

Chapter 4: Remote Exams

This chapter provides guidance on the Law School's remote exams process during the Spring 2021 semester. Before detailing some of the technical aspects of the remote exams process, take a look at our answers to our FAQs. As always, if you have questions please "stop" by our zoom drop in hours or send us an [email](#).

In Case of Emergency

We care about our students, and we understand that emergencies happen. In the event of sudden illness, accident, or last minute emergencies, please follow these steps:

1. Do not reach out to your instructor. In order to maintain anonymous grading, refrain from contacting your instructor regarding exam scheduling or rescheduling.
2. Please seek necessary medical or emergency attention.
3. When visit is complete, please provide documentation
 - a. via this [form](#).*
 - b. via [email](#).
4. Reach out to Registration Services as soon as possible
 - a. via this [Zoom](#) link or calling us via Zoom at +1 646-876-9923
 - b. via this [form](#).*
 - c. via [email](#).
5. A member of Registration Services will respond to you no longer than 12 hours following the notification of your emergency.

Please contact Registration Services as soon as you can in the event of an emergency. In order to balance your wellbeing with academic integrity, the sooner we learn of your emergency, the easier it will be for us to respond.

***This form will be used during the exam period, and will be closed until April 20, 2021.**

1. Where is my exam schedule?

The exam schedule can be found on our [website](#). This schedule includes the software that your professor has selected to administer your exams. You may also view your individual exam schedule in [LawNet](#). All fixed date exams are scheduled to start at 11 a.m. (EDT).

2. What is the Law School's Academic Integrity policy?

While the full text of the Law School's Integrity policy is listed [here](#) the relative autonomy of the legal profession carries with it special obligations of self-regulation as outlined in the Columbia Law School Bulletin and that any violation of this certification will subject a student to discipline, including possible suspension or expulsion by the Law School, declination to certify for admission to the Bar, and sharing of information about discipline with Bar admissions committees. The Law School is required to notify Bar admissions committees if a student has been the subject of disciplinary proceedings, regardless of the outcome of those proceedings.

3. What if I have technical issues during the administration of my exam?

Law School exams are anonymously graded (additional information about anonymous grading can be found on page 25 of this document). Students should NOT contact a faculty member about any issues during an exam. Below please find different ways you can get in touch with the appropriate office should you find yourself facing technical issues during the administration of your exam:

- **Registration Services** will be available 7 a.m.-9 p.m. EDT on Monday-Friday during the exam period. Members of Registration Services can be reached in the following ways:
 1. via email: registrar@law.columbia.edu
 2. via Zoom drop-in <https://columbiauniversity.zoom.us/j/96077178299>.
 3. via Zoom phone number: +1 646 876 9923 US (New York) (Find your local number: <https://columbiauniversity.zoom.us/u/ador5HHR2X>)
- **Exemplify Technical Support**: 954-429-8889 or visit examsoft.com/support.
- **Law School IT Help Desk**: can also offer limited technical support (software installation and basic equipment assistance) and can be reached in the following ways:
 1. Email: helpdesk@law.columbia.edu
 2. Phone: 212-854-1370

4. What if my internet goes out?

Twenty minutes have been added to your exam time to allow for the resolution of tech issues. As a reminder, these twenty minutes are on the honor system and are meant to allow for the resolution of tech issues only. Please contact Registration Services as soon as possible. Please note students need internet to download the exam and upload your responses. Students do not need internet to write their exam answers.

5. Where can I find quiet space in the Law School or on campus? What if I am abroad?

The University Libraries are available for reservation and information on how to reserve space can be found [here](#). The Diamond Law Library will also be open from 10am-6pm. Shortly you will be able to [reserve seats](#) to use during the exam period.

60 seats will be made available on the first floor of Jerome Greene Hall. Fill out this [form](#) by **Friday, April 9 at noon EDT** to indicate interest.

If you are abroad, the University is [offering](#) Columbia University students in 50 global cities access to use at any WeWork location in their country. In order to access any of these locations—both current and potential—students have to first fill out a [survey](#).

6. Will artificial intelligence be used as a virtual proctor during the administration of the exams?

No, we will not use artificial intelligence or any type of virtual proctoring during the administration of the exams.

7. I have approved exam accommodations through the Office of Disability Services. Who should I contact if I have questions?

Students with approved ADA accommodations will receive communications and instructions from Christy Pastore (accommodations@law.columbia.edu) throughout the exam period. Our office works closely with the Office of Student Services' Jennifer Braden and the Office Disability Services to ensure students receive suitable services while taking their exams remotely.

8. I have never used Exemplify or Electronic Blue Book or I think I used the software once or twice but can't remember. Is there anything I should do to ensure I am prepared to take my exams?

Absolutely. The rest of this document contains information on things you can do before the exam and directions for how to successfully complete and submit your exam. We strongly encourage you to read the balance of this document in its entirety. Information for Exemplify Software is found on pages 5-17 and information for Electronic Blue Book is found on pages 18-24.

Exam Software Differences

Below are the main differences and capabilities between the two exam software systems.

Options available:	Exemplify Client-based and requires students to download software.		Electronic Blue Book (EBB) Web-based and requires no additional software.
	A	B	C
Student related:			
Students can access their computer hard drive	No	Yes	Yes
Students can access their notes and course materials	No	Yes	Yes
Students can access e-text books (Downloaded)	No	Yes	Yes
Students can access the internet	No	No	Yes
Students can save the exam questions locally to their computer hard drive	No	No	Yes
Software backs up the students' work automatically	Yes	Yes	No

9. I am feeling extremely stressed. Who can I talk to?

It is completely normal to feel stress during this time. You can always reach out to either [Student Services](#) or [Graduate Legal Studies](#) to speak to an academic adviser. The University also still offers robust virtual/remote Counseling and Psychological Services and details on how to access those resources can be found [here](#).

10. I still have questions, where can I go?

If after reading this document thoroughly you still have questions, Registration Services will be holding an Exams Webinar.

Date: **Wednesday, April 14th**

Time: **12:15-12:45 p.m. EDT**

Zoom link:

<https://columbiauniversity.zoom.us/j/91971946991?pwd=emVtVWFYcFRuTnh5RmZwWEEyN3ZlZz09>

Meeting ID: 919 7194 6991

Passcode: 628919

1. Exemplify Software

Exemplify is an exam software used to administer some law school exams.

It has two modes:

- One that blocks access to all other programs and the internet.
- One that only blocks access to the internet.

The mode will depend on faculty choice. 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 to software to your laptop computer.

A. Before the Exam

Step 1: Login to the ExamSoft [website](#).

The screenshot shows the ExamSoft login interface. The browser address bar displays <https://ei.examsoft.com/GKWeb/login/columbialaw>. The page header includes the ExamSoft logo and the text 'Columbia University School of Law'.

The 'Exam Takers' section contains the following fields and options:

- Student ID: ? (highlighted with an orange box and labeled 'University Network ID (UNI)')
- Password: (highlighted with a blue box and labeled 'PID Number (C followed by 9 digits)')
- Remember Me checkbox
- Lost Student ID or Password? link
- Videos icon

The 'Administrators / Faculty' section contains the following fields and options:

- Email: (text input)
- Password: (text input)
- Remember Me checkbox
- Lost Password? link

The 'Minimum System Requirements' section lists 'PC Users' and 'Mac U'.

The 'Exam Taker Information' section states: 'SoftTest can be used on virtually any modern computer (i.e. purchased within the Requirements).'

A green box provides instructions for finding the PID number:

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.

A red hexagon contains the following text:

Only this login information will work.

Please do not use any previous logins

Step 2: Download the Examplify software

ExamSoft | Examplify | History | Support

Getting Started with Examplify

1 Check Your Minimum System Requirements

PC Users

Mac Users

2 Install & Register Examplify

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**

Examplify Registration Instructions

3 Setup Your Notifications

SMS/Text Messages

This feature will enable sending ExamSoft confirmation messages to your US cell phone using the 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 Examplify notifications such as registration and upload confirmations will be sent.

Email: **Your Email Here**

This email address is where you will receive any confirmations from the software

Confirmation of ExamSoft Registration

Support@examsoft.com
to me

Your Name

Dear |

You have successfully registered with ExamSoft for your upcoming exams. Please retain the following information:

Institution: Columbia University School of Law
ID: pproctor

Mock Exam: You are strongly encouraged to download and take the Mock Exam. This will familiarize you with how to download, take and upload SoFTest exams.

- To download, launch SoFTest using the icon, click 'Download Exam Files', enter your ID and Password, select the 'Mock Exam' and click 'Download'.
- To take the Mock Exam, select the 'Take an Exam' button and select the 'Mock Exam' from the 'Exam File Location' drop-down list. Enter any alphanumeric characters as your 3-Digit Exam Number, click the 'START' button and follow the instructions.

If you have forgotten your ExamSoft password, visit www.examsoft.com/columbialaw and click Lost ID/Password? to retrieve it. For additional resources, visit our support portal at support.examsoft.com

Sincerely,

ExamSoft Support
support@examsoft.com
International: 1-954-429-8889
Toll-Free: 866-429-8889

Step 3: Login to the software

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

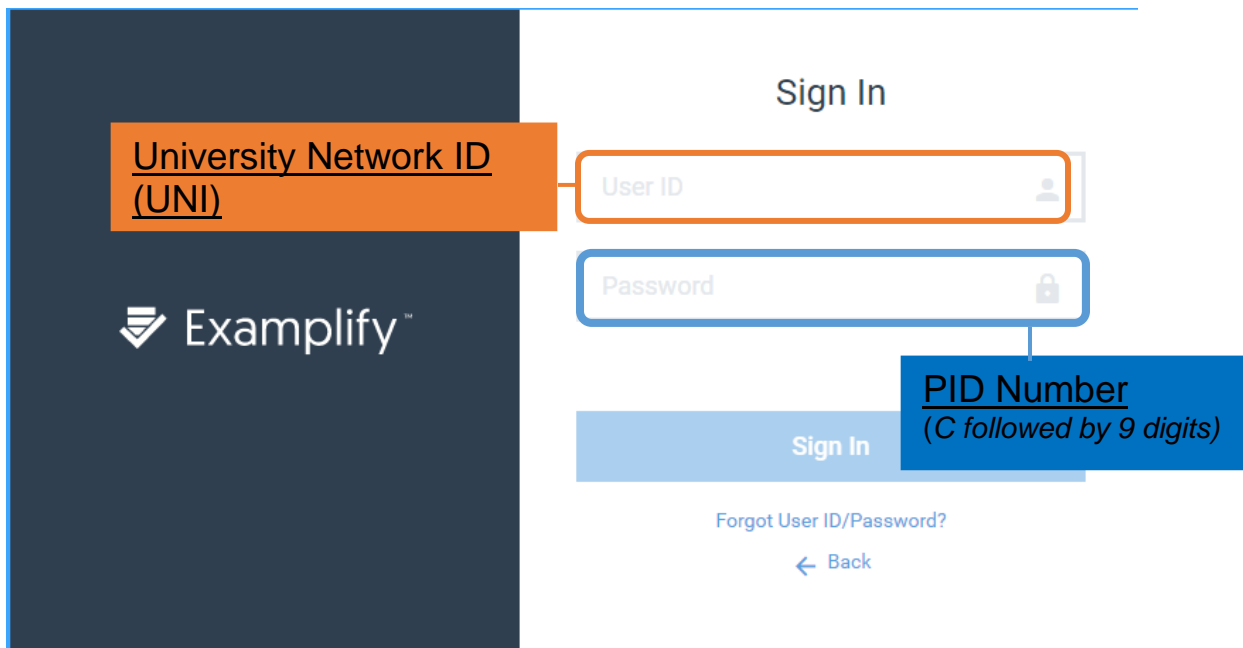
When prompted, enter the Institution ID: **columbialaw** and click on "Next".

The image displays two sequential screenshots of the Exemplify registration interface. Both screenshots feature the Exemplify logo on a dark blue background to the left of a white registration form titled "Add New Account".

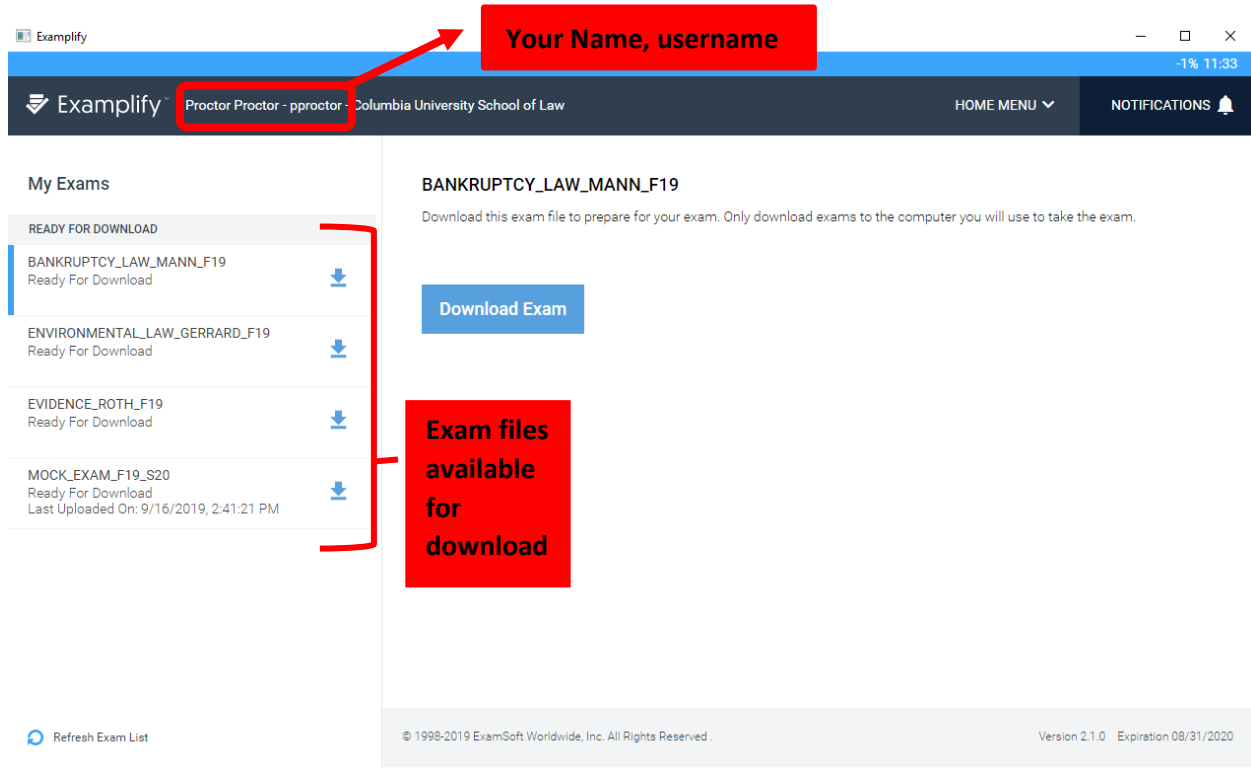
The top screenshot shows the registration form with an empty "Institution ID" input field. A red arrow points to this field. Below the input field, there is a dropdown arrow and the text: "Enter the Institution ID sent to you via email or find your institution above." A green "Next" button and a blue "← Back" link are visible at the bottom of the form.

The bottom screenshot shows the same registration form, but the "Institution ID" input field now contains the text "columbialaw". A red arrow points to this field. Below the input field, a dropdown menu is open, displaying "Columbia University School of Law (columbialaw)". The green "Next" button and blue "← Back" link remain at the bottom of the form.

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

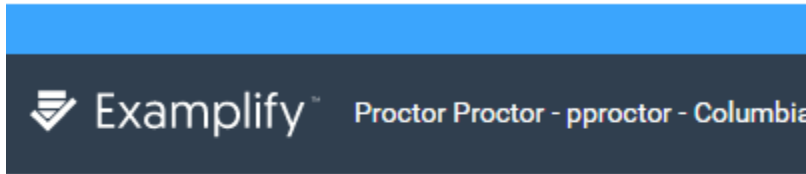


Step 4: Review your Home Screen



Step 5: Download the Mock Exam.

Exemplify



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 **5** times

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

Secure Mock Exams mimic Exemplify Option A

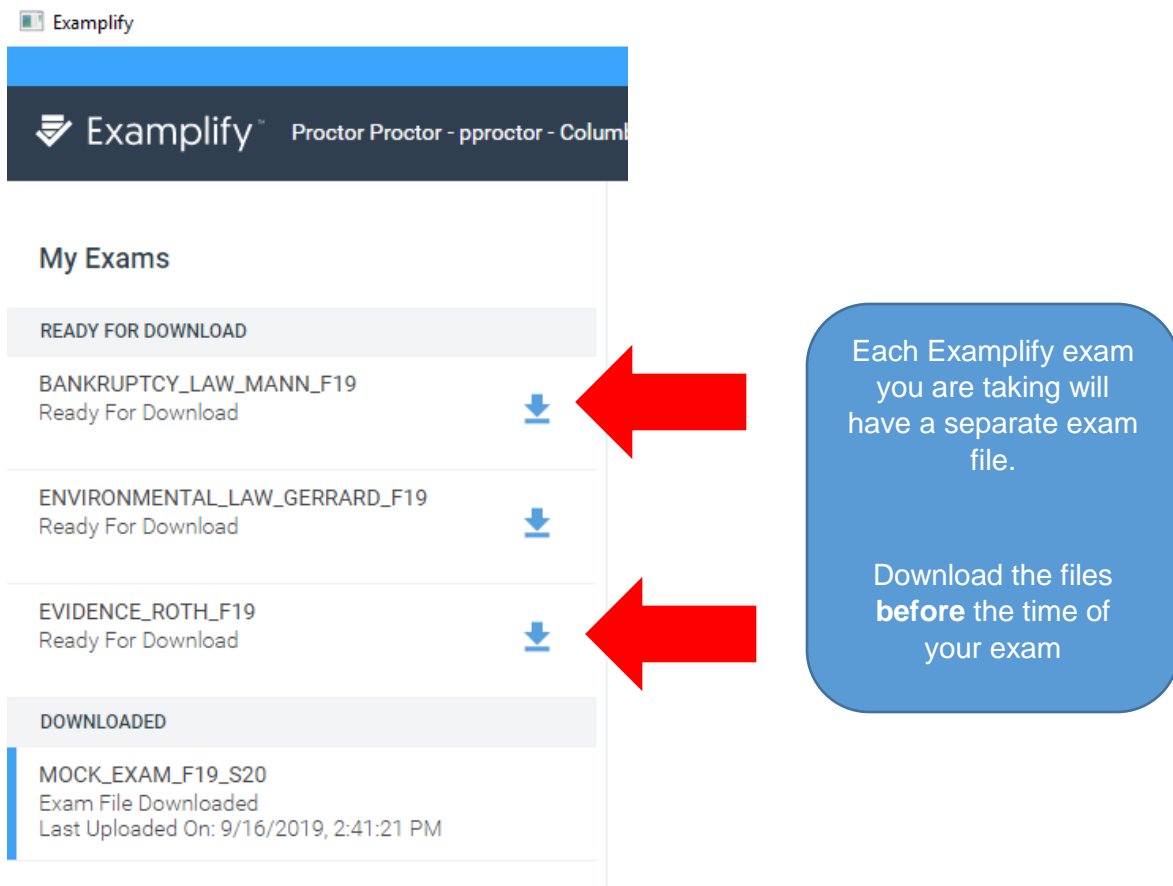
Non-secure Mock Exams mimic Exemplify Option B

Step 6: Practice using the Mock Exam

The screenshot shows the Examplify Proctor interface for a mock exam. On the left, a sidebar lists exams under 'My Exams', with 'MOCK_EXAM_F19_S20' listed under the 'DOWNLOADED' section. The main content area displays details for 'MOCK_EXAM_F19_S20', including a '3-DIGIT EXAM NUMBER' input field. A red arrow points to this field, and a blue callout box instructs the user to 'Use any 3 digit number. For a real exam, you will be assigned a number.' Below the input field is a 'Start Exam' button and a 'Remove Exam Download' link. The interface also features system status icons for 'Secure', 'WiFi Off', and 'Navigate', and an 'Exam Details' section with fields for Instructor, Posting ID #, Exam Type, and Time Limit.

If the Mock Exam requires a Password, the Password is **C12345**

Step 7: Download the Exam Files for *each Exemplify* exam you are taking.



Exemplify

Exemplify™ Proctor Proctor - pproctor - Colum

My Exams

READY FOR DOWNLOAD

BANKRUPTCY_LAW_MANN_F19 Ready For Download	↓
ENVIRONMENTAL_LAW_GERRARD_F19 Ready For Download	↓
EVIDENCE_ROTTH_F19 Ready For Download	↓

DOWNLOADED

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

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.

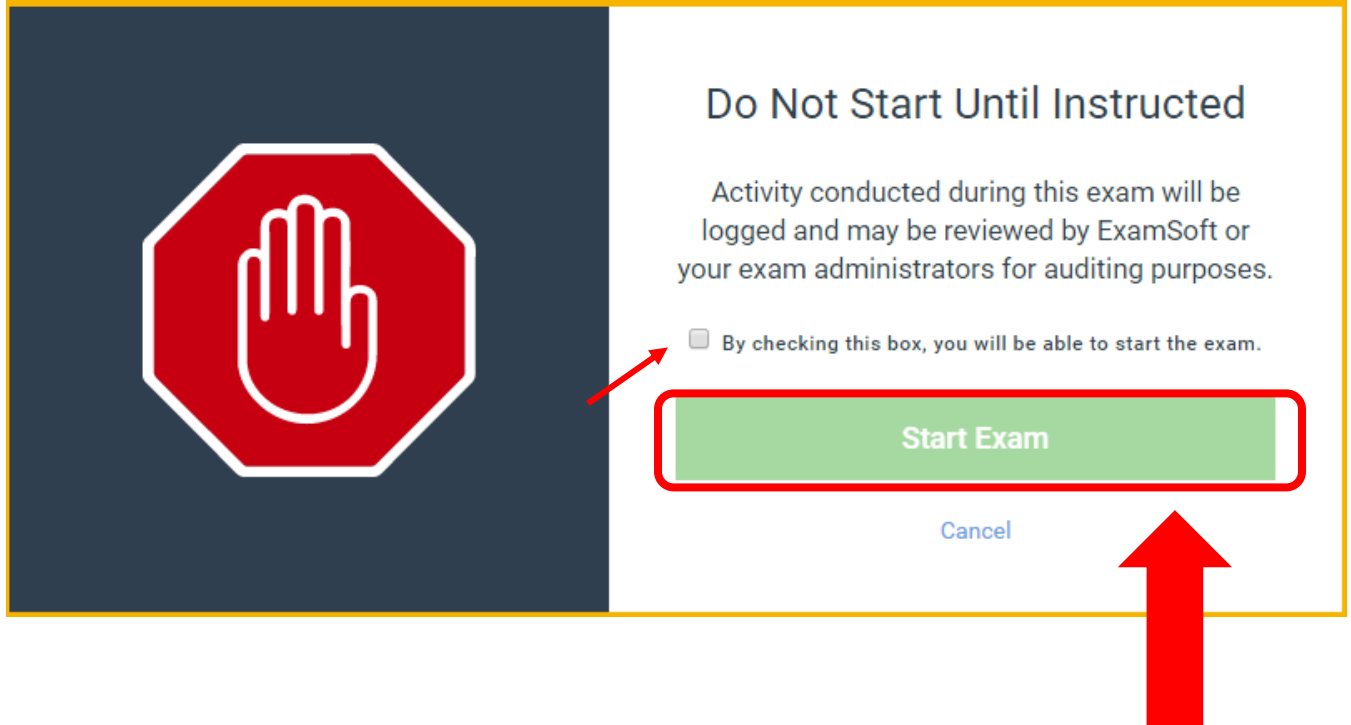
Type in the 3 digit exam number. Our office will provide this number.

The exam password will be provided by our office *one hour before the exam.*

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.



Exemplify has all the functions of a word processor.

The screenshot shows the Exemplify exam interface. At the top, it says 'Exemplify EXAMPLE_TEST_F19 | PROCTOR PROCTOR (pproctor), 3-Digit Exam Number: 001'. On the right, there are 'EXAM CONTROLS' and 'TOOL KIT' buttons. The main area shows 'Question 1' with a 'FLAG QUESTION' button and the instruction 'Please type the answer to Question 1 below.' Below this is an 'Essay Answer' field with a character count of '0/100000 characters'. A rich text editor toolbar is visible above the text area. A blue callout box points to the character count with the text: 'How to determine your word count for exams that have a word limit'. Another blue callout box points to a word count tool overlay. This tool shows a table with the following data:

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

The '0' in the 'words' column for 'This Essay' is highlighted with a red box. At the bottom left, it says '1 OF 1 QUESTIONS' and 'VERSION 2W0'. At the bottom right, there is a 'Next' button.

Question Numbers

A vertical list of three question numbers: 1, 2, and 3. The number 1 is inside a blue circle, indicating it is the current question. The numbers 2 and 3 are inside white circles with blue borders.

Answered Question

Current Question

Exemplify also allows for multiple choice questions.

To answer a multiple choice question: Select your answer choice(s). The border turns blue and a check mark appears. If you change your mind, click the answer choice again to remove the selection.

To strike out a choice: While working on a question, you might find it helpful to cross out any answer choices that you consider wrong. Then you can focus on the remaining choices as you decide how to answer the question. To strike out a choice, select the eye icon on the right side of the answer choice. If you change your mind, click the eye again to remove the strike-out formatting.

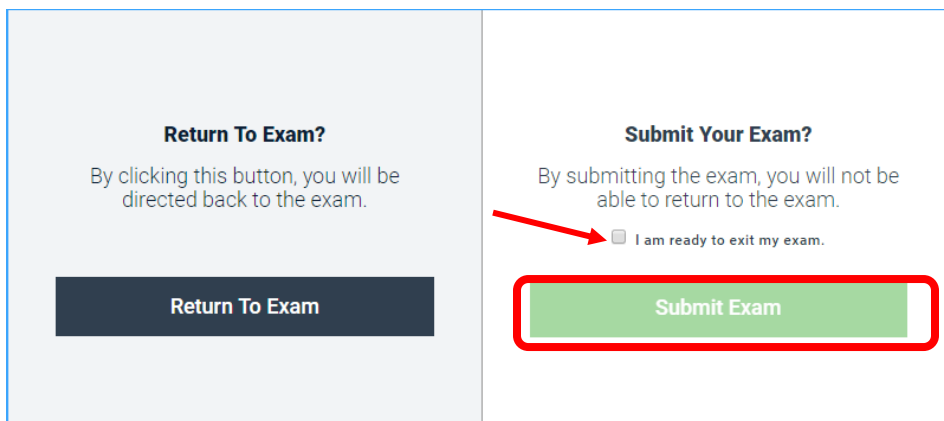
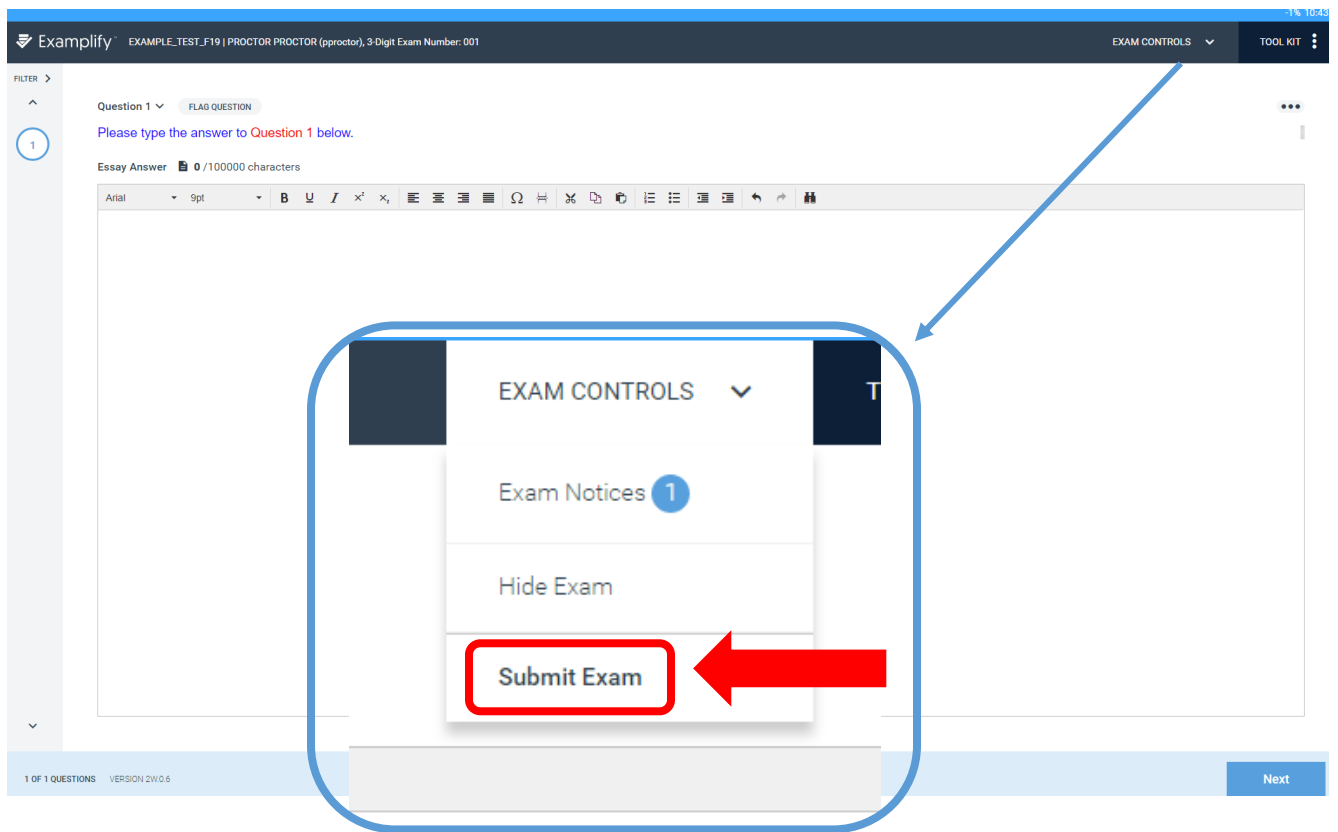
The screenshot displays the Exemplify exam interface. At the top, the header includes the Exemplify logo, the text "NEWEST UI 1-8 Mock | TEST TESTER (Test123)", "TIME REMAINING 01:45", "EXAM CONTROLS", and "TOOL KIT". Below the header, a sidebar on the left shows a "FILTER" button and a list of question numbers from 1 to 10, with question 7 highlighted. The main content area shows "Question 7" with a "FLAG QUESTION" button. The question text reads: "This is an example of a Multiple Choice question. Using the 'strike-out' feature, select the eye icon for answer choices B and C. They should now appear to be greyed out and struck out. Select answer choice A as the correct answer." Below the question, it says "Currently Selected: A". There are four answer choices: A, B, C, and D. Choice A is selected and has a blue border and a checkmark. Choices B and C are greyed out and have a diagonal line through them, with an eye icon on the right side of each. Choice D is not selected and has an eye icon on the right side. At the bottom of the interface, it shows "7 OF 15 QUESTIONS" and "VERSION 1M.8.0", along with "Previous" and "Next" buttons.

Exemplify will indicate how much time you have left in the exam.



Once your time has expired, your exam file will automatically close and upload.

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



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

2. Electronic Blue Book (EBB)

Some exams are administered online using Electronic Blue Book (EBB). No software download is needed to use EBB. EBB is what was used traditionally for exams that were “take home exams.”

Logging in

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

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.

Only this login information will work.

Please do not use any previous logins

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 **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 titled 'Columbia Law School' and includes a navigation menu with 'Home'. The main content area is divided into several sections:

- Notifications:** 'No notifications'.
- In Class Software Download:** A section with links for 'PC Electronic Bluebook' and 'Mac Electronic Bluebook'. A red arrow points to this section with the text: 'Disregard this section, download not needed for take home exams'.
- Course List:** A table for 'fall 2018' with columns for Course, Number, Section, and Professor. A red arrow points to the table with the text: 'Courses with take home exams will appear here'.

Course	Number	Section	Professor
Mock Exam	L0000	1	Doe
- Anonymous Numbers:** A section titled 'Anonymous Numbers' with the text 'No Exam Numbers Reported'. A red arrow points to this section with the text: 'Exam Numbers'.
- Take Home Exams:** A section titled 'Take Home Exams' with details for 'L0000.1 - Mock Take Home Exam', including release and due dates. A red arrow points to this section with the text: 'Take home exams will appear here'.

EBB includes placeholder exam information.

Accurate exam information (including exam length) will be updated 24 hours before your exam.

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.

The screenshot shows a blue header with a computer icon and the text "Take Home Exams". Below the header, the following text is displayed:

L0000.1 - Mock Take Home Exam
 Release: 11/27/2018 11:16 AM EST
 Due:12/31/2018 06:00 PM EST Or
 8:00 hours from checkout,
 whichever comes first.

Red arrows point from the following labels to the corresponding text in the screenshot:

- Exam title points to "L0000.1 - Mock Take Home Exam"
- Release date points to "Release: 11/27/2018 11:16 AM EST"
- Due date and duration of exam points to "Due:12/31/2018 06:00 PM EST Or 8:00 hours from checkout, whichever comes first."

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.

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.

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

[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

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
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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.).

Recording Multiple Choice answers in Electronic Blue Book

Student Exam Page

Mock Exam L0001.1 Doe Wednesday, December 9th 2020, 10:42 AM EST

Exam: Mock Exam

Exam Available: 12/04/2020 12:00 PM EST
 Exam Due Date: 12/23/2020 11:00 PM EST
 Time From Checkout: 1 hours and 0 minutes

[Click to access multiple choice](#)

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

Exam Files	Description
Download	Exam File

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

Exam Notes

No notes

Instructions

1. Number the pages and put your exam number of every page of your exam.
2. Do not write your name, your Social Security Number or any identifying 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 this exam: a) I have not received any information (other than that provided by the instructor or the Law School generally) regarding the content of this examination, (b) since receiving the examination, I



Multiple Choice Answers

Multiple choice are saved as you click them. You will receive a green checkmark on answer line confirming the answer is saved. You can exit and come back to your multiple choice until you finalize your answer or the exam period is complete.

Question 1. A B C D E

Question 2. A B C D E

Question 3. A B C D E

Question 4. A B C D E

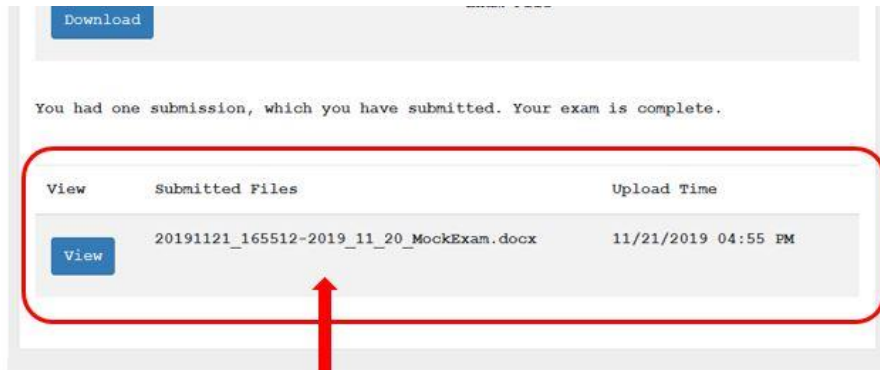
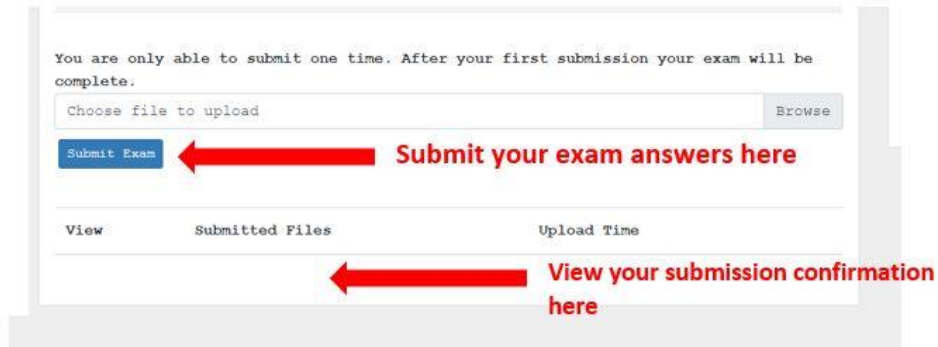
Question 5. A B C D E

[Finalize Multiple Choice](#)



Submitting your Exam

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



You
able
one
your

Your submitted exam will appear here

will only be
to submit
version of
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 an 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 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.