HLS Exams
Information Session

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What we’ll cover today:

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

➢ Your exam will not be scheduled the same time or place as your usual class. **Check the Exam Schedule**
  • The Exam Schedule is always being updated as soon as the RO receives information. If the information is not posted, that means we do not yet have it.

➢ Instructors are required to post to Canvas the information on the exam cover sheet that indicates the mode, materials allowed, and other instructions 48hrs prior to the exam.
  • Not yet posted in 48hrs? Contact the RO so we can get this info for the class.

➢ For **Cross-Registrants** and **Cross-Listed students**, look for an email from the HLS Registrar’s Office (from Megan Markov) that will contain your exam ID. This will be sent during the week of April 23.

➢ HLS exams are **ANONYMOUSLY GRADED**.
  ➢ Faculty contact concerning exams is **prohibited** prior to the release of grades. You must not consult with the faculty member about any exam administration or scheduling issues.
## Spring 2018 Exam Schedule

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Course Name</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Exam Type</th>
<th>Room</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrams</td>
<td>Taxation</td>
<td>Wednesday</td>
<td>25-Apr</td>
<td>9am-12pm</td>
<td>In Class</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Abrams</td>
<td>Corporate Tax A: Formations, Operations and Liquidations</td>
<td>Thursday</td>
<td>3-May</td>
<td>9am-12pm</td>
<td>In Class</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Alford</td>
<td>Comparative Law: Why Law? Lessons from China</td>
<td>Monday</td>
<td>7-May</td>
<td>8:30am-4:30pm</td>
<td>ODH</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Apps</td>
<td>White Collar Criminal Law and Procedure</td>
<td>All</td>
<td>Distributed in last class meeting</td>
<td>Due by 4:30pm 5/4</td>
<td>LCTH</td>
<td>wwwexam4.com</td>
<td>TAKEHOME</td>
</tr>
<tr>
<td>Barthollet</td>
<td>Employment Discrimination</td>
<td>Thursday</td>
<td>3-May</td>
<td>8:30am-12pm</td>
<td>ODH</td>
<td>wwwexam4.com</td>
<td>TAKEHOME</td>
</tr>
</tbody>
</table>
Exam ID ______________

ATTACHMENT 1

Sample title page for an IN-CLASS EXAM

Law School of Harvard University / 2016-2017

Constitutional Law
Spring 2017

Professor J Smith
Wednesday, April 26th
2:00pm – 5:00pm

This exam is 4 pages long. Please check to see that you have all 4 pages.

The examination consists of two questions. You have three hours to complete it. You should allocate your time accordingly. Your total answer for the two questions should not exceed 3500 words.

The exam mode is OPEN. You will not be able to cut and paste text from any documents on your hard drive or the internet into your exam answer.

Approved Additional Materials – Digital and Paper

☐ ALL (books, tablets, notebooks, electronic dictionaries, etc.)

☐ NONE (no digital or paper materials of any kind)

☒ ONLY THE FOLLOWING: _______________ (EX. You may use your Casebook, your Supplement, and your notes in the examination. You may not bring commercial outlines or other materials prepared by someone other than yourself. You may not consult with anyone during the exam, and you are not permitted to access the internet.)

Exam4 will automatically put your Anonymous ID and word count on the exam copy.

Good luck!

DO NOT TURN TO PAGE TWO UNTIL THE PROCTOR TELLS YOU TO BEGIN.
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 **Spring 2018 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.
  - Not sure the day of for in-class exams? Ask the proctor during check-in.
- 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.
HLS Finding Your Exam ID

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

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

➢ **Take-Homes:**
  - Download questions at [Exam4.com](https://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 May 4.*
  - **Last-class take-home:**
    ✓ All answers must be submitted by 4:30pm EST on May 4.*

*some may have atypical date ranges, check the exam schedule to be sure*
Getting Your Exam Questions

➢ **In-Class Exams**: exam questions will be handed out by Proctors. At the conclusion of the exam, you must return the exam copy to the Proctors. All In-Class Exams are secure.

➢ **Takehome Exams**: download the exam questions from the Exam4.com [website](http://Exam4.com). Submit your answers through the Exam4 [software](http://Exam4.com).
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

Clicking on “Start Exam” starts the clock!

An any-day take-home exam example

**Due Date**

*Wednesday, November 8 at 10:08 PM EST*

We recorded that your exam began on **Wednesday, November 8 at 2:08 PM EST**
Exam Modes in Exam 4

➢ CLOSED (In-Class exams):
  ▪ No access to hard drive or internet.
  ▪ Security check required.

➢ OPEN (In-Class exams):
  ▪ Access to hard drive but not the internet.
  ▪ Cannot cut & paste from external documents.

➢ OPEN + NETWORK (In-Class exams):
  ▪ Access to hard drive and internet.
  ▪ Cannot cut & paste from external documents.

➢ TAKEHOME (all Takehome exams):
  ▪ 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.
Using Exam4
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 Extegrity'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)

Practice exams are for technical practice only.
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

Quit

Begin 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).

- Hours
- Minutes

Set optional alert(s).

- 5 minutes remain
- 15 minutes remain
- 1 hour remains

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)
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

Choose other Exam Mode

Check box to re-confirm

OK

TAKEHOME
- Use only for takehome exams

© 2012 Extegrity Inc. All rights reserved.
Step 9: Confirm exam information and wait for proctor instructions

Harvard Law School

6 > Almost ready to begin exam...

Verify the following information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Please confirm...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Harvard Law School</td>
</tr>
<tr>
<td>Exam ID</td>
<td>999999</td>
</tr>
<tr>
<td>Course</td>
<td>F14m Practice Exam</td>
</tr>
<tr>
<td>Duration</td>
<td>[None entered]</td>
</tr>
<tr>
<td>HUID (Protected / a...)</td>
<td>999999999</td>
</tr>
</tbody>
</table>

All examinees, wait for the instruction to begin your exam.

Wait!

Quit < Back Begin Exam
Step 10: Begin Exam
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

Multiple Choice Answers

<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>6</td>
<td>B</td>
</tr>
<tr>
<td>7</td>
<td>A</td>
</tr>
<tr>
<td>8</td>
<td>D</td>
</tr>
<tr>
<td>9</td>
<td>E</td>
</tr>
<tr>
<td>10</td>
<td>A</td>
</tr>
<tr>
<td>11</td>
<td>B</td>
</tr>
<tr>
<td>12</td>
<td>D</td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

6. **B**

**A** (TRUE)  **B** (FALSE)  **C**  **D**  **E**  **F**

Next

Click Q number or Next button to navigate.
Ending & Submitting your Exam
Step 11: End Exam via menu selection

Extegrity Exam 4*
End Exam  Save  Edit  Format  Tools
End Exam Now  Alt+F4

End Exam
Are you sure you want to end your exam now?

Cancel
OK, end exam

To clear a stray menu, try Enter, Alt-Tab or Ctrl-Alt-Tab.
Step 12: Select “Submit Electronically” to submit exam
Step 13a: Verify successful exam submittal

Your file has been stored on the server.
Step 13b: Verify successful exam submittal (part 2)

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_FLmPracticeExam_NA_TAKEHOME_6757-1.xm2
- **Timestamp:** 2017/11/08 16:51:04
- **File size:** 3 KB
Step 14: Exit Exam4 Software
Exam4 Efficiency Tips

➢ Download and install the software early. **Restart** your computer after installing the Exam4 software.

➢ It may prompt you to make patch updates to your operating system. This is to ensure the software is running with a compatible OS version.

➢ **Notice lag while typing?** The word count window is likely the culprit. It uses a lot of resources and recounts every time you type a new word. Keep the word count window **closed** and refer to it only when needed.

➢ If you have a Takehome exam, you can open up and set up in the **software** first to save time, then download the exam questions from the Exam4.com **website**. Downloading the questions starts the timer!

➢ Write your exam in Exam4 from start to finish. Copying and pasting from Word, Google Docs, etc. is **not** recommended!
In Case of Emergency
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.
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.*
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
Emergency During the Exam Period Contacts

- Dean of Students Office: 617-495-1880
dos@law.harvard.edu
- 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
- HUHS Urgent Care: 617-495-5711
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.
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

- Ann Nguyen  |  anguyen@law.harvard.edu
  Registration and Exams Administrator

- Megan Markov  |  mmarkov@law.harvard.edu
  Associate Registrar for Enrollment and Technology

Dean of Students Office  |  dos@law.harvard.edu
617-495-1880  |  WCC, Suite 3039

- Lakshmi Clark  |  lclark@law.harvard.edu
  Director of Student Affairs

- Carolyn Hubbard  |  chubbard@law.harvard.edu
  Accessibility Services Coordinator