

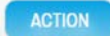
Take-Home Exam Instructions

* SAMPLE *

Take-home examinations will be administered via the online ExamSoft portal, not the Exemplify program installed on your laptop. This option will allow you to download a PDF version of your exam questions and compose your answers in a word processing program on your computer (e.g. Word). Check the exam schedule on the BU Law website for specific dates and times. An email with your exam details will be sent to you prior to each take-home exam as well.

The Registrar's Office will monitor the download and upload history for the exam. Any student who returns his or her answers late may be subject to the same disciplinary actions as students who return exams late in person or who continue to write during a proctored exam. Instructions for downloading the exam and uploading your answers are included here.

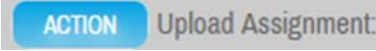
Step One: Download the take-home exam question file.

1. You may download the take-home exam question file during the designated window. **Do not download the exam file in advance.** Download the file when you are ready to work on your exam.
2. Visit the BU Law custom homepage at www.examssoft.com/bulaw and log in as an exam taker using your login credentials (your BU ID number and ExamSoft password). *Recommended browsers are Chrome and Firefox.*
3. Click on the "Courses" tab at the top of the page.
4. Carefully select the course name from the listing during the availability window. Students who download the exam questions late will not be entitled to additional time to complete the exam.
5. In order to download and print the exam file, click on the  **Download Instructions/Assignment** "Action Box."
6. Click on download from the pop-up window and save the downloaded file to the preferred location on your computer. **This will initiate the download of the exam question file and start the timer on your exam. Do not initiate the download until you are ready to work on your exam.**
7. To check your exam due date/time, scroll over to the Upload Due Date field for the correct time your exam is due. There is another field that displays time remaining – DO NOT rely on the information in this field as there is a discrepancy in the "Timer" and it may display incorrect information.
8. **Log out** of ExamSoft after you have successfully downloaded the questions.

Step Two: Complete your take-home exam as a word document - DO NOT INCLUDE YOUR NAME!

1. In order to protect your anonymity for grading, DO NOT type your name anywhere in the word document.
2. Insert a "header" in your word document and type your course name and **4-digit exam number** into the header so that it appears at the top of every page. In the alternative you may include a cover page showing the course name and your exam number. Your exam number can be found on the Student Link in the Spring 2020 grades tab.
3. **Very Important** – save the word document containing your answers, with the name of your course (as listed in the exam specific instructions you receive via email) and exam number as the title of the file, before you submit it.

Step Three: Upload your completed take-home exam document.

1. Once you have completed your answers and saved your document as instructed above, return to the BU Law custom homepage (www.examssoft.com/bulaw) and log in as an exam taker using your credentials (your BU ID and ExamSoft password).
2. Click on the “Courses” tab at the top of the page.
3. Click on the course name.
4. Click on the Action Upload Assignment button.  Browse your computer and select your completed exam file, choose open and then click ‘Upload.’
5. If the upload was successful, a green box at the top of the page will confirm that your document has been uploaded to the server. You will not receive a separate confirmation email. Here is a sample:



6. You will be allowed one submission. If you encounter any issues or need assistance for any reason, during normal business hours call the School of Law Registrar’s Office at (617) 353-3115. To reach us outside of normal business hours, e-mail lawreg@bu.edu. You should attach your completed exam file to document your upload attempt was initiated within the required time. You should also document any upload issues you encounter (e.g. through noting error messages and/or use of screen shots) and include them in your e-mail.