot guarantee an immediate response during these timeframes.