

TAKE HOME EXAM INSTRUCTIONS Spring 2024 *(Sakai 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.

For SPRING 2024 take-home exams are given in three modes:

Scheduled Remote: Available in Sakai at 8:30 or 1:30 on the scheduled day and returned within time allotted by the professor. See SPRING 2024 Exam Schedule posted in the Duke Law website Registration Portal. Return as a Word document to examdeposit@law.duke.edu. Some scheduled remote take-home exams may end after 5:30.

Single-Day Take-Home: Most of these exams will be available in Sakai at 8:00 AM, but some may start at a different time depending on the professor's instructions. Return as a Word document to examdeposit@law.duke.edu within the time allotted but no later than 5:30 PM the same day.

Any-Day Take-Home: Available in Sakai beginning at 8:00 AM unless you receive other instructions. Return as a Word document to examdeposit@law.duke.edu within the time allotted but no later than 5:30 PM the same day. Any-day take-home exams are available weekdays from April 23 to May 3, unless otherwise noted. A few of these exams are only available for a limited number of days as noted on the exam schedule.

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 stated by the professor. Completed exams must be submitted via email to examdeposit@law.duke.edu within the time limit prescribed by your professor. All times are Durham time. **The exam time begins when the file is presented to you in Sakai as described in #2 below.** Scheduled exams are available on the day and at the time provided in the exam schedule, and any day exams are available **weekdays** during the exam period. Exams must be returned no later than 5:30 PM unless it is a "Scheduled Remote" take home that may end later than 5:30. *For an 8-hour exam the latest start time would be 9:30 AM in order to have the full 8 hours.*

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. 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.*" 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 click "Submit for Grading", you will receive a "Notification for assessment submission" confirmation email. 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_ SPRING 2024 (*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_ SPRING 2024** 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, immediately e-mail your finished exam as a **Word** document to the exam deposit at examdeposit@law.duke.edu. Put **SPRING 24 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 must 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 a few 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 it is after 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 between 7:45AM and 9:00PM. Academic Technologies may be reached by email at helpdesk@law.duke.edu or telephone at 919-613-7072. Please leave a voicemail and someone will get back to you as soon as possible.

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.

If you click "Submit for Grading" you will receive a "Notification for assessment submission" confirmation email. This will not submit your exam, but will confirm you downloaded the questions.

NOTE: You will not submit any answers through Sakai unless you receive specific instructions to do so for a particular class.

The Exam Questions may be printed or used electronically, unless otherwise noted.

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 Spring 2024, name of class, professor name in the subject line.

You will receive a confirmation email.

See Full Instructions for detailed descriptions and troubleshooting instructions