Chapter 4: Remote Exams

This chapter provides guidance on the Law School's remote exams process for Summer 2021 Blocks 1 and 2. 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 <u>email</u>.

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 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 <u>email</u>.
- 5. A member or 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.

1. Where is my exam schedule?

The exam schedule can be found our <u>website</u>. This schedule includes the software that your professor has selected to administer your exams. You may also view your individual exam schedule in <u>LawNet</u>. 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:

- <u>Registration Services</u> 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.
 - Available: Monday through Thursday

Expanded hours on Wednesday, June 16:

- 3. via Zoom phone number: +1 646 876 9923 US (New York) (Find your local number: https://columbiauniversity.zoom.us/u/ador5HHr2X)
- **Examplify Technical Support**: 954-429-8889 or visit examsoft.com/support.
- <u>Law School IT Help Desk</u>: 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

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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 meant to allow for the <u>resolution of tech issues only</u>. 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?

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 10 a.m. -6 p.m. You can reserve seats to use during the exam period.

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 Examplify 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 Examplify 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: | Examplify Client-based and requires students to download software. | | Electronic Blue Book (EBB) Web-based and requires no additional software. |
|---|--|-----|---|
| | А | В | С |
| 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 Office of Graduate Degree Programs 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 held a webinar on June 9. You can access the recording here. If you have further questions, please email us at registrar@law.columbia.edu.

1. Examplify Software

Examplify is an exam software used to administer some law school exams. It has two modes:

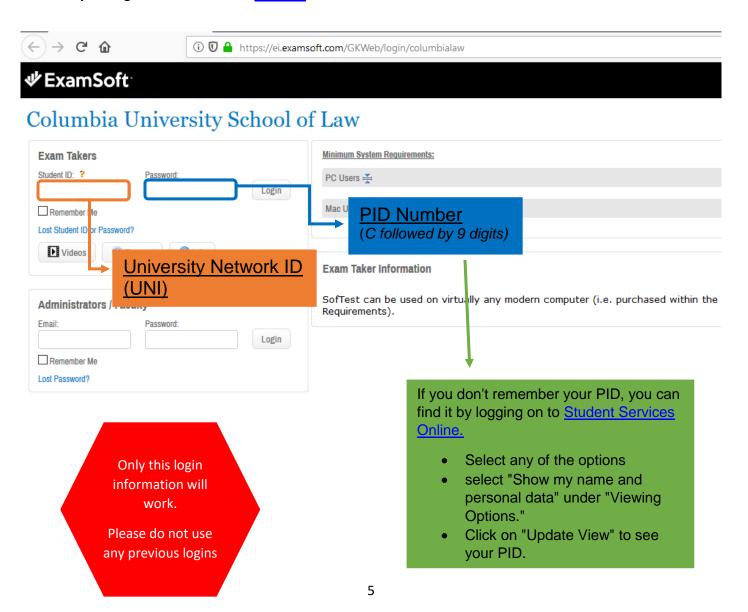
- a. One that blocks access to all other programs and the internet.
- b. One that only blocks access to the internet.

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.

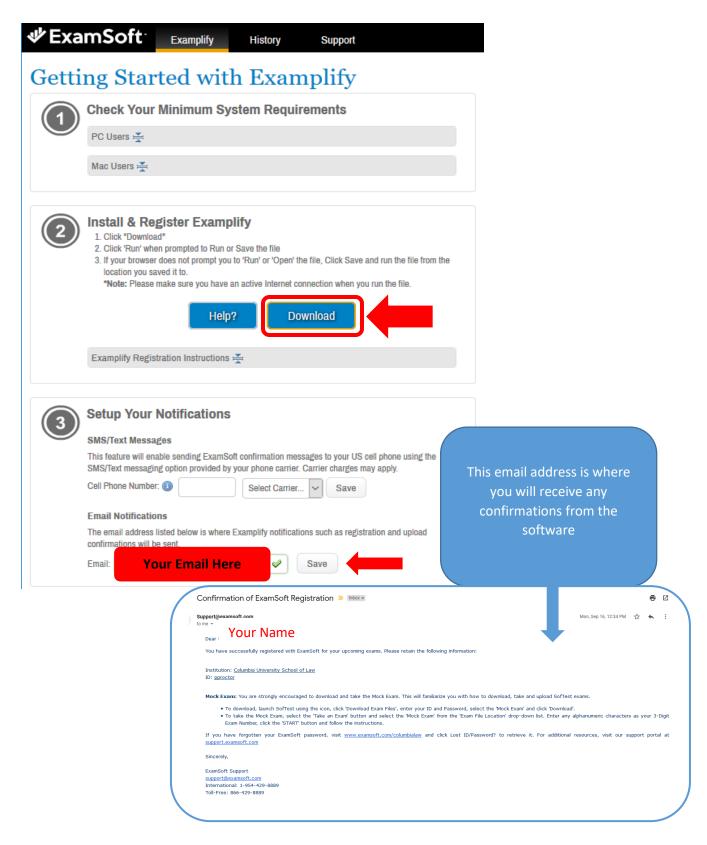
Prior to the day of your exam you will need to download to software to your laptop computer.

A. Before the Exam

Step 1: Login to the ExamSoft website.



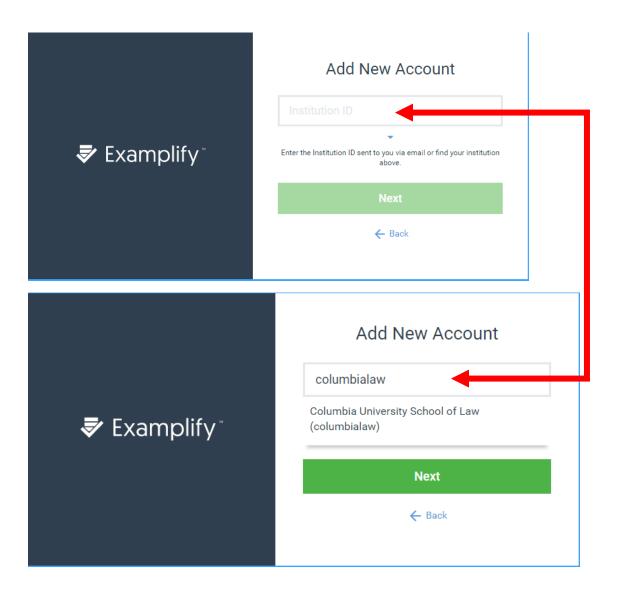
Step 2: Download the Examplify software



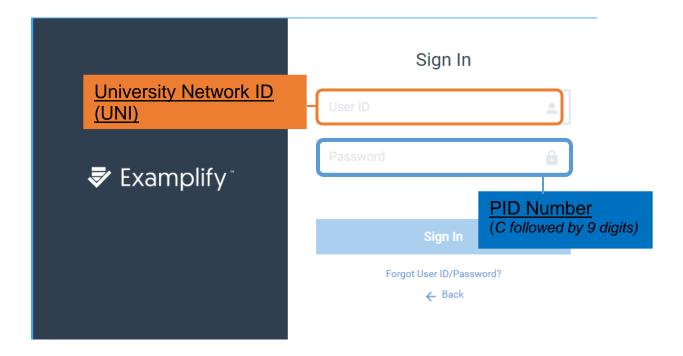
Step 3: Login to the software

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

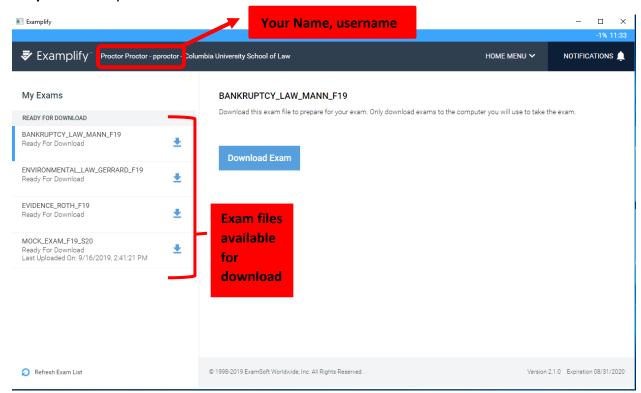
When prompted, enter the Institution ID: columbialaw and click on "Next".



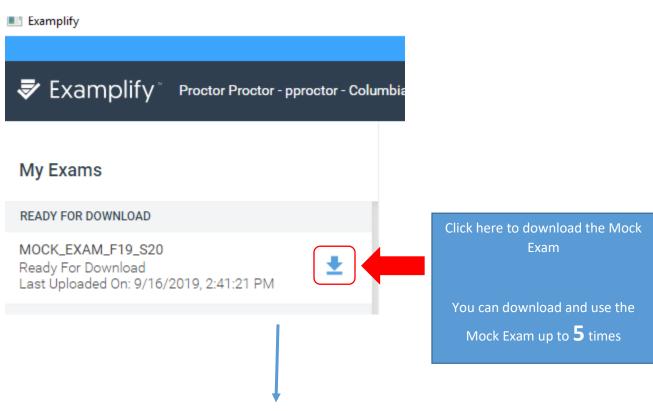
Then use the same personal login information used for the Examplify website.

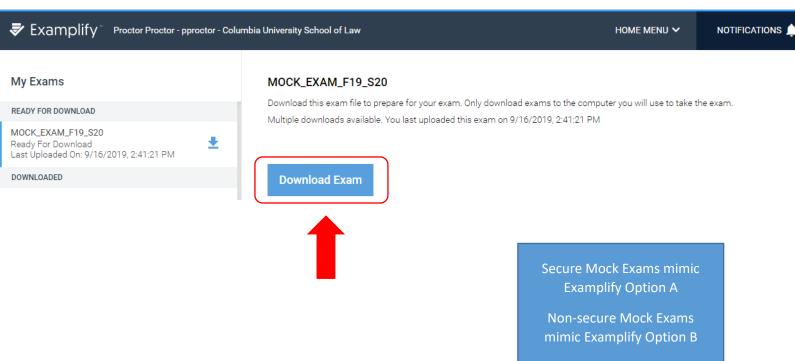


Step 4: Review your Home Screen

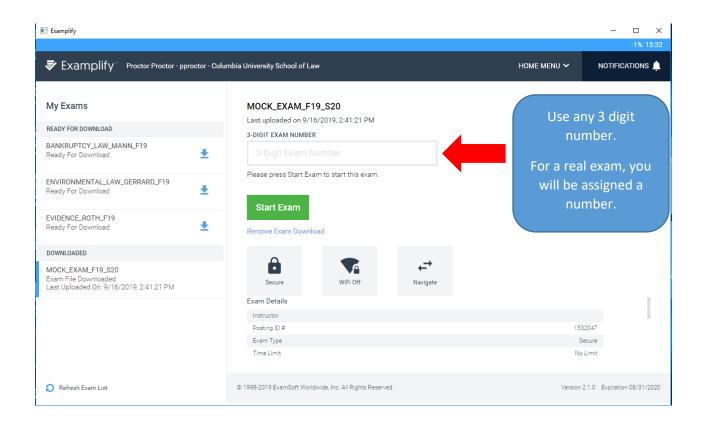


Step 5: Download the Mock Exam.



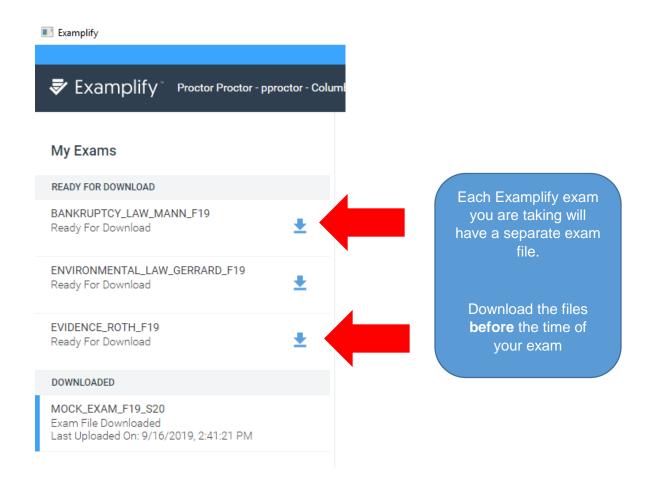


Step 6: Practice using the Mock Exam



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

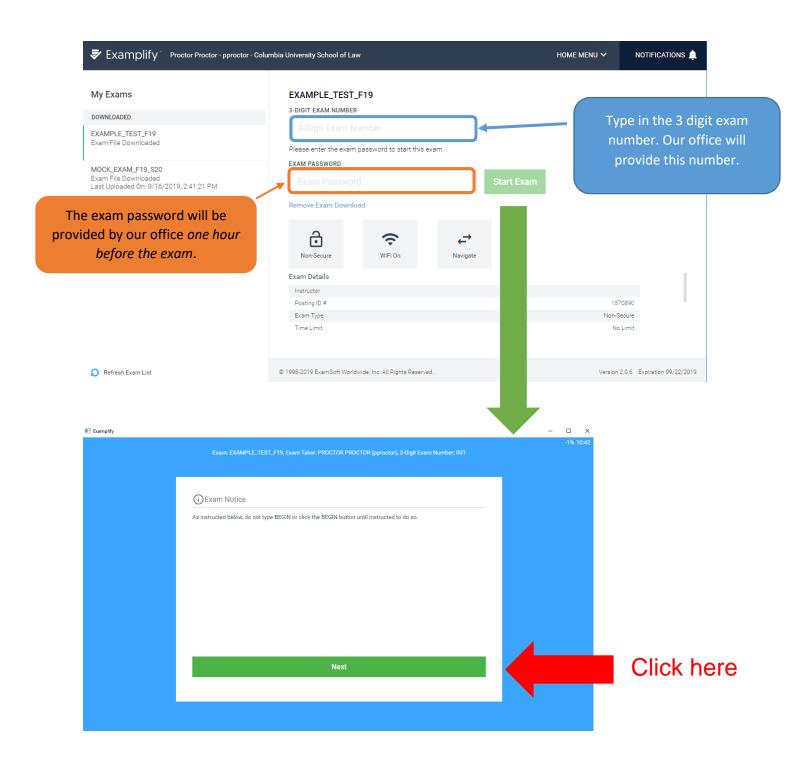
Step 7: Download the Exam Files for each Examplify exam you are taking.



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

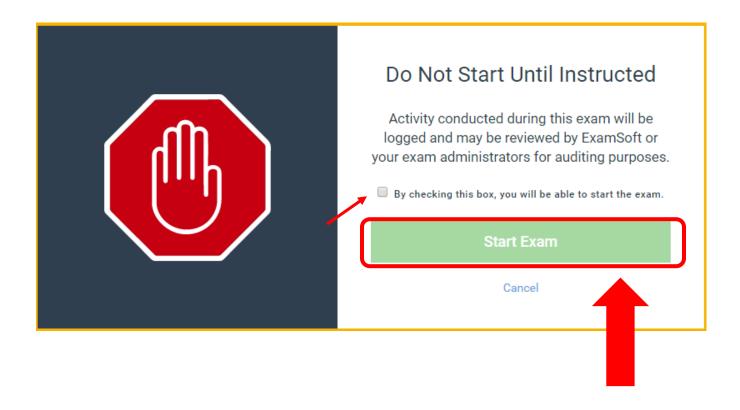
B. On the Day of the Exam

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



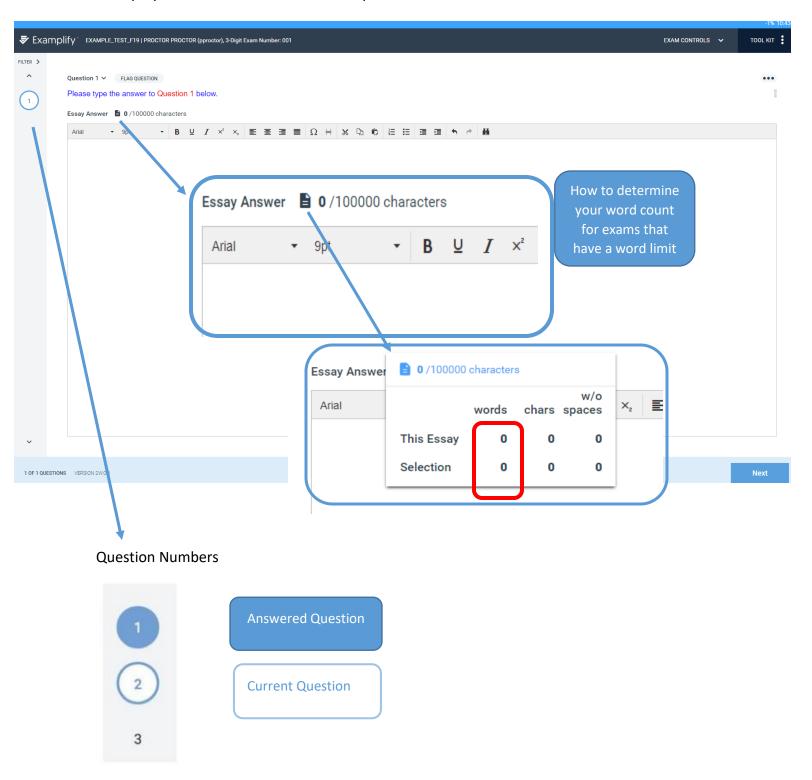
Stop at this screen.

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



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Examplify has all the functions of a word processor.

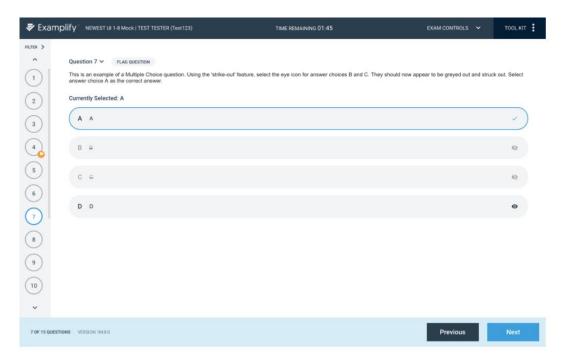


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Examplify also allows for multiple choice questions.

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.



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Examplify 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.



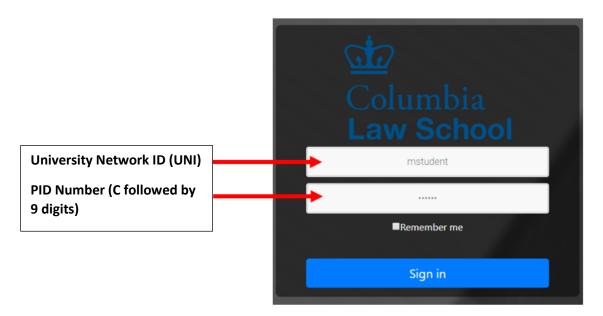
Once you have submitted your exam, it CANNOT be reopened.

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/EBBLogon.aspx
- 3. Log in with your credentials where prompted.



If you don't remember your PID, you can find it by logging on to <u>Student Services</u> <u>Online.</u>

- 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.

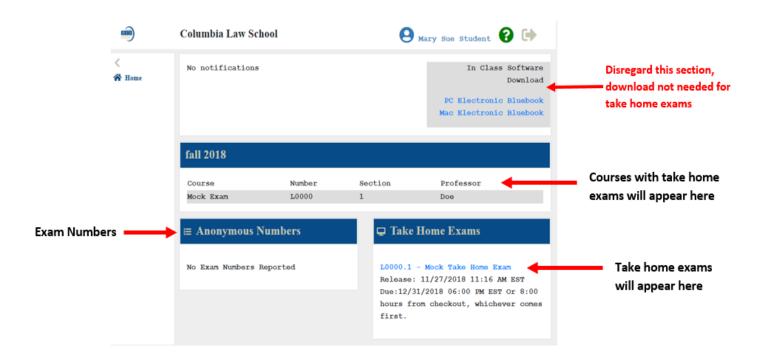
Please do not use any previous logins

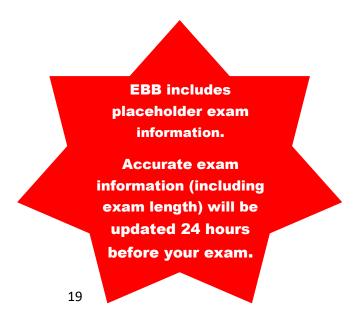
Navigating the home page

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.





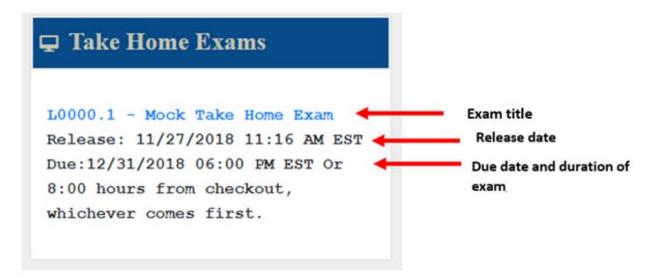
Take Home Exam Date Explanations

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.

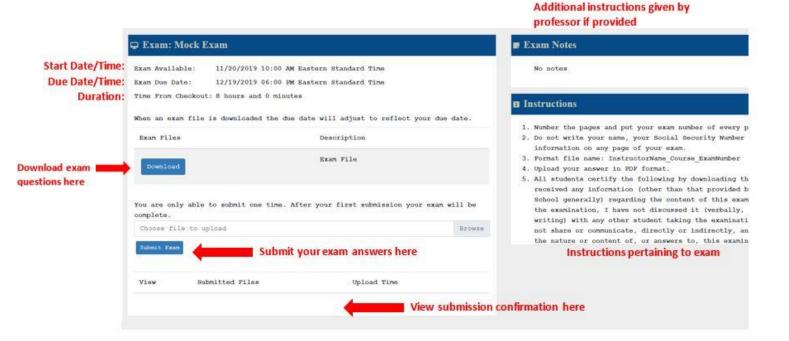
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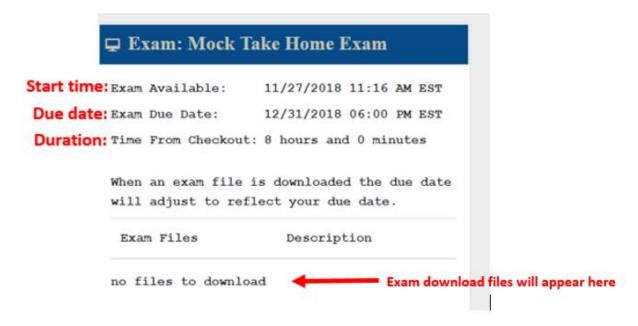
In the 'Exam Module', you will have the option to download your exam, submit your exam, and view details about this exam including exam notes and instructions.

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.

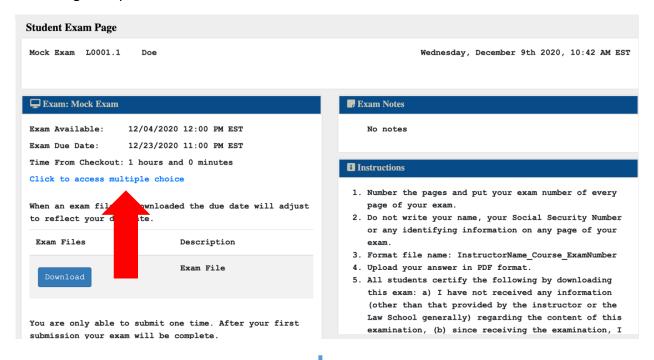


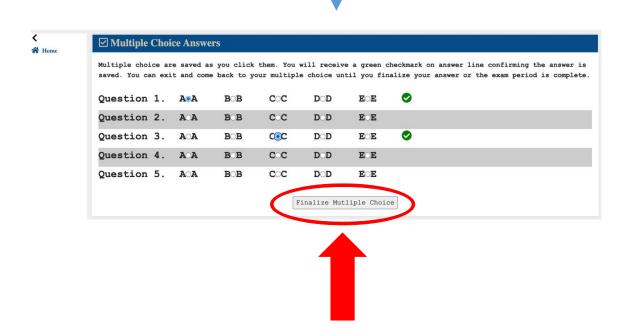


Once you have downloaded the exam questions, you may begin working in your computer's word processor (Microsoft Word, Pages, etc.).

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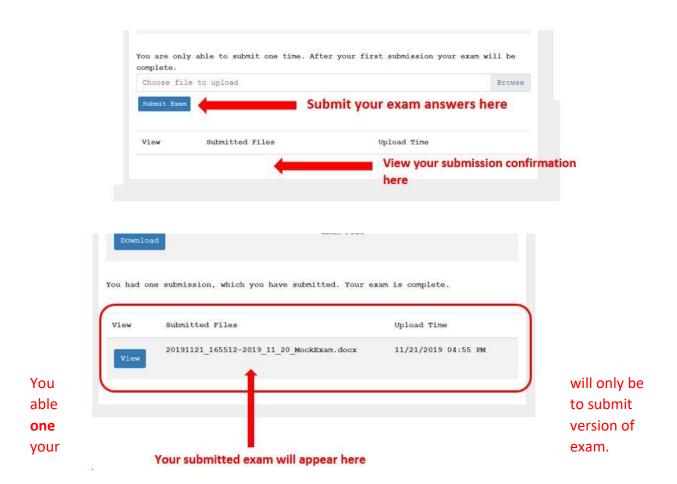
Recording Multiple Choice answers in Electronic Blue Book





Submitting your Exam

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



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.