Fall 2018

Early Exam Guide

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IMPORTANT REMINDERS

- **Computers:** All exams answers must be computer typed. Hand writing is not permitted.

  In-Class Exam Software: All in-class exams will be administered via Exam4.

  Take-Home Exam System: THES, the Law School's web based program, is used for all take-home exams. No special software is required or necessary

- **Exam Numbers:** Prior to the exam period, obtain your 4-digit **Fall 2018** examination number from ExamReporter at http://examreporter.law.nyu.edu. Using an incorrect exam number will result in a delay of your grade.

- **Maintaining Anonymity: <u>Both In-Class and Take- Home Exams are graded anonymously</u>**; the exam should only contain your exam number. It is imperative that you not compromise the important value of anonymity. If you have a problem, communicate only with the Office of Academic Services at law.exams@nyu.edu; <u>do not discuss the problem with your professor. Do not add your email address or your name to your exam</u>.

- **Note to Professors**: At times, a student may wish to communicate with a professor regarding an exam issue by sending an anonymous note to the professor. To preserve the blind grading process this note must be submitted to the Office of Records and Registration.

  - If the issue you would like to relay to your professor concerns a medical issue, you will be asked to submit documentation to support the issue. You may opt to keep the documentation confidential within the Office of Academic Services and/or the Office of Student Affairs, or you may opt to have the documentation forwarded to the professor along with your note. If you decline to submit documentation, you may opt to withdraw your note or you can request that the note still be sent with an indication that you declined to submit documentation.

  - If the issues you would like to relay to your professor involve a technology problem, you will be required to first have your computer examined by ITS. Your note will be sent with an indication of whether you are compliant with exam readiness requirements.

- **Feeling Ill:** If you have any difficulties or experience other extenuating circumstances, please submit an exam postponement request via ExamReporter. Please include any relevant details in your request. If your request requires additional documentation (e.g., doctor's note), please submit the documentation separately to the Office of Student Affairs. Your request will be reviewed by the Office of Student Affairs and you will be notified if your request is approved or denied. You may email the Office of Student Affairs at law.studentaffairs@nyu.edu.

- **Check Your Email:** Please check your NYU e-mail regularly during the exam period. Any important messages from the Offices of Academic Services, Records and Registration, and the Office of Information Technology Services (ITS) will be distributed via e-mail.

- **Examination Schedule:** Read the schedule carefully. You are also expected to check our exam webpage before each in-class exam in case there are room changes. (See page 4 herein for links to the in-class exam schedule).

  NOTE: Professors may shorten, but may not extend, the exam duration as posted in the course description.

IN-CLASS EXAMS:

Exam Schedule

Exams Begin Promptly: All exams begin at the time stated in the exam schedule. Please arrive fifteen to twenty minutes early so that you can set up your laptop and receive exam materials from the proctors. Please see the following link for the in-class exam schedule.

General Information for In-Class Exams

- Earplugs: You may find it useful to use earplugs to reduce the typing noise. Earplugs may be purchased at the NYU Bookstore and pharmacies. Please note that the use of headphones, earphones or other devices (other than basic earplugs) is prohibited.

- Attendance Cards and Exam Receipts: You must fill out and place these items next to you, along with your NYU ID card. You must present your NYU ID card at each exam.

- Cell Phones: Turn off all cell phones and other electronic equipment not approved for exam use. You may not use these anywhere in the building while you are taking an exam.

- Calculators: Standard calculators may be used during exams, unless otherwise indicated by the professor.

- Foreign Language Dictionaries: You may use a foreign language dictionary (hard-copy or electronic) during exams, unless otherwise indicated by the professor.

- Students should sit in every other seat. If there are not enough seats, students may sit in every seat beginning with the first row.

- Leaving the Room: No one may leave the room during the last ten minutes of the exam. You do not need permission to leave the room during the exam, but you will not receive additional time. Please be considerate of others when leaving and returning. Remember, you may not take any exam materials with you.

- Completing Your Exam: At the end of the exam, you must hand in the exam questions and scrap paper and allow the proctor to sign your receipt. Remember to upload your exam answer. You will not receive a confirmation email; to confirm that you have successfully uploaded your exam answer you may check for the receipt saved on your hard drive. Windows users can find the receipt at: c:\exam40\ and Mac users can find the receipt at: OSX: Documents\Exam4\.

- Please note that ITS does not provide technical support for dual boot machines and that by dual-booting your computer you do so at your own risk. If you use a dual boot machine and experience technical difficulties related to a dual-booted computer, you could potentially lose your exam.

Exam4 Download

Exam4: All students must use Exam4 when taking in-class exams and must have the required version for early exams of the software installed and running on their laptops. The ITS office will send an email to all students regarding "Midterm/7wk Exams". The email will instruct you on the steps necessary to get your laptop ready and certified for exams. **Please do not install any exam software until you are contacted to do so by ITS.**

Exam4 Things to Consider:

- Students using Exam4 do not need to download any exam files. They will be able to select their exam from an available list of that semester's exams.

- Once you are settled in the exam room, you should launch the Exam4 software. Upon entering the software, enter/select the correct information, including Exam Number and Course Name. When you reach the screen that has the 'Begin' button, click the 'Begin' button in order to arrive at the exam response window.

- Exam questions will not be included in the software; rather, proctors will distribute a hard-copy of the exam questions. The proctor will instruct you when to start reading the hard-copy exam questions. **You will not be given additional time if you have not opened the Exam4 exam file before the proctor begins the exam.**

- Exam4 has one answer field. You may choose to answer all your questions in a single answer field, or you may add answer separators. To add additional answer separators, use the "Insert Answer Separator" function once you begin your exam.

- If the exam has a multiple choice component that is to be scored by Exam4, you will receive instructions on how to open the multiple choice template, which can be found on the Tools menu at the top of the page.

- Word and character counts are available under "Tools>Show Document Statistics" on the toolbar. If you need to check word counts for individual questions, you will need to insert answer separators (see above). The word count feature will display word counts for each individual question, and for the total exam. **NOTE: You should use the word count feature in any exam with stated word limits since faculty may impose penalties for exceeding the word limit, including, perhaps the penalty of not reading the language that exceeds the word limit.**

- In Exam4, the spell-check utility does not run automatically, i.e., you must select spellcheck from the Tools menu to check your answers.

- Once you have closed the exam, Exam4 will offer you Save Options, and you must choose "Submit Electronically" to upload your exam file. Be advised that exam files are already saved in several backup folders, so saving these files in other locations is not necessary. Once you have successfully uploaded your response file, a confirmation window will appear explaining that a receipt has been saved to your computer. If you cannot find this receipt, or do not see a confirmation window indicating that the receipt was created on your computer, you should contact ITS. You may also check your exam answer submission status in ExamReporter. If you uploaded an exam answer and have an exam receipt on your computer, but do not see confirmation in the ExamReporter, you may have uploaded your exam answer using an incorrect examID. If so, please send an email to law.exams@nyu.edu with the course name, course number, the examID you used, and your correct examID.

- A delay in uploading an exam file can result in a delay in printing and submitting your exam to the faculty.

- Any exam taken on Exam4 will print according to a format beyond your control. Thus, it is meaningless for you to change margins, font size, or line spacing in your exam answers.

- If there is a problem printing out your exam, you will be contacted so ITS can assist you in uploading another copy of your exam file. Please check your e-mail regularly during the exam period.

- **Open/Closed computer exams**: You do not need to be connected to the Internet while you are writing your exam. You only need to be connected to the Internet to upload the exam answers. Open computer and closed computer refers to whether you will have access to your hard drive during the exam. Open book and closed book refers to the materials permitted. The course description will inform students what materials are permitted. The default setting for exam templated is closed computer unless your professor has requested an open computer template.

	Open Computer	**Closed Computer**
Open Book	You are permitted to have access to your class notes if permitted by the faculty member and any other items approved by the faculty member during the exam. You will have access to the files on your computer. You will not have access to the Internet.	You are permitted to have access to your class notes if permitted by the faculty member and any other items approved by the faculty member during the exam in hard-copy. You will not have access to the files on your computer nor will you have access to the Internet. **Be sure to print out your notes and bring them to the exam with you.**
Closed Book	Access to books and notes (hard copy or on computer) **will not be permitted** during the exam. You will not have access to the Internet.	Access to books and notes (hard copy or on computer) **will not be permitted** during the exam. You will not have access to files on your computer nor will you have access to the Internet.

- **If Your Computer Freezes during an Exam:**

  1. Alert a proctor that you are experiencing a technical issue!

  2. The proctor will provide you instructions to do the following:

     - DO NOT TRY TO CLOSE THE SOFTWARE!

     - Perform a hard re-boot of your computer. Hold down the power button on your computer for 5-10 seconds to turn it off. Wait several seconds and then turn your computer back on.

     - Assuming your computer is able to turn back on, you should open Exam4.

     - On the first Exam4 screen, choose "Select existing exam". Select the exam you were taking. You will be prompted to enter an explanation for re-entry.

  3. If these steps do not work the proctor will give you further instructions. You will be asked to take your laptop and all other possessions and follow the proctor out of the room. You will be placed in another room (i.e. the Alternate Test Taking Room) where you will be permitted to continue typing your exam on a Law School computer. If you have complied with all Law School policies and ITS Exam4 requirements you will be awarded the full amount of time remaining on your exam.   If you are not in compliance, you will not be compensated for any time lost as a result of any computer problem. ITS Exam4 requirements include installing the current version of the software and completing the Practice Exam using your correct NYU NetID and Fall 2018 Exam ID by the stated deadlines. Do not use the Practice Exam template to enter answers to a

real practice exam. ITS will not be able to retrieve these answers for your review. Please refer to ITS Communications for complete details on exam readiness.

If you began your exam answer in Exam4, ITS will use their best efforts to retrieve the first portion of your exam so that you may continue typing and editing your exam answer. If ITS is unable to retrieve the first portion of your exam you must complete your exam in a second Exam4 file in the Alternate Test Room. In this case, you will not be able to access the first portion of your exam taken on Exam4 either digitally or in hard copy. The two Exam4 portions will be submitted together to your professor with a cover memo explaining that you experienced computer difficulties.

Note: During mid-term and early final exams in October and March, students will continue the exam on a law school loaner laptop in the regular exam room. All other instructions for computer issues remain the same.

THE PROCTOR'S ROLE: IN-CLASS EXAMS

The proctor is required to:

- Seat students in every other seat, or in every seat in the first few rows, asking students to move to other assigned seats and/or rooms when necessary.

- Ask students to turn off cell phones and other electronic equipment not authorized for the exam, except standard calculators and laptop computers, and keep them off during exams (including when leaving the exam room). The use of headphones, earphones and other devices (other than basic earplugs) is prohibited.

- Make announcements before the exam begins.

- Write the start and end time on the blackboard once the proctor has announced "begin."

- Refuse admittance to any student who arrives late, according to the terms described in the Rules Governing Examinations.

- Walk completely around the room every 15 minutes.

- Write the current time on the blackboard every 30 minutes.

- Allow students to leave the room without permission, but check to make sure students have not taken exam materials from the room.

- Ask students to stop typing when the exam is over, and check to make sure students have done so and exited out of the exam software. Report any student who has not stopped typing when the exam is over to the Records Office.

- Sign examination receipts for every student, collecting all exam questions and scrap paper, and not permitting any student to leave the room without handing in such materials.

- Report any student suspected of cheating to the Records Office so that the Vice Dean can be informed.

- Maintain order of the classroom, including taking reasonable steps to enforce exam policies and maintain operation of the classroom, even in extenuating circumstances (ex. problem with an exam, fire drill, illness).