

Duke Law  
Exam Information  
Fall 2018

- Duke Law uses Electronic Blue Book exam software for in-class exams.
  - Handwriting is an option for students who would rather handwrite. Bluebooks are offered by proctors during every in-class exam.
- Take home exams are done in Word.

- Before exam day, please be sure to read the General Exam Instructions. You will receive another copy in your exam packet on the day of the exam. Failure to follow the exam instructions may result in an honor code violation.
- If you have a take home exam please review the Take Home Exam instructions.
- The exam will also contain its own set of specific instructions. You should take time to read them carefully before beginning your exam.

- It is up to you to ask the professor about the format of the exam and whether it will contain essays, multiple choice questions or both.
- If an exam contains multiple-choice questions, you should clearly circle your answer on the exam questions as well as answering it in EBB.

- An exam can be “BLOCKED” in EBB. A blocked exam shuts down the internet and turns the computer into a word processor. If a professor is giving a blocked exam, it’s important to know what materials you are allowed to use. You may have to print items stored only on your computer.
- An exam can be “UNBLOCKED” which allows access to the internet.
- Some professors give UNBLOCKED exams so you can access materials on your computer, but still forbid access to the internet. You are bound by the honor code not to access any materials but those sanctioned by the professor.

- **Duke Law uses blind grading for exams**, and you are identified by your student identification number only. You can find your student identification number in Duke Hub. It is not the Duke Unique ID and isn't on your Duke Card. However, it is helpful to write it on your Duke Card for so you will have it for exams.
- **In order to protect blind grading, you may not contact the professor for any reason during or after the exam.** Once the exam window is open, you may not discuss it with the professor until after grades are posted. To do so could compromise blind grading and violates the honor code. If you have a problem or a question during your exam, please come to the Registrar's Office in Room 2027.

For regularly scheduled exams, we will post the room information outside of our office by 3:00 the afternoon before the exam. For Monday exams, the room information will be posted by 7:45 Monday morning.

Take home exams are picked up in our office starting at 8:30, unless otherwise specified by the professor. Some exams are only available on certain days. Be sure to check the exam schedule.

## In the exam room:

- Please leave a seat between you and the next student.
- Cell phones are not permitted. Your phone should be turned off and stored until the exam is over.
- Only the foam earplugs provided by the proctors may be used in the exam room.
- No electronic dictionaries may be used. Paper translation dictionaries, not legal dictionaries, may be used.
- You may only use one laptop.
- Copy and paste/cut and paste are available within EBB only.



Never type an in-class exam in Word and try to paste it into EBB. You cannot paste into EBB.

- The proctor will begin giving instructions fifteen minutes prior to the exam.
- At the end of the exam you will be given a five-minute warning and a one minute warning. The final minute should be used to submit your exam. Once the proctor calls time you should stop typing and remove your hands from the keyboard. Typing or writing after time is called is a violation of the honor code.
- When the exam is submitted you should see a green screen. Do not close your laptop until you see it. If you see a yellow screen, you should follow the instructions for submitting the exam to **examdeposit@law.duke.edu** and then notify the registrar's office that you've done so.

- Academic Technologies will be standing by should you have computer difficulties during the exam. If you do, please **leave your laptop in the exam room** and come to the Registrar's Office. We will give you a red sheet of paper and send someone to meet you in the exam room. Do not take your computer out of the exam room. **Do not reboot your computer.**
- There is a section of the General Exam Instructions detailing what to do in case of a computer emergency. Please read it carefully.
- The maximum additional time allowed to resolve a computer issue is 20 minutes. After 20 minutes, you must begin handwriting the exam.

## After your in-class exam:

- Return all exam materials to the envelope, including scratch paper. If the proctor is out of the room when you complete the exam, please bring your materials to the box at the front of the room. Be sure and complete the envelope label with your student id and class information.
- Be quiet as you leave the room. Do not stay in the room to check emails.

- Take home exams are distributed from our office and returned electronically to [examdeposit@law.duke.edu](mailto:examdeposit@law.duke.edu).
- When doing a take-home exam, please use a flash drive to back-up your work, in addition to saving it on a cloud drive or your computer.
- You must save your exam to your computer before submitting it. You can't submit electronically from a cloud drive. Allow time before the exam deadline to save your file and submit it properly.

- Do not discuss the exam with anyone after it is over. Students may be taking the exam at a different time.
- You are responsible for continuing to check your Duke email after the exam period. We may need to contact you about your exam.

You are required to keep your exam files until after grades are posted. If you plan to buy a new computer, make sure you take steps to back-up and maintain your exam files.

Please take a few minutes before your exam to review the Law School Rules concerning Student Professional Misconduct. It is contained in Section V of the Duke Law Rules and Polices, and can be found on the Duke Law website:

<https://law.duke.edu/about/community/rules/sec5/#rule5-1>



Please test EBB and work with it before your exam. Don't submit a full test exam and ask that it be printed, but do take time to look at it and see how it works. Instructions for installing and using Electronic Blue Book can be found on the Duke Law website at

<https://law.duke.edu/actech/examinfo/EBBStudentInfo/>

- Good luck with your exams!