

# Lewis and Clark Law School

## Exam Overview Fall 2023

<b>Important Exam Related Dates</b> .....	<b>2</b>
Reading Period.....	2
Grades Due Dates .....	2
<b>Exam Forms</b> .....	<b>2</b>
Authorized Materials Form:.....	2
Exam Processing Form: .....	2
Important Exam Parameters.....	2
<b>Exam Availability</b> .....	<b>2</b>
Scheduled Exams .....	2
Unscheduled Exams.....	3
<b>Security Access Options</b> .....	<b>3</b>
Secure.....	3
Non-Secure Blocking Internet .....	3
Non-Secure .....	3
<b>Availability of Exam Questions</b> .....	<b>3</b>
Hard copy Questions.....	3
Embedded Questions .....	3
Location of Exam (for embedded questions only).....	4
<b>An Overview of the Exam Software</b> .....	<b>4</b>
Examssoft .....	4
Exemplify.....	4
Embedded Questions .....	4
Electronic question formatting limitations.....	5
Embedding a PDF of your questions .....	6
Using the lawexams email account.....	6
<b>Exam Access Password</b> .....	<b>6</b>
<b>Getting the Student Answers to You</b> .....	<b>7</b>
<b>Resources for Students</b> .....	<b>7</b>

## **Important Exam Related Dates**

The Fall 2023 exam period runs from December 4 -15

### Reading Period

Reading period for the Fall 2023 term is from November 30 - December 3.

### Grades Due Dates

Grades are due on January 2. The Registrar's office will email more detailed information about how to submit your grades later in the semester.

## **Exam Forms**

We ask that you complete two different forms related to exams.

### Authorized Materials Form:

The information collected is used by the Registrar's Office and is posted for students to review. It includes what materials can or cannot be used while taking your exam.

Link to the Authorized Materials Forms: <https://law.lclark.edu/live/forms/247-1>

### Exam Processing Form:

The information collected is used to produce your exam for students. It will determine how your exam is created, distributed to students, and how the results are returned to you. It addresses the parameters of the exam and how students will take and answer the exam questions.

Link to the Exam Processing Form: <https://forms.gle/CMKaQSbWV2FcYxR77>

There are similarities and crossover between the two forms, but we really appreciate you taking the time to fill out both forms. If you wish to make changes to your already completed form, please email TIPS (Exam Processing Form) or the Registrar's Office (Authorized Materials Form) and we will adjust it for you. You may also fill out the form again, but please email the appropriate office so that we know to use the most current one.

### Important Exam Parameters

The Exam Processing Form will ask you about the logistics of your exam. Before you complete the form, please review information about a few of the exam parameters.

## **Exam Availability**

### Scheduled Exams

Scheduled exams are taken on a set day and time in a set room. The exam schedule is created by the Registrar's Office prior to the start of the semester. If you'd like to change your scheduled exam to an unscheduled exam, please contact the Registrar's Office directly.

Exams are picked up by the professor prior to the scheduled start of the exam. At the end of the exam the professor may opt to either pick up the exams and bring them back to the Registrar's Office or have the students return their exam envelope and materials back to the Registrar's Office.

## Unscheduled Exams

Unscheduled exams allow students to take the exam during a specified date range. Professors may select the whole exam period or a smaller window within the exam period. Unscheduled exams may be offered during the reading period only if you have coordinated it in advance with the Registrar's Office.

For exams taken on campus students will pick up their exam envelope at the Registrar's Office during one of three daily pick-up times: 8:30am-9:00am; 1:00pm-1:30pm or 6:00pm-6:30pm. On Saturdays exams may be picked up between 1:00pm – 1:30pm only. The exam envelope will be time/date stamped out when the exam questions are issued to the student. When students have finished their exam or the exam time has lapsed, they will return the exam envelope with all materials to the Registrar's office to be time/date stamped back in.

## **Security Access Options**

This refers to the security parameters within the exam software that will be used during the administration of your exam. The chosen security access may impact a student's ability to access the authorized exam materials during your exam. Our **default is Secure** (no access to the internet or computer files). **PLEASE think very carefully about providing access to the internet during the exam.**

### Secure

Once a student has logged into the exam software and has started the exam they will not be able to access anything on their computer. Do not select this option if you plan to allow students to reference their textbook or casebook as students who have purchased an e-copy of the book will not be able to access it.

### Non-Secure Blocking Internet

Students have access to their hard drive but do not have access to the internet. This access option would prevent students from accessing their e-books or notes stored in Google files or on the cloud.

### Non-Secure

Students will be able to access their hard drive and the internet while taking the exam. This includes any computer files and their e-books.

## **Availability of Exam Questions**

This refers to how students will access your exam questions.

### Hard copy Questions

Exam questions are copied, printed, and put into envelopes marked with the student's exam number. Students will still submit their answers using the exam software.

### Embedded Questions

Exam questions will appear within the exam software. Students will not receive a printed copy of the exam unless the student has an accommodation through the Office of Accessibility for a printed exam.

### Location of Exam (for embedded questions only)

On campus – Students will be required to take the exam on campus. For scheduled exams the password will be distributed to students by the professor on the assigned date and time in the assigned room.

For unscheduled exams students will pick up the exam access password at the Registrar's Office during one of the exam pick-up times, take the exam in one of the assigned unscheduled exam rooms, and return the access password upon completion of the exam.

Remote – This option is available for unscheduled exams only. Students will be emailed the exam access password by the Registrar's Office at the start of the exam period (or the first day that you've designated your exam to be available). Students will then choose the day and time within the designated dates to take the exam.

Students are expected to take the exam at home or at another location. If a student prefers to use a room on campus then they must take their exam at one of the three pick up times and use one of the unscheduled exam rooms (students cannot take the exam in any other space on campus, including the library). Students must be willing to accept the possibility of being disturbed when other students enter & exit the rooms if they take the exam on campus and the exam exceeds 4 hours.

### **An Overview of the Exam Software**

#### Examsoft

Exams are created by TIPS using a piece of software called **Examsoft**. This software is where we will enter your exam questions (if you are opting to have your questions embedded [explained in more detail [here](#)]). We will set up the security options, length of exam, etc. in this software.

#### Exemplify

Exemplify is the student component of the Examsoft software. Exemplify is used by the students to take the exam. This software is similar to Microsoft Word in that students have a window in which to type their answer. There are some basic formatting options like bold, italic, etc. Depending on how you want your exam set up certain features (copy and paste for example) might or might not be available to the students.

Exemplify will monitor the exam time and will automatically close once the time limit for the exam is met. Once the exam limit has been reached students will not be able to make any more changes to their answers. Students will be prompted to upload their exam results to the Examsoft servers. Once all exam answers have been uploaded we will work on getting the results back to you (explained in more detail [here](#)).

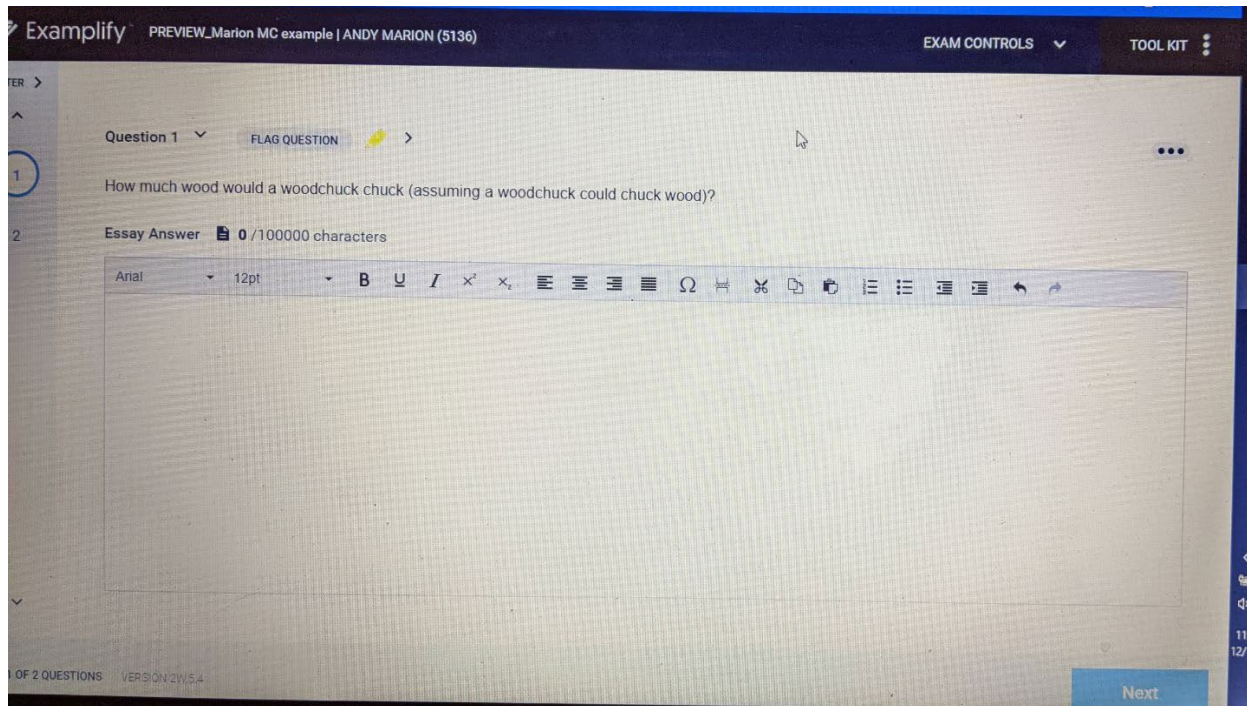
#### Embedded Questions

To prepare these questions, TIPS will ask you to send them a copy of your questions in Microsoft Word. Before the questions are finalized in Examsoft we will ask you to review the uploaded questions. **We will need a copy of your exam ten to twelve days before your exam is scheduled to be taken because it takes longer to embed your questions.**

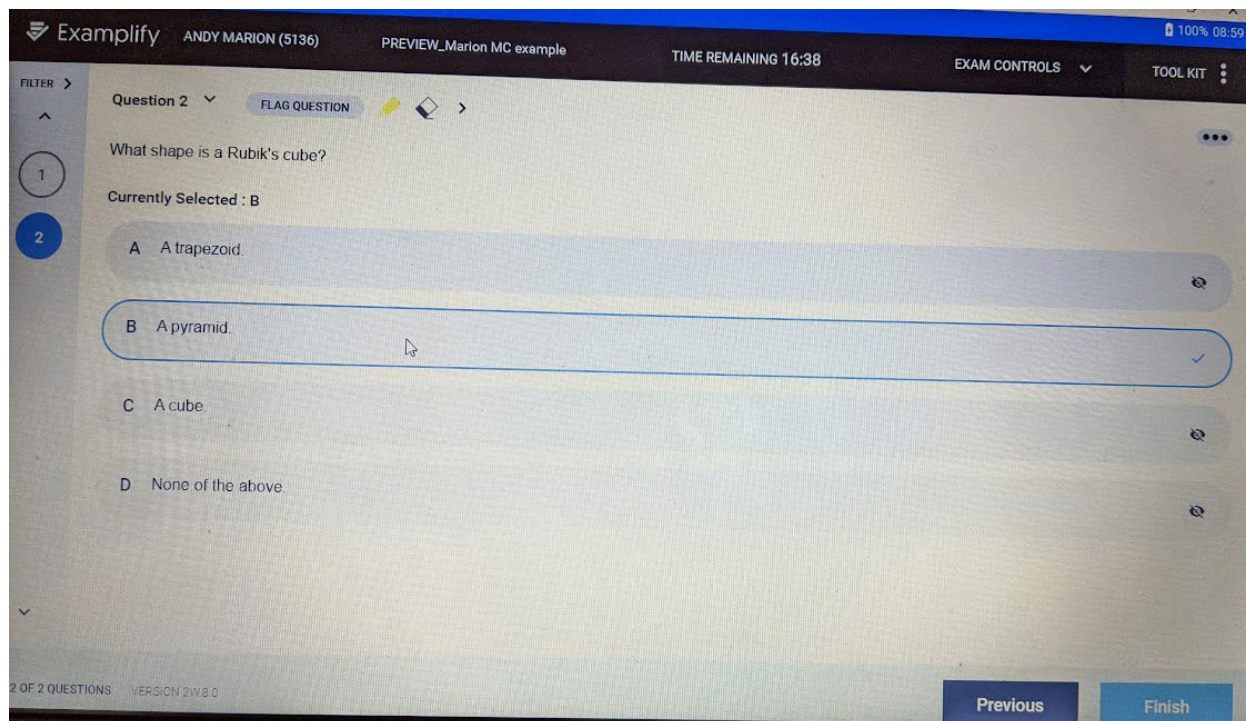
## Electronic question formatting limitations

Examsoft has basic word formatting features, but nothing complex. It can do **bold**, *italic*, and underline, and simple bullet-points. It cannot manage advanced outlining, double indents, tabs, or hyphens with a space on both ends. If exam questions are submitted with advanced formatting then we will do our best to keep the formatting as close to the original as possible. You will see the adjustments in the draft that is sent back to you for review.

### Example of an embedded essay question in Exemplify



## Example of an embedded multiple choice question in Exemplify



### Embedding a PDF of your questions

Embedding a PDF in the exam software is useful if your exam includes multiple images or an ongoing fact pattern that needs to be referenced. For this option a PDF version of the exam will exist within the exam software and will only be accessible when the student is taking the exam. Students will be able to refer to the PDF and scroll through it like other PDF documents. Students will still answer their answers using the exam software.

### Using the lawexams email account

If your exam is 12 hours or longer or if you are having your students submit a paper as a final project, you have the option having your students email their answers/papers to a repository email address ([lawexams@lclark.edu](mailto:lawexams@lclark.edu)) instead of the exam software. Please email TIPS if you think this will be a good option for your exam.

### **Exam Access Password**

Before a student can begin taking their exam, they will need to enter a unique access password into the exam software. The exam access password is randomly generated when the exam is created and consists of a mix of numbers and letters. If your exam questions are being distributed as hardcopy, then we will send you the password and ask that you put it in the upper left-hand corner of the instruction portion of your exam. If your exam questions are embedded, then we will coordinate getting the access password to Registrar's Office who will then distribute them to the students before they take their exam.

## **Getting the Student Answers to You**

How you want your exam results returned to you is a question on the exam processing form mentioned earlier.

**Essay question** results can be emailed to you as PDF files, RTF files, or printed as hard copy.

**Multiple choice** questions are compiled and then emailed in an Excel spreadsheet. Along with the spreadsheet, you will receive an item analysis PDF which breaks down how students answered your multiple-choice questions. This analysis file can be useful to see if students had an issue with a particular question. It is very easy in Examsoft to modify multiple-choice questions by changing the correct answer, removing questions entirely or making more than one answer the correct answer.

Once your exam has been taken, TIPS will wait for the Registrar's Office to authorize releasing the results to you. Before your results are released the Registrar's Office will inventory the returned exam envelopes and may also hold back a few exams if there are students who have been given permission to take the exam at a later date. We strive to get your results to you within 48 hours. If there is a situation where this might take longer, we will reach out to you.

## **Resources for Students**

Students can consult the following web page regarding exams:

[https://law.lclark.edu/offices/registrar/exam\\_policy\\_info/](https://law.lclark.edu/offices/registrar/exam_policy_info/)

Information on unscheduled exams can be found here:

[https://law.lclark.edu/offices/registrar/exam\\_policy\\_info/#5](https://law.lclark.edu/offices/registrar/exam_policy_info/#5)