

## TAKE HOME INSTRUCTIONS SPRING 2025 – *(Canvas distribution/email submission)*

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.

The time allocated for the 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. **Completed exams must be submitted via email to [examdeposit@law.duke.edu](mailto:examdeposit@law.duke.edu) within the time allotted, but no later than 5:30 PM on the day they are taken. All times are Durham time, EDT.** The exam time begins when the file is presented to you in Canvas as described in #2 below.

1. **Your answer will not be returned through Canvas; you must prepare your exam answer using word processing software on a computer. (See #3 below).**
2. To start your exam, go into the Canvas site for your course. You will find a tool named **Quizzes**. Under the title "Assignment Quizzes" you should see "*Your Course Name Exam.*" Click on that. Read the Introduction and click on the "Begin" button. ***Your click starts the exam time for you. Do not stop at this point to do something else.*** When the page loads, you should see a link to the Word document with a name similar to "**Click here to download your exam for your course number and name.**" Click on that link to download the questions. Once you have downloaded your exam, you may exit Canvas. You may ignore the "Submit" button. There is no need to fill out or submit anything else in this Canvas page. You do not have to submit anything in Canvas when you finish your exam.
3. Either before beginning the exam, or after downloading the questions, you must create a new document in Word for your exam answers, naming your file as shown:  
**studentid#\_classnumberandname\_instructorname\_Spring2025** (*Your Student ID Number ("student id#") can be found in your Duke Hub Dashboard under My Profile > General Information.*
- 4.
5. Please also type **studentid#\_classnumberandname\_instructorname\_Spring2025** 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#.
6. Do not put your name on any attachments to the exam. Use only your student id# for identification.
7. 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.

8. 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.
9. **DO NOT CONTACT A PROFESSOR DIRECTLY IF YOU HAVE A PROBLEM DURING OR AFTER YOUR EXAM.** This includes computer malfunction, illness, being unable to finish an exam, etc. Please contact the Registrar's Office at [registrar\\_office@law.duke.edu](mailto:registrar_office@law.duke.edu). *Contacting a professor directly while taking an exam may result in an Honor Code Violation.*
10. To submit your exam answer, e-mail your finished exam as a **Word** document to the exam deposit at [examdeposit@law.duke.edu](mailto:examdeposit@law.duke.edu). (NO PDFs will be accepted.) Put **Spring2025 EXAM: name of class, course number 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 must adhere to faculty expectations on time limits for exams, so please email [registrar\\_office@law.duke.edu](mailto: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 submitted directly from Google Docs or SharePoint.** They must be saved first as a Word document. Allow five to ten minutes for multi-factor authentication, particularly if you are working outside of Durham.
11. 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](mailto: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.
12. Because other students may take this exam at a later date, **do not discuss it with anyone until your professor allows you to do so.**
13. 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](mailto: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](mailto:examdeposit@law.duke.edu), just as if you had written the exam on a computer. Students needing assistance can contact the Help Desk at [helpdesk@law.duke.edu](mailto:helpdesk@law.duke.edu) or 919-613-7072 between the hours of 8:00 AM and 9:00 PM.
14. Please abide by the Honor Code.

**15. 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.**

#### Quick Guide Take Home Exam Instructions

##### **To Download the Exam Questions:**

Go to Canvas Site for your course.

On left menu bar, click "Assignment Quizzes"

Click "*Your Course Name Exam*"

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

Click "Begin"

Click "Click here to download your exam.docx"

Your Questions will be downloaded.

NOTE: You will not submit any answers through Canvas.

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](mailto:examdeposit@law.duke.edu) with Spring 2025, name of class, course number, professor name in the subject line.

You will receive a confirmation email.

**Return your exam within the time allotted but no later than 5:30 PM on the same day, unless you have an exam accommodation and are working with Student Affairs.**