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

Please 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
  - Lakshmi Clark, Director of Student Affairs: 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 to 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...

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

DOS Contacts:
- Dean of Students Office: 617–495–1880
- Lakshmi Clark, Director 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
Prior to your exams, complete a practice exam in order to eliminate any unwanted 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.
◦ TakeHome Exams: Call the Registrar’s Office immediately (617–495–4612)
Anonymous Grading & Exam IDs:

- All HLS exams are graded anonymously.
  - You should not include your name or any indentifying 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 2016 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 reagarding your exam is prohibited prior to the release of grades. In particular, you must not consult with the faculty member about any exam administration or scheduling issues.
Exam Types and Deadlines

- **In-Class** – proctor is official timekeeper
- **Take-Homes**: (Exam questions are available at [www.exam4.com](http://www.exam4.com))
  - **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 Tuesday, December 20.
  - **Last-class take-home**:
    - All answers must be submitted by 4:30pm EST on Tuesday, December 20
Exam Modes

- **CLOSED:**
  - No access to hard drive or internet.
  - Security check required.

- **OPEN:**
  - Access to hard drive but not the internet.
  - Cannot cut and paste from external documents.

- **OPEN + NETWORK:**
  - Access to hard drive and internet.
  - Cannot cut and 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.
We strongly encourage all students to write their take-homes in Exam4 ONLY.

Over the years 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.

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 Demo

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

- Exam ID: 999999
- Course: F14m Practice Exam
Step 5: Font Offerings (optional)
Step 6: Select “Got it” for Standard Crash Recovery Procedure

Harvard Law School

4 > Notice of instructions

Honor Code: Extegrity Licencs Agreement
You agree to the terms of your institution's honor code, if applicable, and you agree to the terms of the Extegrity Licencs Agreement as provided on the http://www.exam4.com website.

Security Check Violation Help
A small number of laptops will fail to pass an initial Exam4 Security Check. If so, an alert popup will indicate a violation number. Record the number, enter it here, then click Help.
If the Security Check elapsed time fails to advance, use violation number 0.

Enter violation number  
Help

Standard Crash Recovery Procedure
If your computer crashes during the exam, call a proctor immediately. DO NOT turn off or restart the computer until a proctor verifies the situation.

Got it? Check here.
Step 7: Enter Exam Mode

Choose an Exam Mode to indicate which kind of exam you are taking:

**CLOSED**
- Closed-computer exam
- No access to other data on the PC
- Typical for most exams

**OPEN**
- Open-computer exam
- Access to other data on the PC
- Option: NETWORK adds access to the local network and/or internet

**TAKEHOME**
- Use only for takehome exams

Type selected Exam Mode here:

TAKEHOME

Check box to confirm Exam Mode is TAKEHOME

Exam Model is reported on exam printouts

Quit

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Previous

Next

Begin Exam
Step 8: Confirm Exam Mode

Exegrity Exam4

File: ex4 V1.5
Expires: Nov 30, 2014
Check network connection:

Exam Mode Warning

Re-confirm Exam Mode: TAKEHOME

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

OK

Choose other Exam Mode

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

Answer-to-Question_1_

Test answer 1

----------------DO-NOT-EDIT-THIS-DIVIDER----------------

Answer-to-Question_2_

Test Answer 2

----------------DO-NOT-EDIT-THIS-DIVIDER----------------

Answer-to-Question_3_
Step 11: End Exam
Step 12: Select “Submit Electronically” to submit exam
Step 13a: Verify successful exam submittal
Step 13b: Verify successful exam submittal (part 2)
Step 14: Exit Exam4 Software
In closing...

To ensure you have a successful exam period, please 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???

- Contact Information:
  - Office of the Registrar
    - registrar@law.harvard.edu
    - 617.495.4612
    - WCC, Suite 4007
  - Dean of Students Office
    - dos@law.harvard.edu
    - 617.495.1880
    - WCC, Suite 3039