

TAKE HOME FINAL EXAM INFORMATION SESSION

Spring 2023

HOW TO GET INFORMATION

Where to Go and Who to Ask

LAW SCHOOL WEBSITE

<https://law.temple.edu/academics/exams/>

We try to keep the website up to date with current exam information. We had to make many changes and adjustments in response to COVID. If you have any questions or concerns, please ask. We are happy to clarify and to correct information that may be old or irrelevant for this semester.

EXAM EMAIL & TELEPHONE

lawexams@temple.edu
215-837-8334

This email address is monitored by administrators and IT professionals to answers questions and address concerns. We will respond to emails as quickly as possible, but be mindful of *when* you send emails.

Thank you for your patience. If you need help, please provide as much detail as you can about the trouble you are having.

The telephone number is monitored on the same days and times as Exam Central.

EXAMS – TAKE HOME

What Do You Need and How Does it Work

Do Not Use Exemplify

- Exams are online on the Examsoft website under "Courses."
- Exams are not visible until 9AM on 5/3/2023 or when your professor has specified.
- Although you have full access to your computer, programs, etc., you may only use the materials your professor permits.
- **Do not contact** your professor with questions or concerns. Email Dean Bretschneider, Director Walden, or lawexams@temple.edu.
- Log out of Examsoft after downloading the exam.
- Your answer must be in a single PDF file.
- Each exam download and answer upload is time-stamped, but you are responsible for keeping your own time.
- Save your answer file as [ExamNumber]__[NameofCourse]

Take Home Exam

Instructions Video [Link]

ExamSoft: Temple University Jam

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www2012.examsoft.com/ui/examtaker/et_courses.aspx

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ExamSoft

Examplify

Courses

Support

Brittne Walden⚙️

Courses

📁 Manual Exam Upload

Assignment Drop Box

FirstPrevious1NextLast

Show: 10 | 25 | 50 | 100

Status	Course	Notifications	Exams/Assessments
Active	Test_Example_Admin	🚨 Uploads/Downloads Required	1
N/A	No Course		1

FirstPrevious1NextLast

2 Results

Show: 10 | 25 | 50 | 100

Screenshot of the Courses Screen


ExamSoft: Temple University Jam

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← → ↻

www2012.examsoft.com/ui/examtaker/et_exams.aspx?cid=492095

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 [Examplify](#) [Courses](#) [Support](#)

Brittne Walden




Course: Test_Example_Admin

If you saw the green confirmation screen while exiting Examplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next

Show: 10 | 25 | 50 | 100




Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Test Example	Exam	<div><div>ACTION</div>Download Instructions/Assignment</div>	-	-	-	-	
		<div><div>ACTION</div>Upload Assignment</div>					

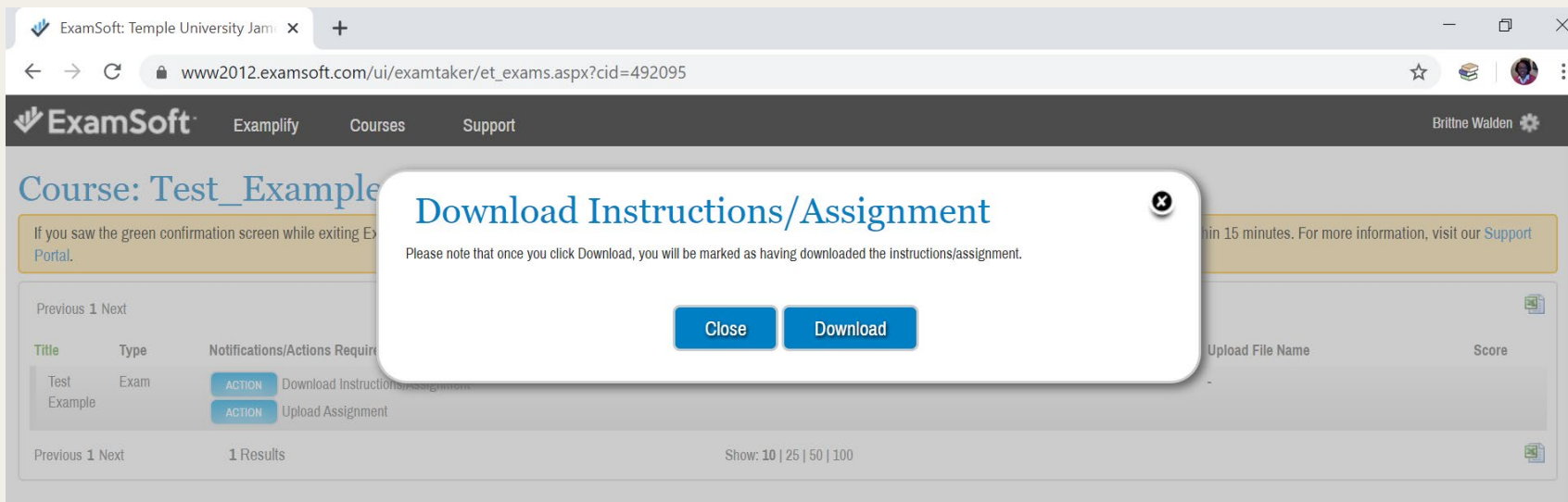
Previous 1 Next

1 Results

Show: 10 | 25 | 50 | 100



Screenshot of the Course Download Screen



Screenshot of the Course Download Confirmation Screen

Course: Sales_Harris_Midterm_F20

If you saw the green confirmation screen while exiting Exemplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next

Show: 10 | 25 | 50 | 100



Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Sales_Midterm_F20	Exam	<div><div>ACTION</div>Download Instructions/Assignment</div> <div><div>ACTION</div>Upload Assignment: 59 Minutes Remaining</div>	-	12/10/2020 11:20 AM	-	-	

Previous 1 Next

1 Results

Show: 10 | 25 | 50 | 100



Screenshot of the Course Answer Upload Screen

Upload Exam/Assignment



The deadline date for upload has passed, you can still upload your file, but you will need to check with your instructor if he/she will accept it late.

Browse



Cancel

Upload

Screenshot of the Late Assignment Screen

Upload Exam/Assignment



The deadline date for upload has passed, you can still upload your file, but you will need to check with your instructor if he/she will accept it late.



You have successfully uploaded the file, 0001_Exam Test.pdf, to the assessment: Test Example.

Browse



or manage another file

Screenshot of Successful Upload Screen

Exam Timing

- Pay close attention to the timing of your take home exam.
- The exam begins once you click download.
- All exams are due by 10PM on May 15, 2023.
- Any exam turned in after 10PM on May 15, 2023 will be deemed late.
- Exams that are turned in late are subject to a grade reduction.
- Do not use the Examsoft website to keep your time. Their timer will show that you have less time than you have.
- Keep your own time.
- If you have questions, ask the administration!
- You have a 5 minute grace period **just** to upload your answer. Ignore messages that it is late.
- The administration checks every timestamp for compliance with our rules.



Troubleshooting

First, always email your answer to lawexams@temple.edu to timestamp your submission

- Log in and log out of examsoft.com/templelaw
- **Use private browsing like Chrome Incognito mode**
- Refresh your Internet Browser
- Use a different browser (Internet Explorer, Microsoft Edge and Safari will work. Ignore the message that says otherwise)
- Restart your computer

NOTE: You do not receive an email when take home exams are successfully uploaded.

GENERAL EXAM RULES

ACCOMMODATED STUDENTS

The Law School and the University are committed to serving the needs of a diverse population which includes students and staff members with learning differences.

Contact Associate Director Noeleen Urmson if you have questions or concerns.

Honor Code

The Law School Code of Conduct and Plagiarism rules apply to all exams.

- You may not begin before permitted.
- You may not continue working after time is called.
- You may not work on an exam for longer than you have been allowed.
- You may only use the materials your professor has permitted.
- You must cite any and all ideas that are not original to you.
- You may not speak to your professor or classmates about an exam until grades are released.
- You are not allowed to retain any copies of the exam questions.

<https://law.temple.edu/resources/policies-and-procedures/codes-of-conduct/>

Plagiarism

You should also review this [Powerpoint Presentation](#) on how to avoid plagiarism. Download the presentation and click on the speaker icon on each slide for the narration.

Exam Timing

Any exam that is turned in late will be subject to a grade reduction. Do not keep working on an in-class exam after time is called. For deferred, take home, and accommodated exams, you must keep your own time. You are responsible for making sure you do not turn your exam in late.

Anonymity

- Exams are anonymous.
- Your anonymous number will be emailed to you.
- Do not use your name.
- Do not use your TUID number.
- Do not use your AccessnetID (tu---).
- Do not contact your professor.
- Do not otherwise identify yourself on the exam, provide any identifying details, or include inappropriate information:
 - "This is just like that hypo I answered in class on March 14."
 - "I know the material; I just ran out of time."
 - "You're the best professor I've ever had. This class was a joy and I hope you have a wonderful break."

If you are sick or late: **STAY CALM**

Let us know as soon as possible:

- Jennifer.bretschneider@temple.edu
- Lawexams@temple.edu
- 215-837-8334

Provide documentation if you are sick, including positive COVID-19 tests

Additional Tips & Reminders

- Back up your study materials (outlines, notes, etc).
- Keep your exam credentials (exam number & log in details) handy
- Know your Resources
 - Exam Central: 215-837-8334 (lawexams@temple.edu)
 - Examsoft Exam Taker Support: 1-866-429-8889 (support@examsoft.com)
 - Lawyers Concerned for Lawyers Confidential Helpline: 1-888-999-1941
 - Tuttleman Counseling: 215-204-7276 (www.temple.edu/counseling)

Questions?



