HLS Exams
Quick Info

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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
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 **December 2**.

➢ 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.
Fall 2019 Exam Schedule

Note: For all one-day and any-day takehome exams, the clock starts when you download the exam from the Exam4 website. For one-day takehomes, your completed exam must be uploaded X hours from the time you download the questions, or by 4:30pm on the exam day, whichever time is earlier. For any-day takehomes, your completed exam must be uploaded X hours from the time you download the questions, or by 4:30pm on the final day, whichever time is earlier. See the schedule below for exam-specific details on total hours and final deadline dates.

Exam location may be split by student last name.

Building key: LN = Langdell North, LS = Langdell South, AE = Austin East, AN = Austin North, AW = Austin West

Exam type key: ADTH = Any-day takehome, LCTH = last class takehome, ODTH = One-day takehome

<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>Maximizing Joint Gains: How Taxes Affect Business Decisions</td>
<td>Wednesday</td>
<td>11-Dec</td>
<td>2pm – 5pm</td>
<td>In Class</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Abrams</td>
<td>Partnership Tax</td>
<td>Monday</td>
<td>9-Dec</td>
<td>2pm – 5pm</td>
<td>In Class</td>
<td>TBD</td>
<td>TBD</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.
HLS Finding Your Exam ID

Make sure it is for the correct term.
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 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.
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 December 18.*
  ▪ **Last-class Takehome:**
    ✓ All answers must be submitted by 4:30pm EST on December 18.*

*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](#).
Downloading Your Takehome Exam from Exam4.com

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

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

An any-day Takehome exam example

Clicking on “Start Exam” starts the clock!
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.
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.

HARVARD LAW SCHOOL
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 technical 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!
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 a technical Exam4 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.
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