

HYBRID EXAM INSTRUCTIONS FALL 2022 *(Sakai distribution/email submission AND Submit through Sakai)*

These are the general exam instructions that govern take-home exams. Students are expected to follow these instructions, unless they conflict with the professor's written instructions appearing on the exam. Failure to follow these instructions may result in a grade reduction or an Honor Code violation.

You have a two-part Exam. Please Refer to Part 1 for instructions on the Multiple Choice/T-F portion. The Essay portion will be administered with the instructions in Part 2.

Part 1 – Multiple Choice, T/F

As a safeguard, when you are completing your exam write your answers on a separate sheet of paper in numerical order (for example 1. A, 2. C, 3.B). If you have difficulty submitting your answers, you should scan or send a photo of the answers immediately to examdeposit@law.duke.edu within the time permitted to submit your exam.

To start your exam, go into the Sakai site for your course. You will find a tool named Tests & Quizzes. Under the title "Take an Assessment" you should see "*Your Course Name* Exam – **Multiple Choice T/F Questions.**" Click on that.

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

You must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. It is a timed test so you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

8. When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.
9. **Confirm submission.**

⚠ You are about to submit this assessment for grading.
Click **Submit for Grading** if you really want to submit for grading.
Otherwise, click **Previous** to return to the previous screen.

Course Name Discussion 1 SMPL101

Creator ktinstructor

Assessment Title Quiz 2

Submit for Grading

Previous

- 10.
11. You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.
12. **Click Continue.**

Submission Quiz 2

Course Name	Discussion 1 SMPL101
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Creator	ktinstructor
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Assessment Title	Quiz 2
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Number of submissions remaining	0 out of 1
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Confirmation Number	29-6-a9533f45-f180-4ca7-829a-ff4018a36ed8-Sun Feb 10 20:25:14 EST 2019
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Submitted	02/10/2019 08:25:14 PM
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You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

- 13.
14. Once you submit, you will see a submission information page with a confirmation number for your submission. You will also receive an email confirmation.

15. Click **Continue** to return to the Tests & Quizzes page.

Part 2 – Essay/Short Answers

The time allocated for each exam is governed by the professor's instructions, meaning you may only work on the exam for the amount of time allocated by the professor. There is no set exam start time, meaning you may choose when to start taking your exam. Exam questions may be downloaded from Sakai beginning at 8:00 a.m. on the day of the exam. Completed exams must be submitted via email to examdeposit@law.duke.edu within the time limit prescribed by your professor and no later 5:30 p.m. the same day. All times are Durham time. **The exam time begins when the file is presented to you in Sakai as described in #2 below.** Please note that scheduled exams are available on the day provided in the exam schedule, and any day exams are available **weekdays** during the exam period.

Please be sure to begin your exam in enough time to take full advantage of the time your professor has given.

You must prepare your exam using word processing software on a computer, unless you have chosen to complete the exam by handwriting.

1. Students choosing to handwrite may write on lined paper and scan the finished exam to examdeposit@law.duke.edu using the same naming conventions provided below. **If a scanner is not available, you may photograph your exam pages and submit those to Exam Deposit – however, be advised that the file size for photos are sometimes too large to be opened for grading. You should scan if at all possible.**
1. To start your exam, go into the Sakai site for your course. You will find a tool named Tests & Quizzes. Under the title "Take an Assessment" you should see "*Your Course Name Exam – Essay Questions.*" Click on that. Read the Introduction and click the box to indicate you agree to abide by the Honor Pledge. Click on "Begin assessment." **Your click starts the exam time for you.** When the page loads, you should see a link to the Word document with a name similar to "Exam questions docx." Click on that link to download the questions. Once you have the document, you may exit Sakai. You may ignore "Submit for Grading" or click on it. Please ignore the word "grading" - this is just to let us know you're all set and we cannot change this language in Sakai. If you get an "Assessment Submission Warning", click "Submit For Grading". This will NOT submit your exam, it will just confirm you downloaded the exam questions.
3. Either before or after downloading the questions, you will create a new document in Word for your exam answers, naming your file as shown:
studentid#_classnumberandname_instructorname FALL2022 (Your Student ID Number can be found in DukeHub. Your Student ID Number is NOT your Duke Unique ID, although both are 7-digit numbers.)

4. Please also type **studentid#_classnumberandname_instructorname_FALL2022** into the header of your document. The file will be separated from the email when given to the professor; therefore, the exam must be identifiable to the professor by your student id#.
5. Do not put your name on any attachments to the exam. Use only your Student ID Number for identification.
6. It is recommended that before beginning to write that you name and save the document and also activate any automatic save function that your word processing software may have.
7. You are also advised to create a copy of the document on another storage medium, preferably by copying frequently to a flash drive. You may also save the document to a cloud drive, but please be sure to check frequently that you are working in the proper file and are able to easily retrieve the file from the cloud drive. We strongly recommend always having a local copy on your computer and a recent back-up copy, whether on a flash drive or in a cloud service.
8. *IN ORDER TO PROTECT BLIND GRADING, YOU MAY NOT CONTACT YOUR PROFESSOR DIRECTLY IF YOU HAVE A PROBLEM DURING OR AFTER YOUR EXAM.* This includes computer malfunction, illness, being unable to finish an exam, etc. If you have a question about your exam, please contact the Registrar's Office at registrar_office@law.duke.edu. In case of illness or some other type of emergency, contact Dean Hutchison at lewis.hutchison@law.duke.edu.
9. To submit your exam answer, e-mail your finished exam as a **Word** document to the exam deposit at examdeposit@law.duke.edu. Put **FALL 22 EXAM: name of class, professor name*** in the subject line of the email. The exam will be time-stamped in the system, and your exam must be emailed within the allotted time. We still need to adhere to faculty expectations on time limits for exams, so please email registrar_office@law.duke.edu if you encounter problems submitting your exam. Absent notice, exams that are returned late will be marked and the Dean of Students will be notified. Only one submission will be accepted. Documents may not be sent from a cloud drive. They must be saved first. Allow five to ten minutes for multi-factor authentication, particularly if you are working outside of Durham.
10. As confirmation that your answer has been received, you will receive a return receipt email:

Your e-mail has been received. Please save this reply e-mail and your original e-mail, including attachments, for a period of 60 days from the end of the semester. These e-mails serve as both proof of receipt of your e-mail and proof of when your e-mail was sent. If you do not save these e-mails, even if they were deleted by an automatic archiving/deleting function, and they have been requested in the course of honor code investigation, such failure will also be treated as a separate possible honor code violation. Thank you!

Occasionally the email receipt will go to your spam folder. If you have checked the spam folder and you have not received the response within an hour of submitting your exam, send an email to registrar_office@law.duke.edu to confirm that we have received the exam. If you are working outside of business hours, we may not respond until the next morning.

11. Because other students may take this exam at a later date, **do not discuss it with anyone until the exam period has ended.**

12. Should your computer become unstable and you are worried about losing content or access to the Internet, you can email one or more drafts to examproblem@law.duke.edu. That is *not* a monitored email address, so *do not submit your final version to it*. We will consult it only if you do not have access to that content otherwise. If your computer becomes inoperable, you can continue on another device or handwrite your exam. If you handwrite, you must take photos of all your work and submit them to examdeposit@law.duke.edu, just as if you had written the exam on a computer.

During the exam period, Academic Technologies is available to advise students experiencing computer problems during the following times (Durham time):

Monday through Friday 7:45 a.m. to 5:45 p.m.

During those hours, please contact Academic Technologies in Zoom either by computer or phone (see link and phone number information below). They will only be able to advise for up to 20 minutes per student, but they can add up to that amount of time to your exam time.

Topic: AcTech Exam Zoom Room

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://duke.zoom.us/j/97773552873>

Meeting ID: 977 7355 2873

One tap mobile

+13017158592,,97773552873# US (Washington DC)

+13126266799,,97773552873# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 977 7355 2873

Find your local number: <https://duke.zoom.us/u/adbHkxoEn5>

Join by SIP

97773552873@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 977 7355 2873

13. Please abide by the Honor Code.

14. Make sure to keep the saved file until final grades have been released. If you replace your computer you are still required to preserve your exam files in some way.

A Quick Guide to Take Home Exam Instructions is attached on the next page and may be used as a checklist.

Quick Guide Take Home Exam Instructions

To Download the Exam Questions:

Go to Sakai Site for your course.

On left menu bar, click "Tests and Quizzes"

Click "*Your Course Name* Exam"

If you need the Exam Instructions, you can download them here

Check the box to agree to abide by the Honor Pledge

Click "Begin Assessment" – **this starts the exam time**

Click "ExamQuestions.docx"

Your Questions will be downloaded.

Once you have the document, you may exit Sakai **OR** choose "Submit for Grading"

Ignore the word "grading" - this is just to let us know you're all set. It cannot be changed in Sakai.

At the Assessment Submission Warning screen, click "Submit for Grading"

NOTE: You will not submit any answers through Sakai , this is just to confirm you downloaded your exam

The Exam Questions may be printed or used electronically.

To Create your Exam Answers:

Create Word Document, named as indicated in Instructions

Create Header in Document as indicated in Instructions

Save your file, activate automatic save functions, create backup on another storage medium

Save your work often.

To Submit your Exam:

Email a word document to the exam deposit at examdeposit@law.duke.edu with FALL2022, name of class, professor name in the subject line.

You will receive a confirmation email.

See Full Instructions for detailed descriptions and troubleshooting instructions