HLS Exams
Training Session

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Director of Student Affairs

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Accessibility Services Coordinator
What we’ll cover today:

- Planning ahead: How to get started
- Exam IDs & anonymous grading
- Exam Types: How to get your exam questions
- Exam4 Tips
  - Exam modes, don’t copy+paste, efficiency tips
- Illness, distress, and emergencies during an exam
- Technological issues during the exam period
- Exam4 Walkthrough
Planning Ahead
Planning Ahead

- Download the latest version of the Exam4 software from Exam4.com.
- Your exam will not be scheduled the same time or place as your usual class meetings. 
  **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 22**.
  - Email your course TA for copies of old exams to study; Xreg/Xlist students will not get access to the HLS exam archive
- 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 2019 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>
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<tbody>
<tr>
<td>Abrams</td>
<td>Taxation</td>
<td>Wednesday</td>
<td>1-May</td>
<td>9am-12pm</td>
<td>In Class</td>
<td>TBD</td>
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<td>Apps</td>
<td>White Collar Criminal Law and Procedure</td>
<td>All</td>
<td>May 1-10</td>
<td>Due by 4:30pm</td>
<td>LCTH</td>
<td>Exam4.com</td>
<td>TAKEHOME</td>
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<td>Public International Law</td>
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<td>May 1-10</td>
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<td>Child, Family and State</td>
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<td>7-May</td>
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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 2019 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

Welcome to HELIOS

News from the Registrar's Office
Welcome to the 2017-2018 academic year!

Reminder: As a Harvard Law student you have been assigned an official HLS Gmail account. This includes the spam folder on a regular basis. If you choose to forward this account to another person, make sure the email is forwarding correctly. All communications coming from Harvard Law School and the University are directed to your official HLS account. Any emails which reach your HLS Gmail account are forwarded automatically to your HLS account. It is your responsibility to manage your email accounts wisely.

Test B: Helios

<table>
<thead>
<tr>
<th>Term</th>
<th>Anonymous Exam ID</th>
</tr>
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<tbody>
<tr>
<td>Spring 2018</td>
<td>7612653</td>
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Make sure it is for the correct term.
Download the Exam4 Software

3. Fill out the required fields
4. Press “Submit & Proceed to Download”
5. Install the software

Do NOT delete any Exam4 Folders after installation
Getting Your Exam Questions
Exam Types and Deadlines

- **In-Class Exams:** proctor is official timekeeper

- **Takehome Exams:**
  - Download questions at [Exam4.com](http://Exam4.com); downloading starts the clock.
  - **One-day Takehome:**
    - 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 Takehome:**
    - 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 17*
  - **Last-class Takehome:**
    - All answers must be submitted by 4:30pm EST on May 17*

*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. Submit your answers through the Exam4 software.


3. Find your takehome exam on the right hand panel (see screenshot on right).

4. Enter your Exam ID for the correct term.

5. Start the exam by downloading the exam questions.
Downloading Your Takehome Exam from Exam4.com

Step 4

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 Takehome 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 Takehome exam example

Your instructor has also attached this file:

- 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
Exam4 Tips
Exam Modes in Exam4

- **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.
In-Class Exam Mode: Closed

Type in “CLOSED” in the first field.
In-Class Exam Mode: Open

Type in “OPEN” in the first field.
In-Class Exam Mode: Open + Network

Type in “OPEN” and type in “NETWORK” in the field below.
Takehome Exam Mode

Type in “TAKEHOME” in the first field.
Cutting and Pasting Answers 😞 😞 😞

- **We strongly encourage all students to write their Takehomes 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 Takehome 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 Efficiency Tips

- Make sure you have the exam ID for the correct term. Ask the Proctors in an in-class exam for your ID if you forgot it.

- Download and install the software as soon as it is available. **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.

- Take a software practice test in different exam modes to make sure you are able to submit successfully to the server with those modes (Open, Closed, Takehome mode)
Exam4 Efficiency Tips

➤ **Is your computer running slow?** Too many browser tabs or programs open slows down processing. Shut down all programs except Exam4 and the documents you need. Make sure laptops are **plugged in**.

➤ **Is the word counter delayed?** The word count window does not count as you type, but run in a few second intervals. To avoid distraction, 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 Takehome 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 an Exam4 software 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.
  - Takehome Exams: Call the Registrar’s Office immediately (617-495-4612) and email registrar@law.harvard.edu for support and documentation.
# Exam Emergencies

**What do I do if...?**

- I am sick
- I have a personal emergency
- My Computer Froze or Malfunctioned during my exam
- I don't see my takehome questions
- I can't submit my takehome exam

[https://hls.harvard.edu/dept/registrar/examinations/exam-emergencies/](https://hls.harvard.edu/dept/registrar/examinations/exam-emergencies/)
Contact Information

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