

Remote Exams

To facilitate anonymous grading:

- Registration Services administers all exams on behalf of the faculty.
- Students are assigned a different randomized 3-digit number for each exam.

This chapter provides guidance on the Law School's remote exams process during the Spring 2020 semester.

In This Chapter

1. Exam Schedules
2. Exemplify Software
 - a. Before the Exam
 - b. On the day of the Exam
 - c. ExamID
 - d. Exam Monitor
3. Electronic Blue Book
4. Anonymous Grading

1. Exam Schedules

The updated Spring 2020 remote exams schedule is available on our [website](#).

Please review the information carefully.

All scheduled exam
times are
New York time
(Eastern Standard Time)

All exams using
Examplify are
scheduled for
11 AM EST

Several Electronic
Blue Book exams
are scheduled for
11 AM EST

Your individual
exam schedules are
available in
LawNet

2. Exemplify Software

Exemplify is an exam software that blocks all other programs on your computer while it is running. You will type into it as you would type into any standard word processor. It is the computing equivalent of an exam bluebook.

Prior to the day of your exam you will need to download the software to your laptop computer.

A. Before the Exam

Step 1: Login to the ExamSoft [website](https://ei.examssoft.com/GKWeb/login/columbia law).

ExamSoft

Columbia University School of Law

Exam Takers

Student ID: ? Password: Login

☐ Remember Me

[Lost Student ID or Password?](#)

Videos

Administrators / Faculty

Email: Password: Login

☐ Remember Me

[Lost Password?](#)

Minimum System Requirements:

PC Users

Mac U

PID Number
(C followed by 9 digits)

Exam Taker Information

SoftTest can be used on virtually any modern computer (i.e. purchased within the Requirements).

If you don't remember your PID, you can find it by logging on to [Student Services Online](#).

- Select any of the options
- select "Show my name and personal data" under "Viewing Options."
- Click on "Update View" to see your PID.

Step 2: Download the Exemplify software

ExamSoft Exemplify History Support

Getting Started with Exemplify

- 1 Check Your Minimum System Requirements**

PC Users

Mac Users
- 2 Install & Register Exemplify**
 1. Click "Download"
 2. Click "Run" when prompted to Run or Save the file
 3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.

***Note:** Please make sure you have an active Internet connection when you run the file.

Help? **Download**

Exemplify Registration Instructions
- 3 Setup Your Notifications**

SMS/Text Messages

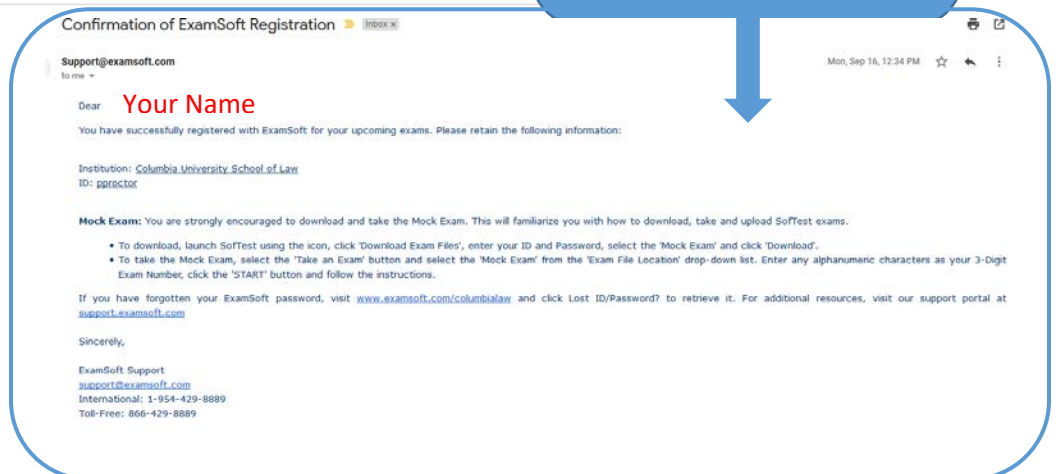
This feature will enable sending ExamSoft confirmation messages to your US cell phone using SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number: Select Carrier...

Email Notifications

The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.

Email: **Your Email Here**



Step 3: Login to the software

After installation, launch Exemplify and you will be prompted to register.

When prompted, enter the Institution ID: **cumbialaw** and click on "Next".

The image displays two sequential screenshots of the Exemplify software's registration interface. Both screenshots feature a dark blue sidebar on the left with the Exemplify logo. The main content area is titled 'Add New Account'.

The top screenshot shows the initial registration screen. It includes an input field labeled 'Institution ID' with a red arrow pointing to it. Below the field is a dropdown arrow and the text 'Enter the Institution ID sent to you via email or find your institution above.' A green 'Next' button and a blue 'Back' link are at the bottom.

The bottom screenshot shows the same screen after the 'cumbialaw' ID has been entered. A dropdown menu is open, showing 'Columbia University School of Law (cumbialaw)'. A red arrow points to the input field containing 'cumbialaw'. The 'Next' button and 'Back' link remain at the bottom.

Then use the same personal login information used for the Exemplify website.

The image shows the Exemplify Sign In page. On the left is a dark blue sidebar with the Exemplify logo. The main area is white. At the top right is the text "Sign In". Below it are two input fields: "User ID" (with a person icon) and "Password" (with a lock icon). A blue button labeled "Sign In" is below the password field. Below the button is a link "Forgot User ID/Password?" and a "Back" link with a left arrow. Annotations include: an orange box labeled "University Network ID (UNI)" pointing to the User ID field; a blue box labeled "PID Number (C followed by 9 digits)" pointing to the Password field.

Step 4: Review your Home Screen

The image shows the Exemplify Home Screen. At the top is a blue header bar with the Exemplify logo, a breadcrumb "Proctor Proctor - pproctor - Columbia University School of Law", and links for "HOME MENU" and "NOTIFICATIONS". Below the header is a "My Exams" section on the left and a "BANKRUPTCY_LAW_MANN_F19" section on the right. The "My Exams" section lists four exams: "BANKRUPTCY_LAW_MANN_F19", "ENVIRONMENTAL_LAW_GERRARD_F19", "EVIDENCE_ROTH_F19", and "MOCK_EXAM_F19_S20", each with a "Ready For Download" status and a download icon. A red box labeled "Exam files available for download" points to the download icons. The "BANKRUPTCY_LAW_MANN_F19" section has a "Download Exam" button. A red box labeled "Your Name, username" points to the breadcrumb "Proctor Proctor - pproctor". At the bottom is a footer with "Refresh Exam List", copyright information, and version/expiration details.

Step 5: Download the Mock Exam.

Exemplify

Exemplify™ Proctor Proctor - pproctor - Columbia

My Exams

READY FOR DOWNLOAD

MOCK_EXAM_F19_S20

Ready For Download

Last Uploaded On: 9/16/2019, 2:41:21 PM



Click here to download the Mock Exam

You can download and use the Mock Exam up to **15** times



Exemplify™ Proctor Proctor - pproctor - Columbia University School of Law

HOME MENU ▾

NOTIFICATIONS 🔔

My Exams

READY FOR DOWNLOAD

MOCK_EXAM_F19_S20

Ready For Download

Last Uploaded On: 9/16/2019, 2:41:21 PM



DOWNLOADED

MOCK_EXAM_F19_S20

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.

Multiple downloads available. You last uploaded this exam on 9/16/2019, 2:41:21 PM

Download Exam

Step 5: Practice using the Mock Exam

The screenshot shows the Exemplify Proctor Proctor interface for a Mock Exam. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar (My Exams):

- READY FOR DOWNLOAD**
 - BANKRUPTCY_LAW_MANN_F19 (Ready For Download)
 - ENVIRONMENTAL_LAW_GERRARD_F19 (Ready For Download)
 - EVIDENCE_ROTH_F19 (Ready For Download)
- DOWNLOADED**
 - MOCK_EXAM_F19_S20 (Exam File Downloaded, Last Uploaded On: 9/16/2019, 2:41:21 PM)

Main Content Area:

- MOCK_EXAM_F19_S20**
 - Last uploaded on 9/16/2019, 2:41:21 PM
 - 3-DIGIT EXAM NUMBER: (A red arrow points to this field, which is highlighted by a blue callout box.)
 - Please press Start Exam to start this exam.
 - Start Exam** (Green button)
 - [Remove Exam Download](#)
- Exam Details:**
 - Instructor: [Redacted]
 - Posting ID #: 1532047
 - Exam Type: Secure
 - Time Limit: No Limit

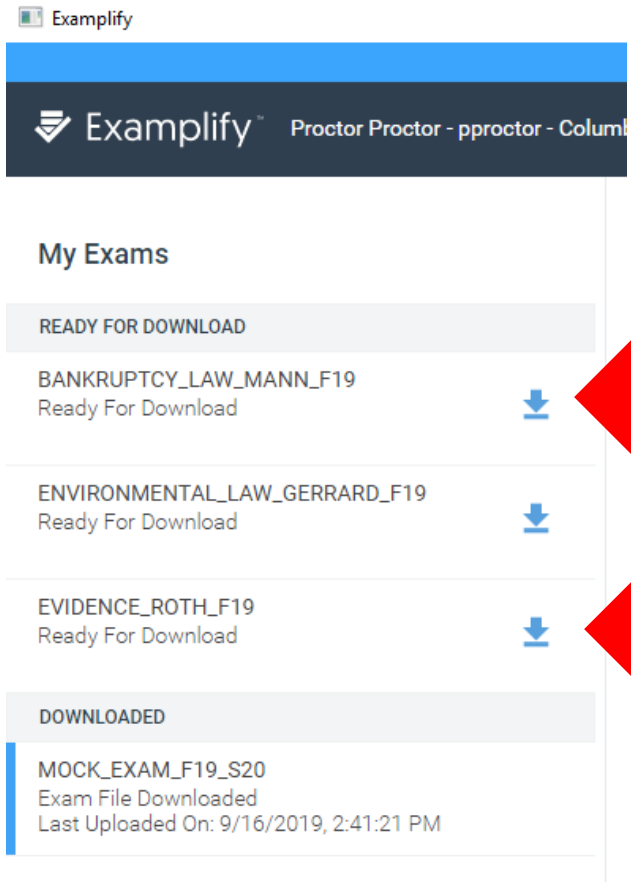
Callout Box:

Use any 3 digit number.
For a real exam, you will be assigned a number.

Footer:

© 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved. Version 2.1.0 Expiration 08/31/2020

Step 6: Download the Exam Files for *each Exemplify* exam you are taking.



The screenshot shows the Exemplify Proctor Proctor interface. The top navigation bar includes the Exemplify logo and the text "Proctor Proctor - pproctor - Colum". The main content area is titled "My Exams" and is divided into two sections: "READY FOR DOWNLOAD" and "DOWNLOADED".

READY FOR DOWNLOAD

Exam Name	Status	Action
BANKRUPTCY_LAW_MANN_F19	Ready For Download	Download icon
ENVIRONMENTAL_LAW_GERRARD_F19	Ready For Download	Download icon
EVIDENCE_ROTH_F19	Ready For Download	Download icon

DOWNLOADED

Exam Name	Status	Last Updated
MOCK_EXAM_F19_S20	Exam File Downloaded	Last Uploaded On: 9/16/2019, 2:41:21 PM

Two large red arrows point from the "READY FOR DOWNLOAD" section towards the right, highlighting the download icons for the first two exams.

Each Exemplify exam you are taking will have a separate exam file.

Download the files **before** the time of your exam

Exam files will not be available until **24 hours** before the date your exam is scheduled

B. On the Day of the Exam

Open Exemplify and select the exam file for the exam you are taking.

The screenshot shows the Exemplify Proctor interface for a user named 'Proctor Proctor' at 'Columbia University School of Law'. The 'My Exams' section on the left lists two exams: 'EXAMPLE_TEST_F19' (Exam File Downloaded) and 'MOCK_EXAM_F19_S20' (Exam File Downloaded, Last Uploaded On: 9/16/2019, 2:41:21 PM). The main area displays details for 'EXAMPLE_TEST_F19', including a '3-DIGIT EXAM NUMBER' field (labeled '3-Digit Exam Number'), an 'EXAM PASSWORD' field (labeled 'Exam Password'), and a 'Start Exam' button. Below these are options for 'Remove Exam Download', 'Non-Secure', 'WiFi On', and 'Navigate'. The 'Exam Details' section shows 'Instructor', 'Posting ID # 1570890', 'Exam Type Non-Secure', and 'Time Limit No Limit'. A green arrow points from the 'Start Exam' button to the next screen.

Annotations:

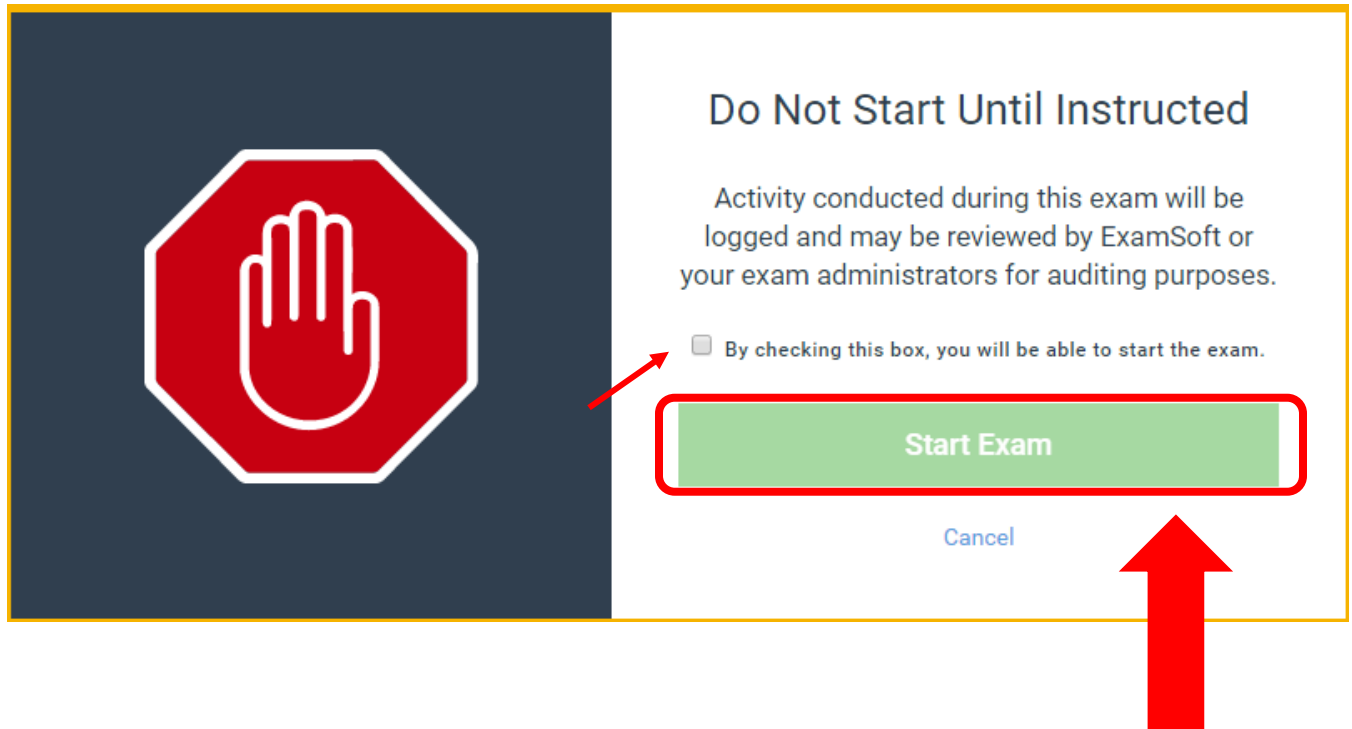
- An orange box points to the 'Exam Password' field with the text: "The exam password will be provided by our office."
- A blue box points to the '3-Digit Exam Number' field with the text: "Type in the 3 digit exam number. Our office will provide this number."

Next Screen:

The next screen is the 'Exam Notice' window. It displays the exam details: 'Exam: EXAMPLE_TEST_F19, Exam Taker: PROCTOR PROCTOR (pproctor), 3-Digit Exam Number: 001'. It includes an 'Exam Notice' section with the instruction: 'As instructed below, do not type BEGIN or click the BEGIN button until instructed to do so.' At the bottom, there is a green 'Next' button. A red arrow points to this button with the text: "Click here".

Stop at this screen.

Do not proceed until you are both ready to take your exam **and** it is the designated time for your exam.



The image shows a software interface for starting an exam. On the left is a dark blue vertical panel with a large red octagonal button containing a white hand icon. To the right, on a white background, is the text "Do Not Start Until Instructed". Below this is a paragraph: "Activity conducted during this exam will be logged and may be reviewed by ExamSoft or your exam administrators for auditing purposes." Underneath is a checkbox that is currently unchecked, with the text "By checking this box, you will be able to start the exam." to its right. A red arrow points from the checkbox to the "Start Exam" button. The "Start Exam" button is a green rectangle with rounded corners and a red border. Below it is a blue "Cancel" link. A large red arrow points upwards from the bottom of the screen towards the "Start Exam" button.

Do Not Start Until Instructed

Activity conducted during this exam will be logged and may be reviewed by ExamSoft or your exam administrators for auditing purposes.

☐ By checking this box, you will be able to start the exam.

Start Exam

[Cancel](#)

Exemplify has all the functions of a word processor.

Exemplify EXAMPLE_TEST_F19 | PROCTOR PROCTOR (pproctor), 3-Digit Exam Number: 001 EXAM CONTROLS TOOL KIT

Question 1 ▾ FLAG QUESTION

Please type the answer to Question 1 below.

Essay Answer 0/100000 characters

Arial 9pt B U I x²

How to determine your word count for exams that have a word limit

	words	chars	w/o spaces
This Essay	0	0	0
Selection	0	0	0

1 OF 1 QUESTIONS VERSION 2.0

Next

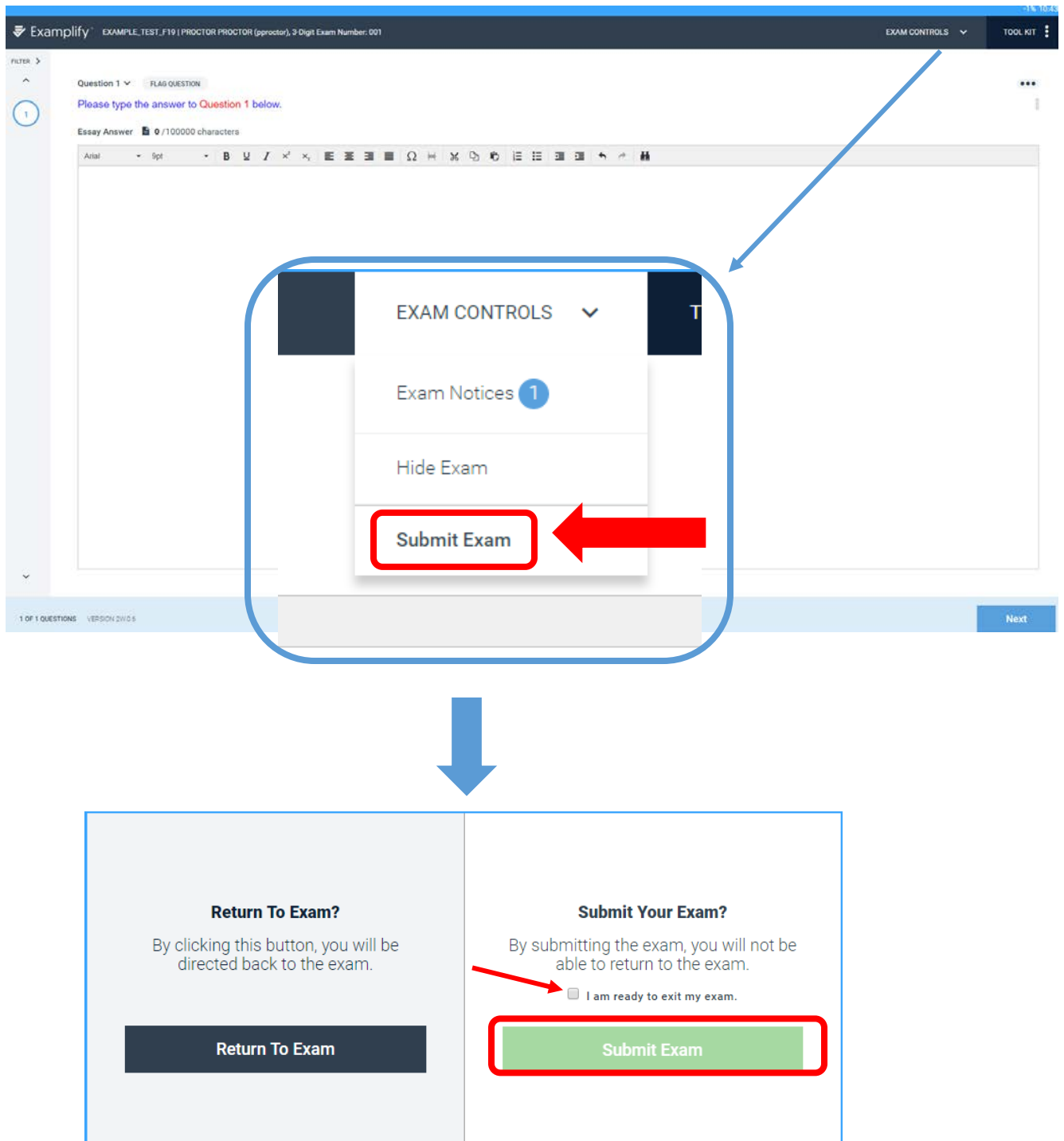
Question Numbers

1 Answered Question

2 Current Question

3

When you are ready to submit your exam, use the Exam Controls menu.



Once you have submitted your exam, it CANNOT be reopened.

C. ExamID

For any exam being remotely administered through Exemplify, the ExamID identity verification program will be used.

This is the remote equivalent of checking ID cards when students pick up exam packets.

Exam takers will establish a “baseline” of authentication the first time they log in to the software:

Username/Password

Photo/Text Recognition of their physical ID (student ID, passport or driver's license)

Biometric facial recognition via their device's webcam

For each exam, the exam taker will be verified against the information originally provided.

D. ExamMonitor

To take the place of in person proctoring, remote Exemplify exams will use ExamMonitor Virtual Test Proctor software.

Once the exam has begun, ExamMonitor captures a continuous audio and video recording of the exam taker using both webcam and screen capture.

No WiFi connection is required during the exam.

Once the exam is completed, the exam footage is uploaded.

Assessment recordings are then reviewed for any abnormalities using an artificial-intelligence system that analyzes student activity, gaze, background noise and more

Registration Services will then receive a proctoring report for each questionable incident that highlights anomalies.

3. Electronic Blue Book (EBB)

All take home exams are administered online using Electronic Blue Book.

Logging in

1. Open any web browser on your computer.
2. Navigate to the address: <https://columbialaw.azurewebsites.net/EBBLogon.aspx>
3. Log in with your credentials where prompted.

The screenshot shows the login interface for Columbia Law School's Electronic Blue Book (EBB). At the top is the Columbia Law School logo, featuring a crown above the text "Columbia Law School". Below the logo are two input fields. The first field contains the text "mstudent". The second field contains a series of asterisks "*****". To the left of these fields is a white box with black text. The first line of text in the box is "University Network ID (UNI)" with a red arrow pointing to the first input field. The second line of text is "PID Number (C followed by 9 digits)" with a red arrow pointing to the second input field. Below the input fields is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Sign in".

University Network ID (UNI)

PID Number (C followed by 9 digits)

mstudent

☐ Remember me

Sign in

If you don't remember your PID, you can find it by logging on to [Student Services Online](#).

- Select any of the options
- select "Show my name and personal data" under "Viewing Options."
- Click on "Update View" to see your PID.

Navigating the home page

The home page will have several modules where you may view information at a glance.

- The current semester where your **courses** with take home exams will appear,
- 'Anonymous Numbers', where your **exam numbers** will appear,
- 'Take Home Exams', where your **take home exams** will appear.

Note: The In Class Software Download is not needed. EBB is not currently being used to administer in class examinations. Please disregard this section.

The screenshot shows the EBB home page for a student named Mary Sue. The page is divided into several sections. At the top, there is a header with the Columbia Law School logo and the student's name. Below the header, there is a 'No notifications' message. To the right, there is a section for 'In Class Software Download' with links for 'PC Electronic Bluebook' and 'Mac Electronic Bluebook'. Below this, there is a section for 'fall 2018' with a table of courses. The table has columns for Course, Number, Section, and Professor. The first row shows 'Mock Exam', 'L0000', '1', and 'Doe'. Below the table, there are two main sections: 'Anonymous Numbers' and 'Take Home Exams'. The 'Anonymous Numbers' section shows 'No Exam Numbers Reported'. The 'Take Home Exams' section shows a list of exams, including 'L0000.1 - Mock Take Home Exam' with release and due dates. Red arrows point to various parts of the page with annotations: 'Disregard this section, download not needed for take home exams' points to the software download section; 'Courses with take home exams will appear here' points to the course table; 'Exam Numbers' points to the 'Anonymous Numbers' section; and 'Take home exams will appear here' points to the 'Take Home Exams' section.

Disregard this section, download not needed for take home exams

Courses with take home exams will appear here

Exam Numbers

Take home exams will appear here

Exam information
will be available in
EBB on
Monday, April 20th

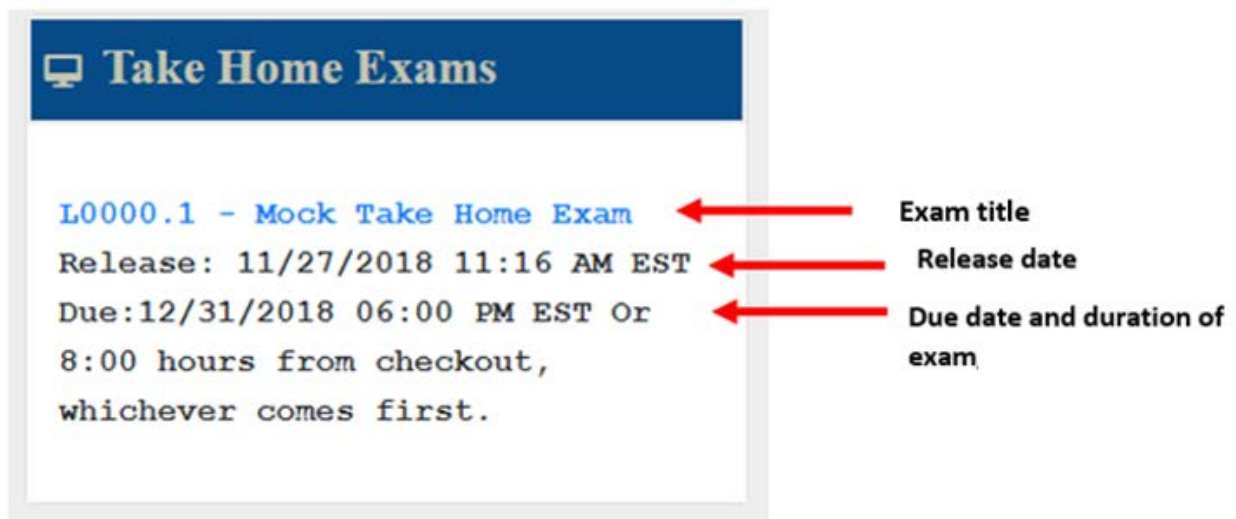
Take Home Exam Date Explanations

Each take home examination you are assigned has a number of important characteristics.

- **release date** (the earliest date/time when you may begin the exam)
- **due date** (the date/time you must submit your exam by)
- **duration** (the maximum amount of time you are allowed to work on an exam once you begin); note that your deadline for submission is not extended if you start the exam late.

Home Page Module

In the 'Take Home Exams' module on the home page, you will be able to look at your take home exams at a glance.



Once you are ready to begin an exam, click the exam title in the 'Take Home Exams' module to navigate to the Exam Module.

In the 'Exam Module', you will have the option to download your exam, submit your exam, and view details about this exam including exam notes and instructions.

Start Date/Time: Exam Available: 11/20/2019 10:00 AM Eastern Standard Time
Due Date/Time: Exam Due Date: 12/19/2019 06:00 PM Eastern Standard Time
Duration: Time From Checkout: 8 hours and 0 minutes

When an exam file is downloaded the due date will adjust to reflect your due date.

Exam Files	Description
Download	Exam File

You are only able to submit one time. After your first submission your exam will be complete.

Choose file to upload [Browse](#)

[Submit Exam](#)

View Submitted Files Upload Time

Additional instructions given by professor if provided

Exam Notes
No notes

Instructions

1. Number the pages and put your exam number of every p
2. Do not write your name, your Social Security Number information on any page of your exam.
3. Format file name: InstructorName_Course_ExamNumber
4. Upload your answer in PDF format.
5. All students certify the following by downloading th received any information (other than that provided b School generally) regarding the content of this exam the examination, I have not discussed it (verbally, writing) with any other student taking the examinati not share or communicate, directly or indirectly, an the nature or content of, or answers to, this examin

Instructions pertaining to exam

Download exam questions here (points to Download button)

Submit your exam answers here (points to Submit Exam button)

View submission confirmation here (points to Submitted Files link)

Starting your Exam

Your timer starts when you download the exam file. EBB will adjust the published due date for your exam depending on the time that you download the exam file.

You are responsible for keeping track of the time you have to complete the exam and you are able to review this page to check your progress toward your deadline.

Exam: Mock Take Home Exam

Start time: Exam Available: 11/27/2018 11:16 AM EST

Due date: Exam Due Date: 12/31/2018 06:00 PM EST

Duration: Time From Checkout: 8 hours and 0 minutes

When an exam file is downloaded the due date will adjust to reflect your due date.

Exam Files	Description
no files to download	

← Exam download files will appear here

Once you have downloaded the exam questions, you may begin working in your computer's word processor (Microsoft Word, Pages, etc.).

Putting Your Exam Number on your Exam

You must put your Exam Number on every page of your document. Exam Numbers can be found on the EBB Home Screen under Anonymous Numbers.

Do not put your name or any identifying information on the document.

IMPORTANT: If you do not put your Exam Number, your instructor will not be able to identify your exam and they will not be able to grade your work.

Saving your Exam in PDF Format

When you are satisfied that you have completed your answers, you will need to save your exam in the following PDF format:

- InstructorName_Course_ExamNumber
- ex:Smith_CivilProcedure_999

Submitting your Exam

When you are satisfied that you have completed your answers, you will upload the file following these instructions:

You are only able to submit one time. After your first submission your exam will be complete.

Choose file to upload Browse

[Submit Exam](#) **Submit your exam answers here**

View	Submitted Files	Upload Time

View your submission confirmation here

Exam: Mock Exam

Exam Available: 11/20/2019 10:00 AM Eastern Standard Time
Your Due Date: 11/22/2019 12:55 AM Eastern Standard Time
Time From Checkout: 8 hours and 0 minutes

File checked out: 11/21/2019 04:55 PM Eastern Standard Time

Exam Files	Description
Download	Exam File

You had one submission, which you have submitted. Your exam is complete.

View	Submitted Files	Upload Time
View	20191121_165512-2019_11_20_MockExam.docx	11/21/2019 04:55 PM

Your submitted exam will appear here

You will only be able to submit **one** version of your exam.

Email submissions will not be accepted.

3. Anonymous Grading

Law School examinations are administered and graded using an anonymous grading system (i.e., the faculty does not know the identity of the examinee whose paper they are grading).

Your answers are identified only by a randomly assigned 3-digit exam number, which is different for each exam course.

Students are not permitted to write their name on any page of a proctored or take-home exam, and must not contact the instructor directly about an exam before final grades for the course are posted.

If you experience any difficulty before or during an exam, you should notify the exam proctor immediately and/or contact Registration Services directly.

Do not contact the instructor about an exam at any time before the final course grades are posted.

Your identity is revealed to your instructor only after she or he has assigned your exam grade. The instructor then can make adjustments for class participation or other criteria before finalizing and releasing your grade for the course in LawNet.