

Chapter 4: Final Remote Take-Home 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 exams process. This chapter provides guidance on the Law School's final exams process. 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 office in WJWH Room 500 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 [email](#).
4. Reach out to Registration Services as soon as possible
 - a. via phone call at 212-854-2668
 - b. 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.

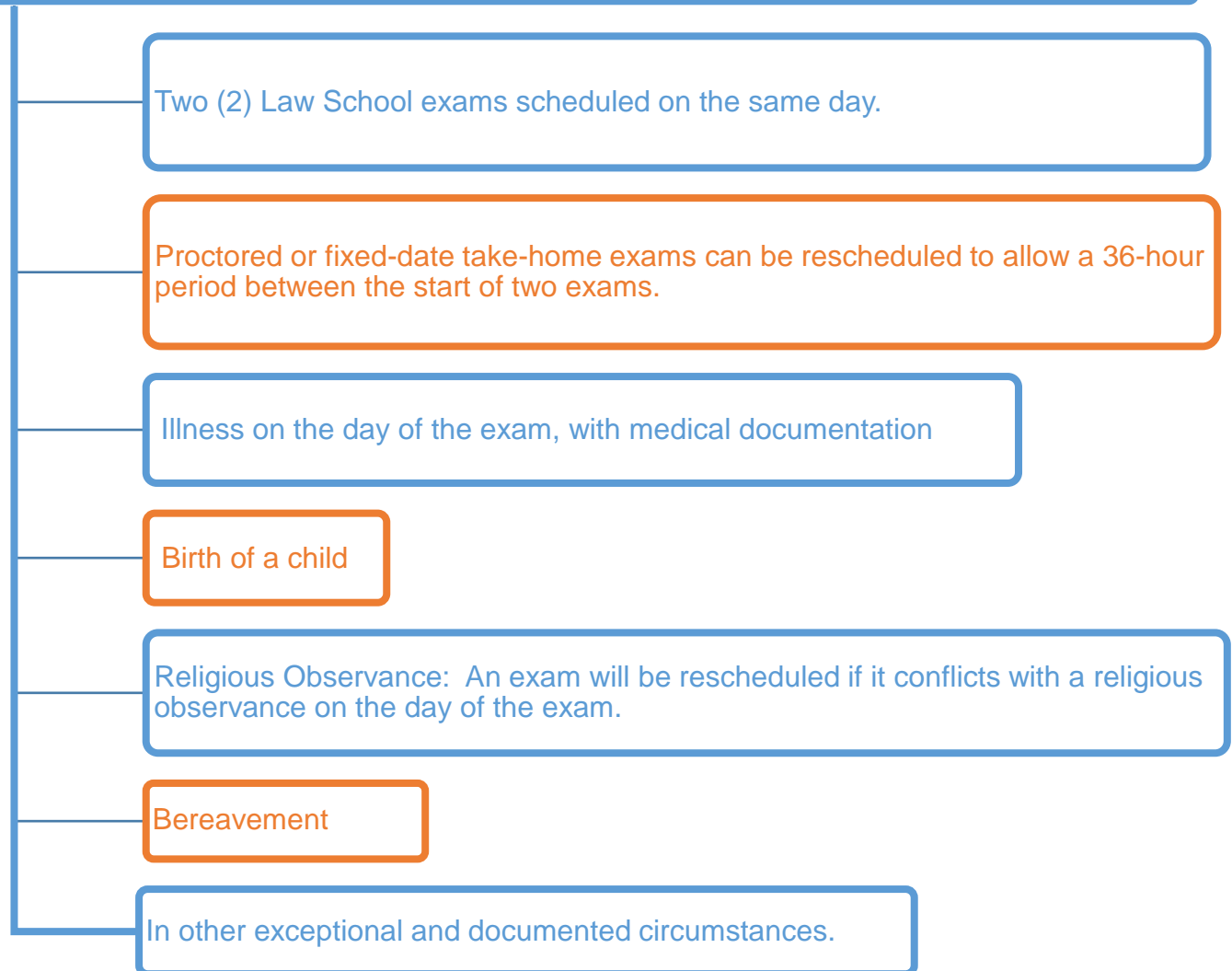
To ensure that you perform to the best of your ability in any of your exams, it is critical that you do not attempt an exam if you are unwell.

- Be sure to inform Registration Services that you are unwell PRIOR to the start of any exam.
- Registration Services will create a new exam schedule for you if you are ill and can provide medical documentation.
- Please note that if you start an exam but cannot finish it, Registration Services will not be able to arrange for you to retake it.

1. Rescheduling a Law School Exam

As stated in Columbia Law School Rule 2.1.3, all students “should be prepared to sit for examinations at any point throughout the examination period”.

However, exams can be rescheduled in the following circumstance:



Students whose circumstances meet any one of these criteria can request a change to their exam schedule using the [Reschedule Request Form](#).

Please note that to ensure equity for all exam takers and the smooth administration of all exams, Registration Services will determine any revised schedules.

2. FAQ

1. Where is my exam schedule?

You may view your individual exam schedule in [LawNet](#).

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. Please contact our Registration Services immediately. The software saves your exam every 2 minutes. Students will receive compensatory time for technical issues.

4. 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 our office throughout the exam period. We work 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.

5. 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](#).

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

If after reading this document thoroughly you still have questions, Registration Services held a webinar on September 10th. If you have further questions, please email us at registrar@law.columbia.edu.

3. Exam4 Software

Exam4 is an exam software used to administer some law school exams. You will need to download the software each semester in order to access your final exams.

It has three modes. The mode will depend on faculty choice.

- a. CLOSED: Blocks access to all other programs and the internet.
- b. OPEN: Only blocks access to the internet.
- c. OPEN + NETWORK: Complete access to your computer and internet.

You will type your answers into Exam4 as you would type into any standard word processor. It is the computing equivalent of an exam bluebook.

A week prior to the day of your exam you will need to download the software to your laptop computer. In other words, download the software no later than December 3rd. This will allow you troubleshoot any potential issues that you might have using the software on your computer.

A. Before the Exam

Download the software (per term) by visiting the [Exam4](#) website. Scroll to New York and click on the name of our school.

The screenshot shows the Exam4 website interface. On the left is a dark sidebar with the 'exam4' logo and navigation links: 'Find Institution', 'Search...', 'Law Schools', 'Bar Exams', 'Information', 'Support', and 'Licensing'. The main content area is titled 'New York' and lists several law schools. The 'Columbia University School of Law' is highlighted with a red rectangular box, and two red arrows point to it from the left and right sides.

exam4™

Find Institution

Search...

Law Schools

Bar Exams

Information

Support

Licensing

New York

Albany Law School

Brooklyn Law School

Cardozo School of Law

Columbia University School of Law

Cornell Law School

CUNY School of Law at Queens College

Extegrity School of Law

Fordham University School of Law

Hofstra School of Law

New York Law School

Complete the form to obtain access to download the software onto your computer.

EXAM4 Columbia University School of Law
Summer Exams

Please register to download Exam4

All fields are required

First Name Last Name

Email Address Confirm Email Address

Class Year

Operating System
OS not showing up? [See if it's supported.](#)

Windows 10
 macOS 11 Big Sur
 macOS 10.15 Catalina
 macOS 10.14 Mojave
 macOS 10.13 High Sierra

Already registered for this term?
[Skip to download >](#)
[* Remote exams](#)
[Click here for a list of available remote exams ->](#)

[Continue >](#)

Please register to download Exam4

All fields are required

First Name Last Name

Email Address Confirm Email Address

Class Year

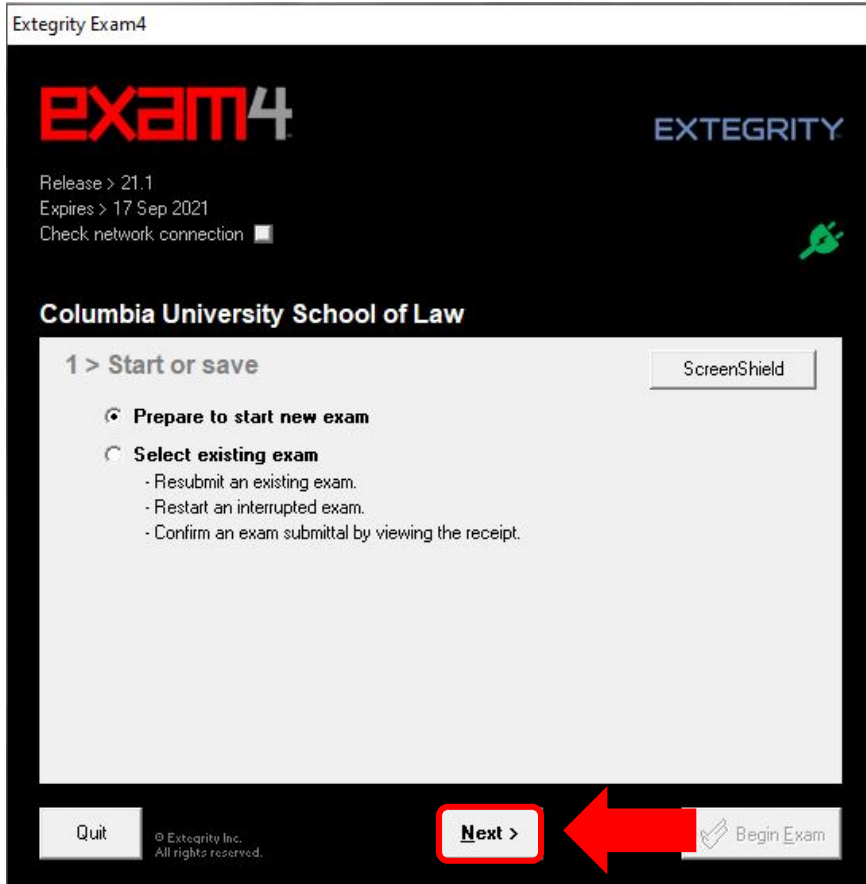
Operating System
OS not showing up? [See if it's supported.](#)

Windows 10
 macOS 11 Big Sur
 macOS 10.15 Catalina
 macOS 10.14 Mojave
 macOS 10.13 High Sierra

[Continue >](#)

B. Practice using the Software

Step 1: Open Exam4 and press the “Next” button to “Prepare to Start a new exam”



Step 2: Log in to the software. Enter your 3-digit exam number (twice for accuracy). Enter your UNI (Your UNI is protected information and your professor will not be able to see this). Select the name of the course exam you will be taking in the drop down menu (twice for accuracy), then click **“Next”**.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 17 Sep 2021
Check network connection

Columbia University School of Law

2 > Exam ID; Course or exam title

Exam Number **UNI (e.g. ab1234)**

Exam Number (confirm) **University Network ID (UNI)**

Course

Course (confirm)

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

3-Digits (points to Exam Number fields)

Select the course (points to Course dropdowns)

Next > (highlighted with a red arrow)

Step 3: Check the box to confirm that you have entered the information correctly, click “OK”.

Extegrity Exam4

EXAM4 EXTEGRITY

Release > 21.1
Expires > 17 Sep 2021

Re-confirm Information

Re-confirm carefully...

Exam Number
123

Course
SU21 Practice Exam

Check box to re-confirm

Course [confirm]
SU21 Practice Exam

Quit © Extegrity Inc. All rights reserved. < Back Next > Begin Exam

Step 4: Click the “**Continue**” button once you have read the information listed in the Preparations box.

Takehome Preparations

Preparations

NONE

Due **17:30:00 on Jul 30, 2021 UTC**
1:30:00 pm on Jul 30, 2021 (Note: local time may be inaccurate and depends on system settings)

Attachment **None Permitted**
Format(s)

Continue

Step 5: The font size and color contrast preferences are optional settings you can adjust. Click “Next”.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 17 Sep 2021
Check network connection

Columbia University School of Law

3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).

0 Hours 0 Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

Timer unavailable by administrative request.

Set font size and contrast

Small Standard
 Medium Reduced
 Large Reversed
 XL

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

Step 6: Click “Check Here” to confirm you have read and understood the Notice of Instructions, and then click “Next”.

Columbia University School of Law

4 > Notice of instructions

Honor Code; Extegrity License Agreement
You agree to the terms of your institution's honor code, if applicable, and you agree to the terms of the Extegrity License Agreement as provided on the exam4.com website.

Exam4 Security Check Help
If your computer fails the check, record the violation number and go to exam4.com/support for help.

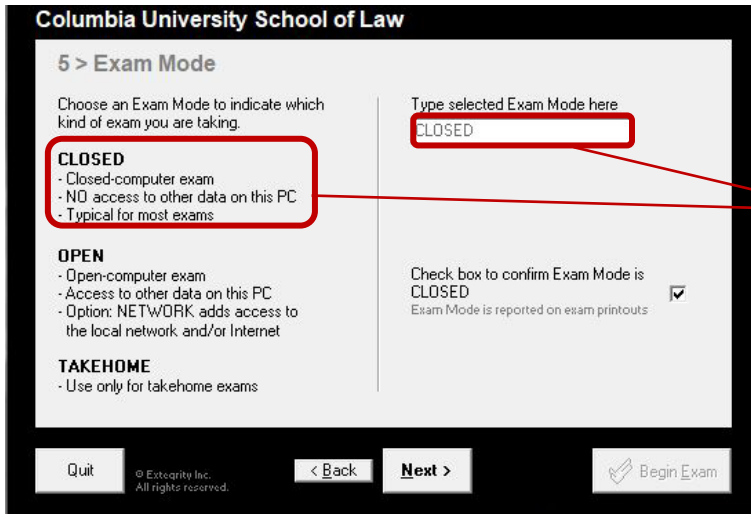
Crash Recovery Procedure
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer unless expressly directed to do so.

Got it? Check here

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

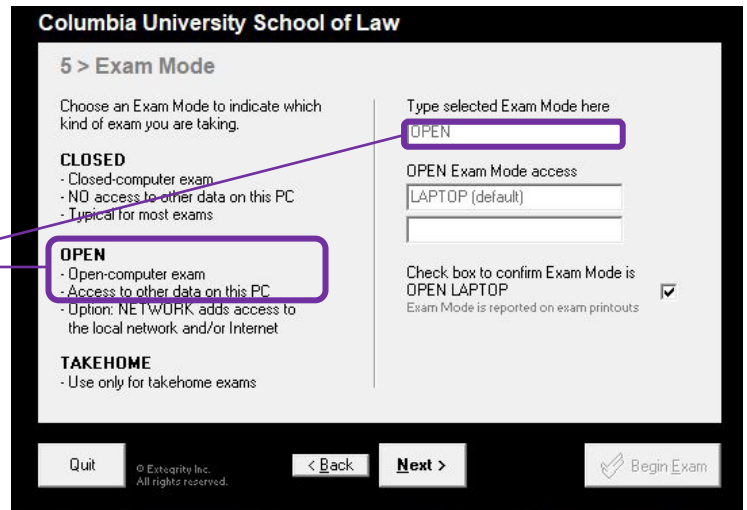
Step 7: For the Practice Exam you will type in the mode you wish to test. Please ensure to take the practice exam and test all 3 modes. Below are screenshots of the **3** exam modes.

***For your final exam, the exam mode will already be pre-populated (unless we inform you otherwise).*

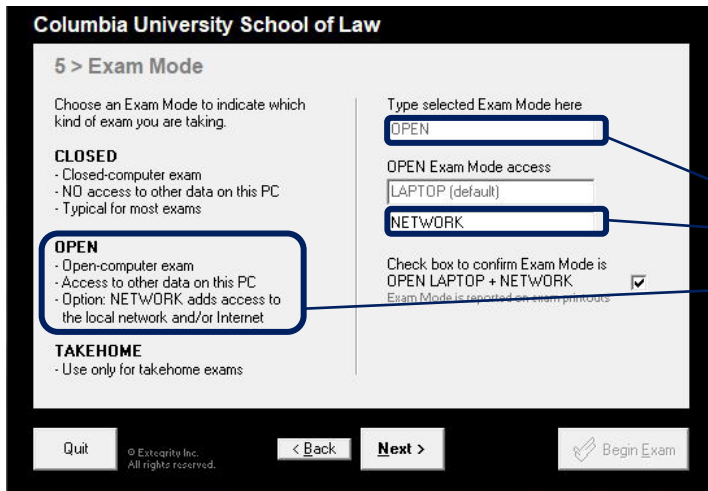


CLOSED
Blocks access to all other programs and the internet.

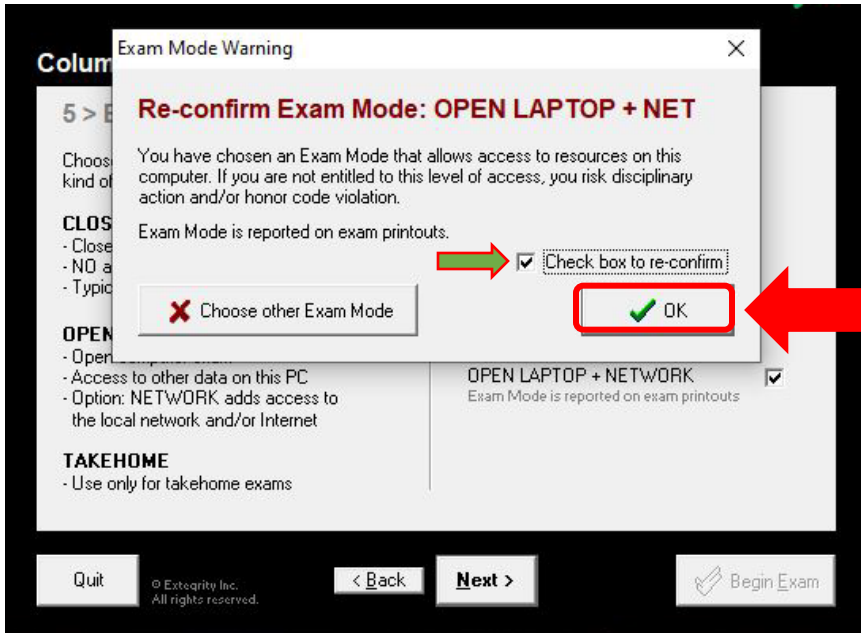
OPEN
Only blocks access to the internet.



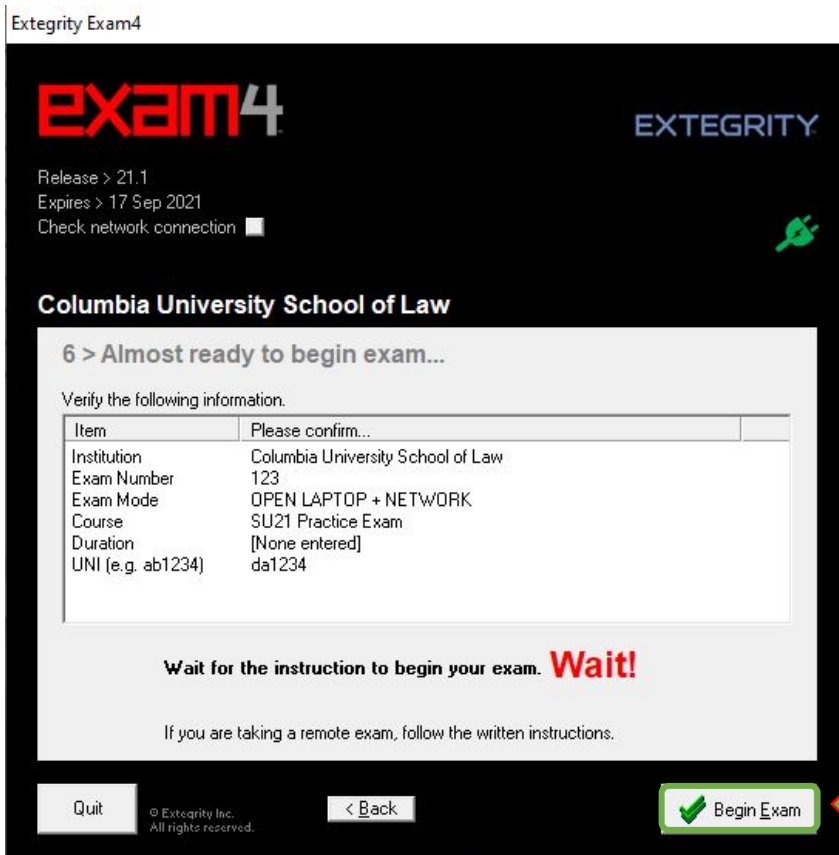
OPEN + NETWORK
Complete access to your computer and internet.



Step 8: Confirm you have entered your intended mode correctly and click “OK”.

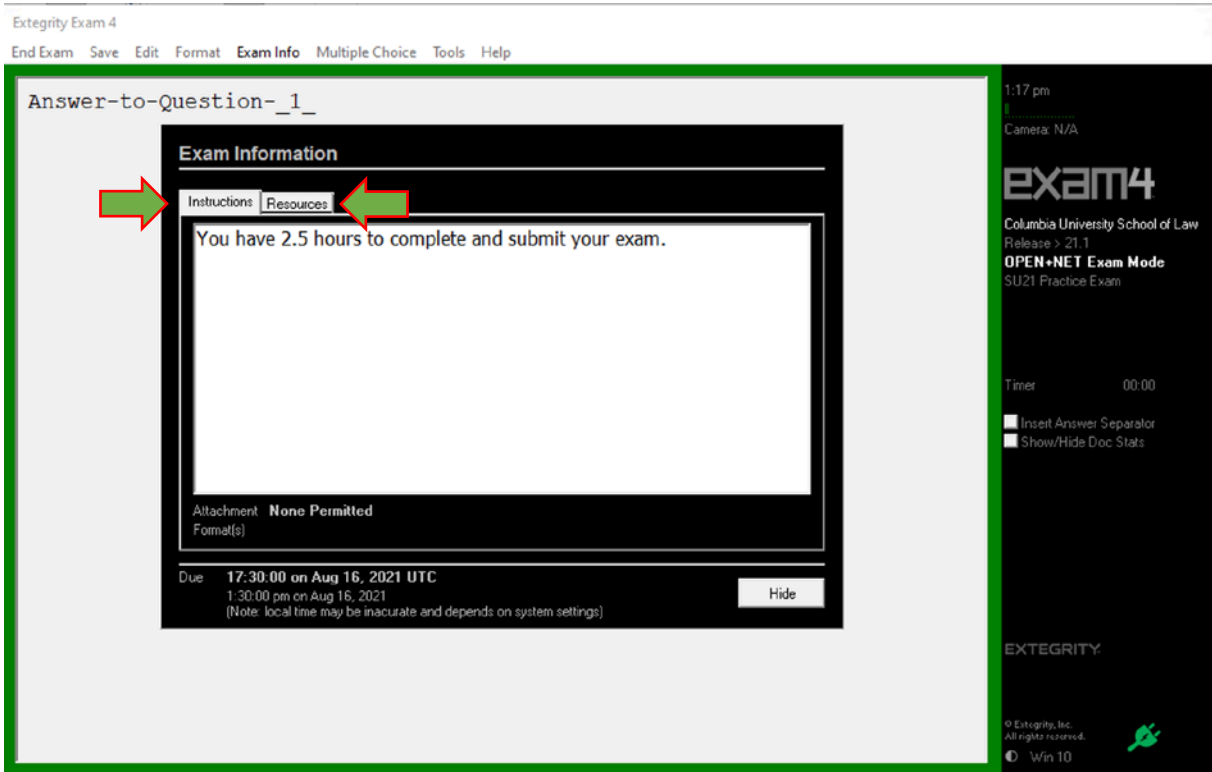


Step 9: Take one last look to confirm all of the information you entered. Then when you are ready click “Begin Exam”. Once you press that button, your exam time will start.

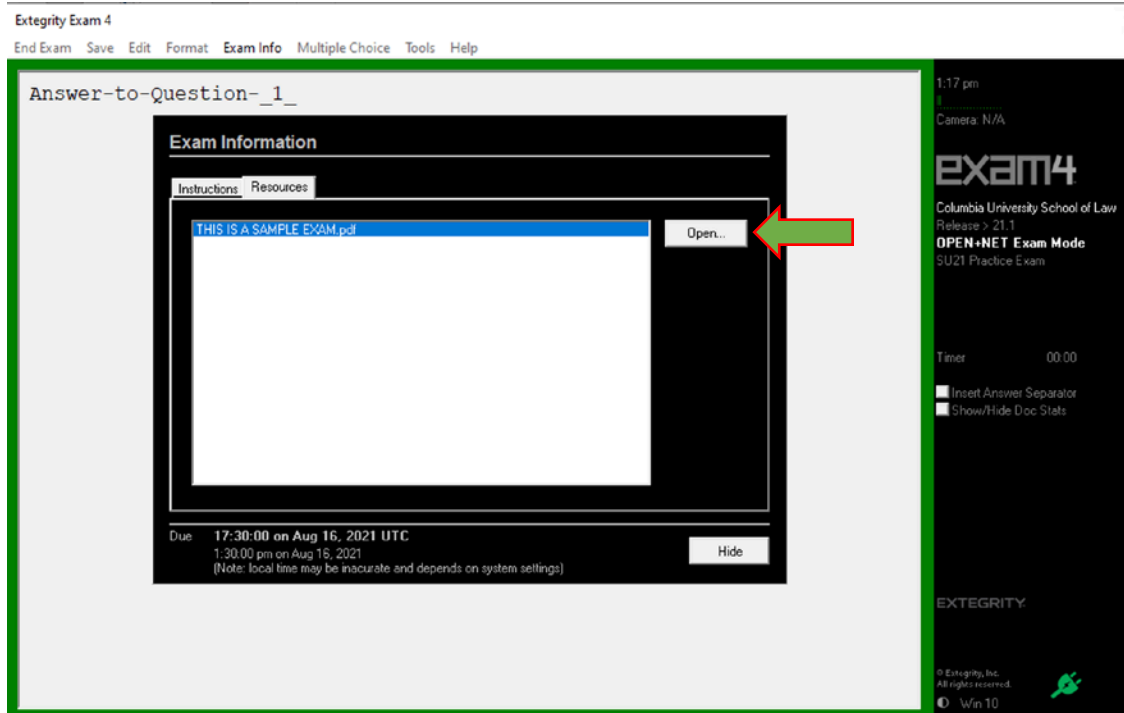


C. Opening the Exam

You will first be presented with the “Exam Information” box where you will access your Professors Instructions and Exam questions under the “Resources” tab.



You MUST click the “Open” button to access the exam questions.



You have the option to have the exam answers in a **“side by side”** view or **“hide”** the questions while you type your answers.

***Using the “side by side” feature will prevent you from seeing your word count until you hide the questions again.*

The screenshot displays the Extegrity Exam 4 interface. At the top, the title bar reads "Extegrity Exam 4" and the menu bar includes "End Exam", "Save", "Edit", "Format", "Exam Info", "Multiple Choice", "Tools", and "Help". The main content area is titled "Answer-to-Question- _1_" and contains a document viewer showing a sample exam question and answer. The document text reads: "THIS IS A SAMPLE EXAM." followed by "THIS IS WHERE YOU WILL VIEW YOUR INSTRUCTORS EXAM QUESTIONS." Below the document viewer is a scroll bar and a "Reset" button. To the right of the document viewer are two buttons: "Side-by-side View" and "Hide". Two red arrows point to these buttons. On the right side of the interface, there is a sidebar with the following information: "1:17 pm", "Camera: N/A", "exam4", "Columbia University School of Law", "Release > 21.1", "OPEN+NET Exam Mode", "SU21 Practice Exam", "Timer 00:00", "Insert Answer Separator" (checkbox), "Show/Hide Doc Stats" (checkbox), "EXTEGRITY", and "© Extegrity, Inc. All rights reserved. Win 10".

D. During the exam - Essay

Extegrity Exam 4*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question-_1_
Begin typing your answers here|

1:19 pm
Camera: N/A

EXAM4
Columbia University School of Law
Release v 21.1
OPEN+NET Exam Mode
SU21 Practice Exam

Timer 00:00
Estimated Pages 0.0
 Insert Answer Separator
 Show/Hide Doc Stats

	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

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All rights reserved.
W/n 10

Timer 00:00

Estimated Pages 0.0

Insert Answer Separator
 Show/Hide Doc Stats

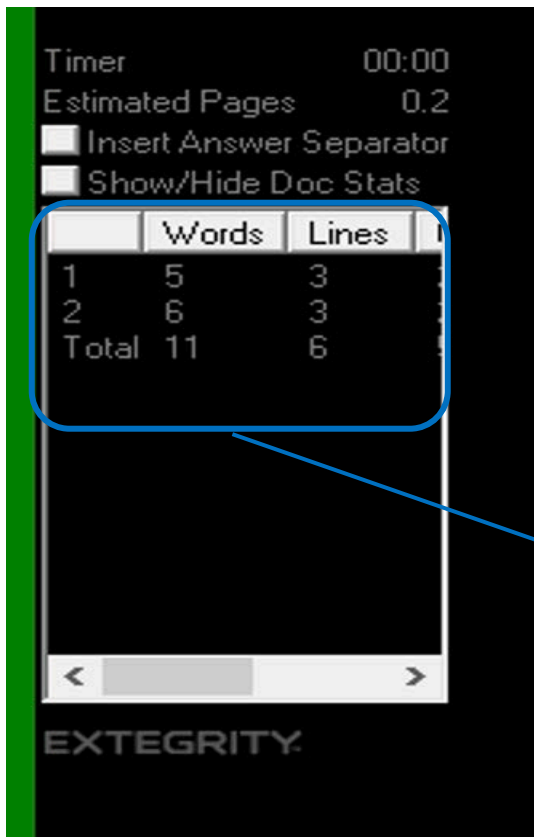
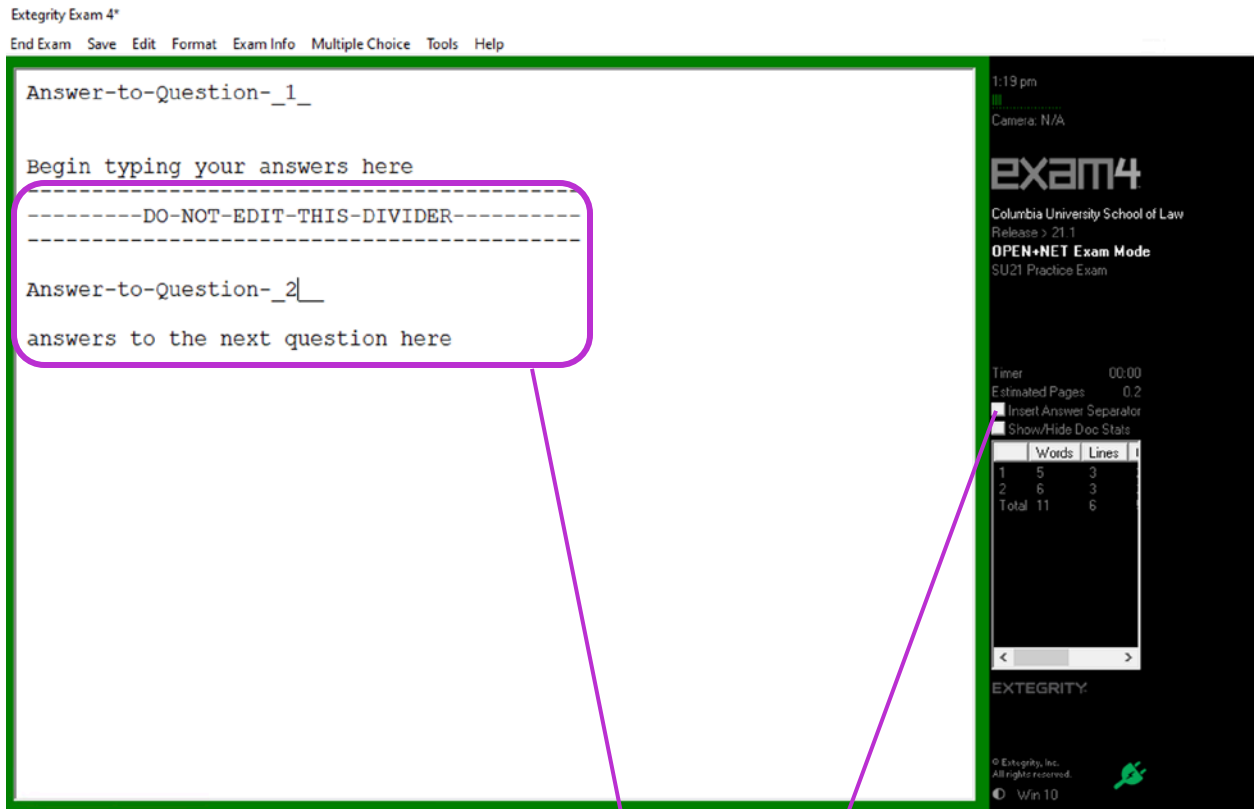
	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

Click on the button for “Show/Hide Doc Stats” to reveal the word count for your answers.

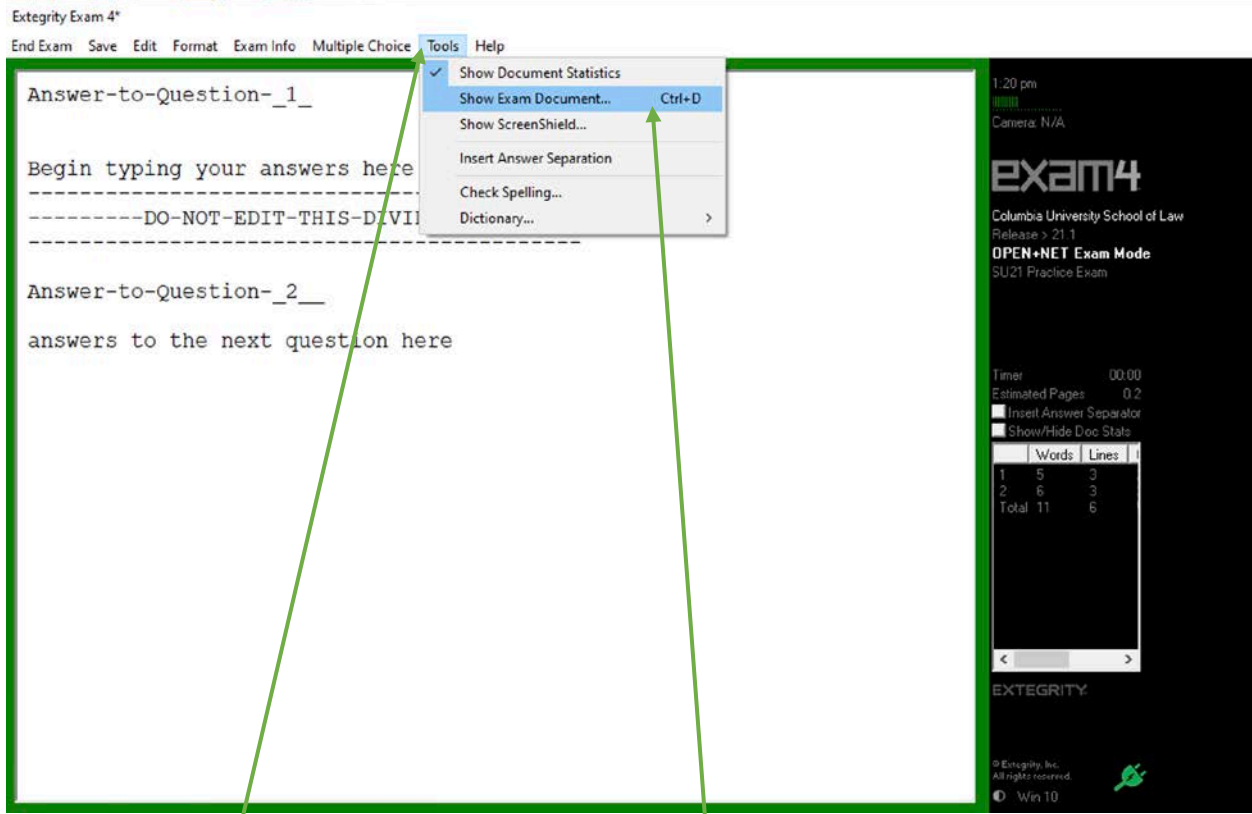
****NOTE: You can’t view the “Stats” and exam questions simultaneously.**

****NOTE: The timer is disabled, and the entire time will remain at 00:00.**

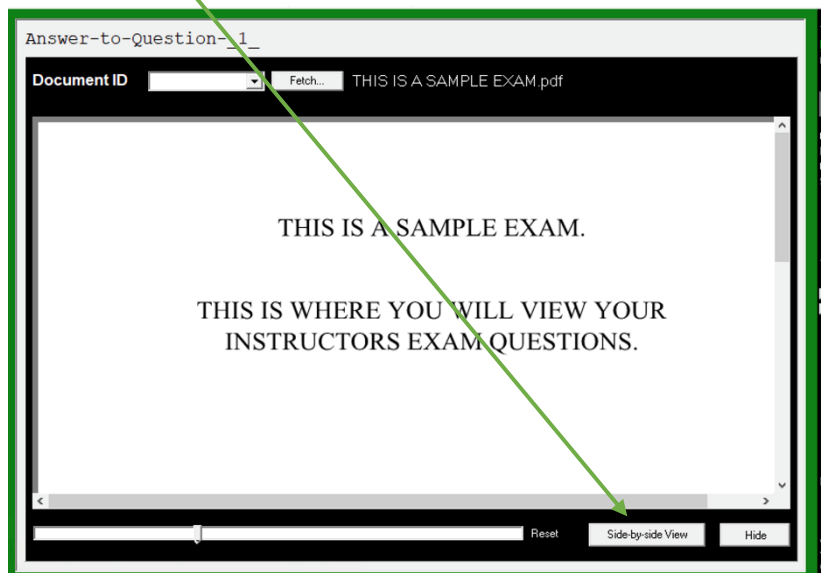


Click the "Insert Answer Separator" to separate your answers for multiple questions.

By using the answer separator feature, your word count is displayed per question and in total.

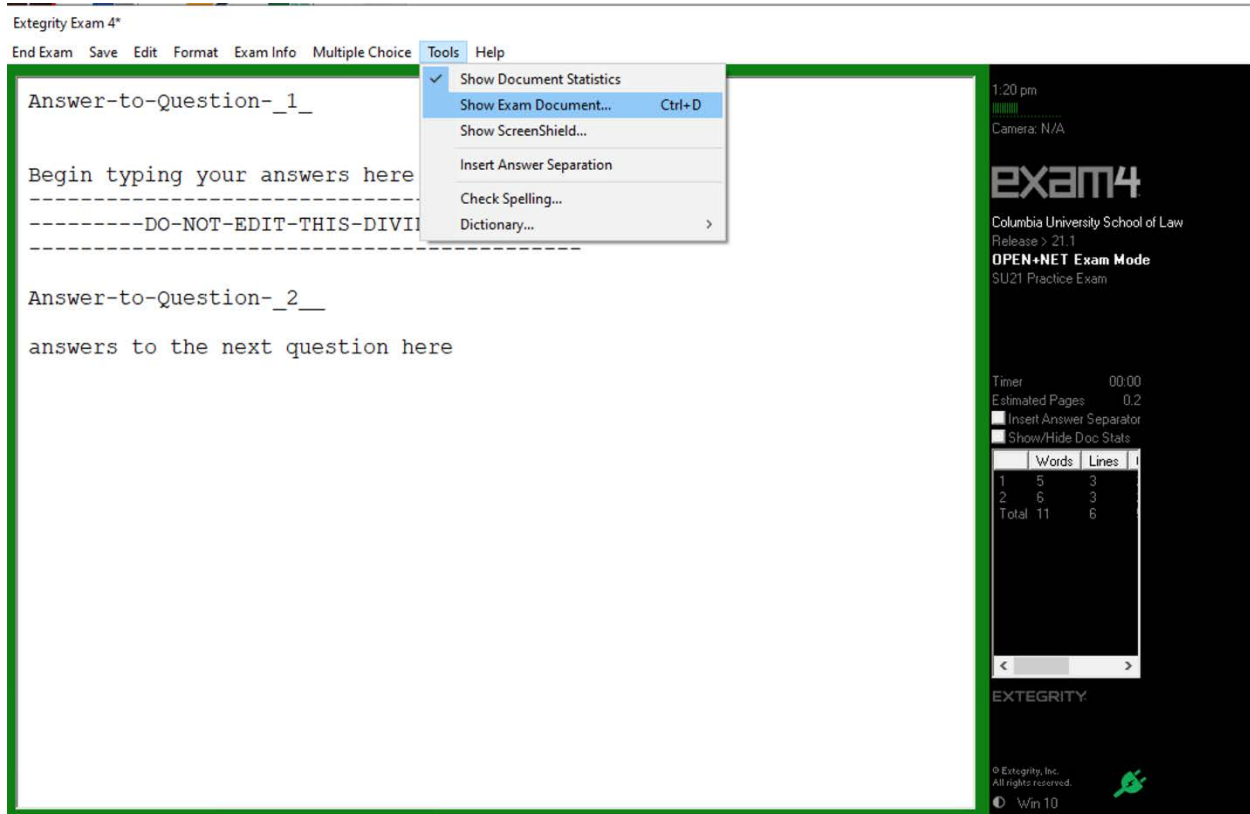


Another way to re-open your exam questions is to click on the “Tools” menu and click “Show Exam Document”. This will open your exam questions again for a side-by-side view.



E. During the exam - Multiple Choice

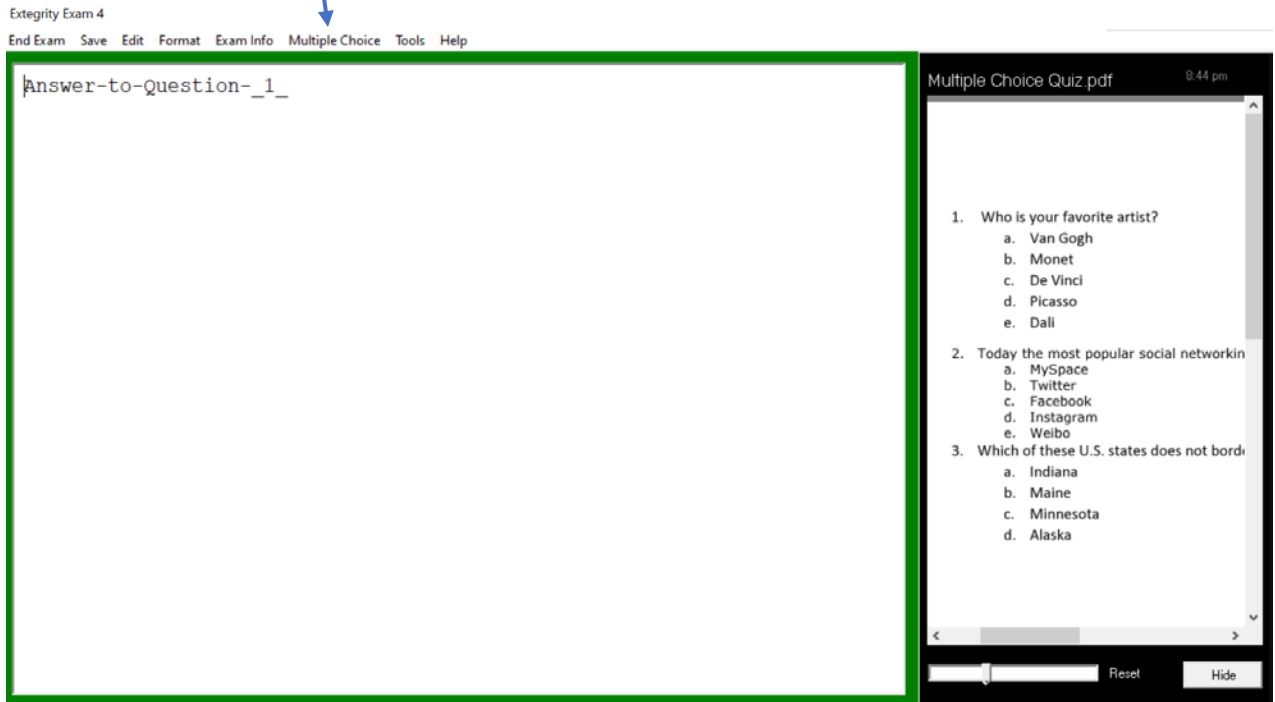
To access the multiple-choice section, you will need to redisplay your exam questions if hidden and have them on a side-by-side view.



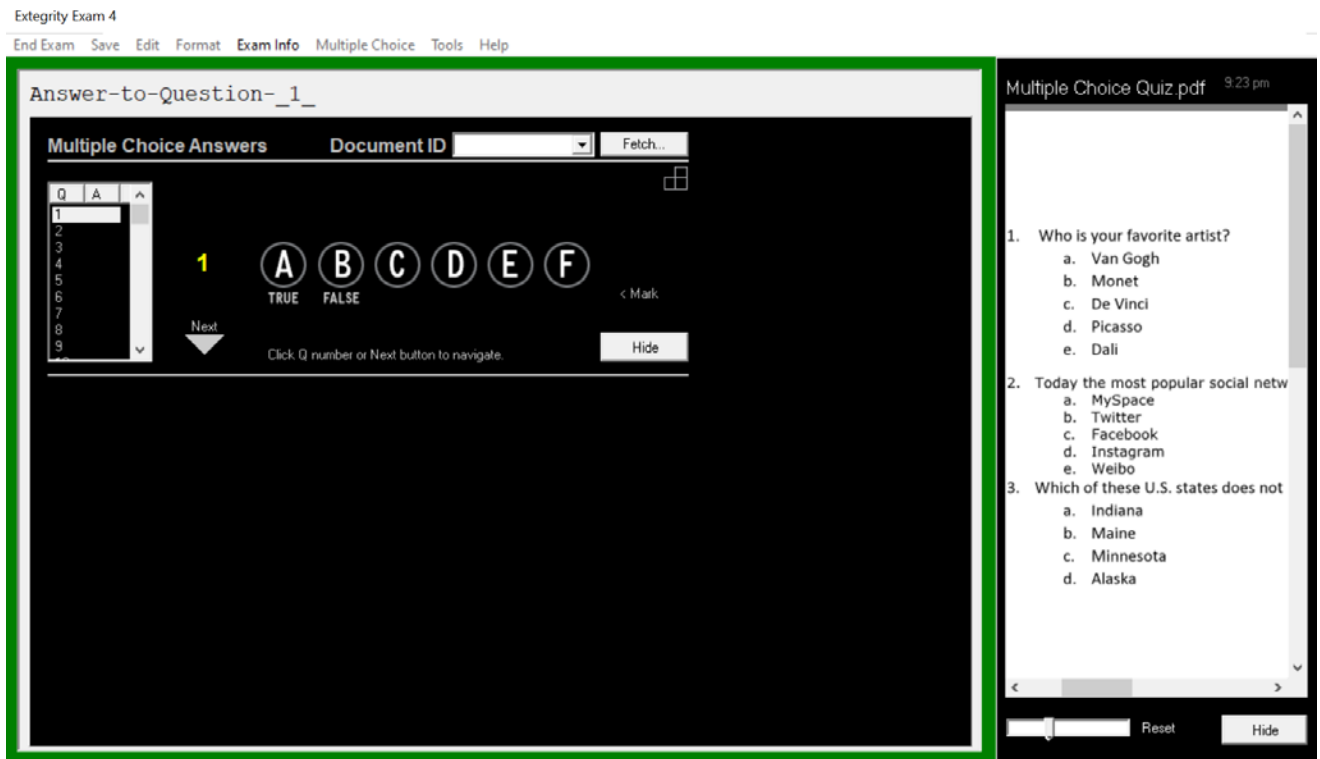
****IMPORTANT NOTE****

If your exam questions are hidden, you will not be able to access the exam questions in the multiple-choice section. Please click on “Show Exam Document” as detailed above to ensure you can view both the questions and scantron side-by-side.

Now click on the **Multiple Choice** tab at the top of the Exam4 window. If the tab option is greyed out, just click anywhere in the typing window to make the tabs active.

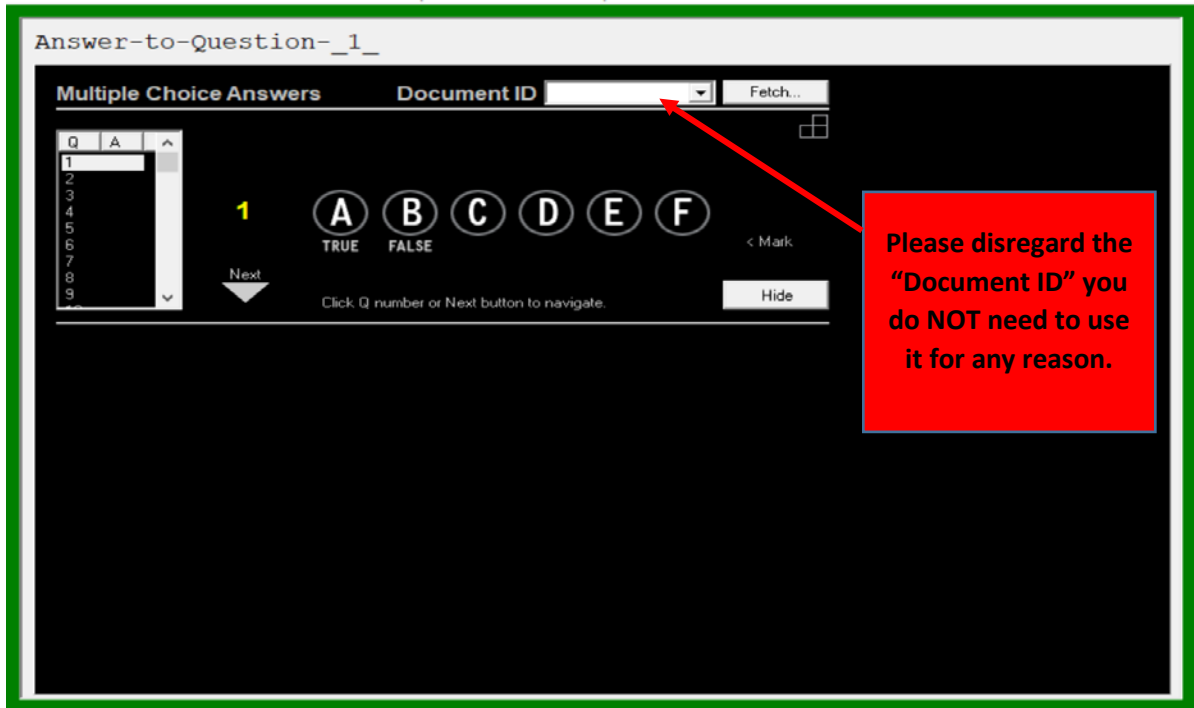


Now you can read the questions and select your answers side-by-side.

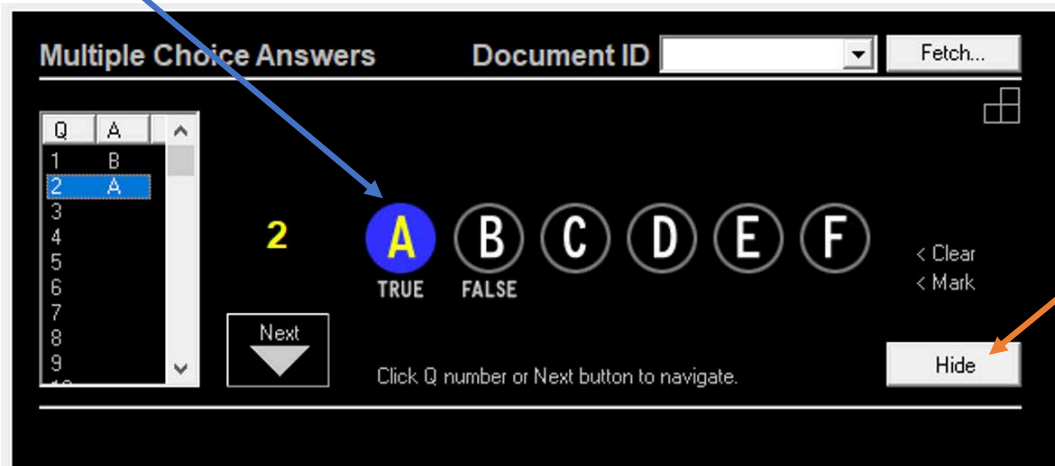


Extegrity Exam 4

End Exam Save Edit Format Exam Info Multiple Choice Tools Help



To select your answer, click on your letter choice and your selected answer will be highlighted **Blue**.



If you want to return to completing your essay instead, you can click the "Hide" button and your answers will remain saved.

Multiple Choice Answers Document ID Fetch...

Q	A
1	B
2	D
3	A *
4	E
5	C
6	C
7	

3

Next

Click Q number or Next button to navigate.

A TRUE B FALSE C D E F

< Unlock

< Unmark

Hide

Helpful Hint:

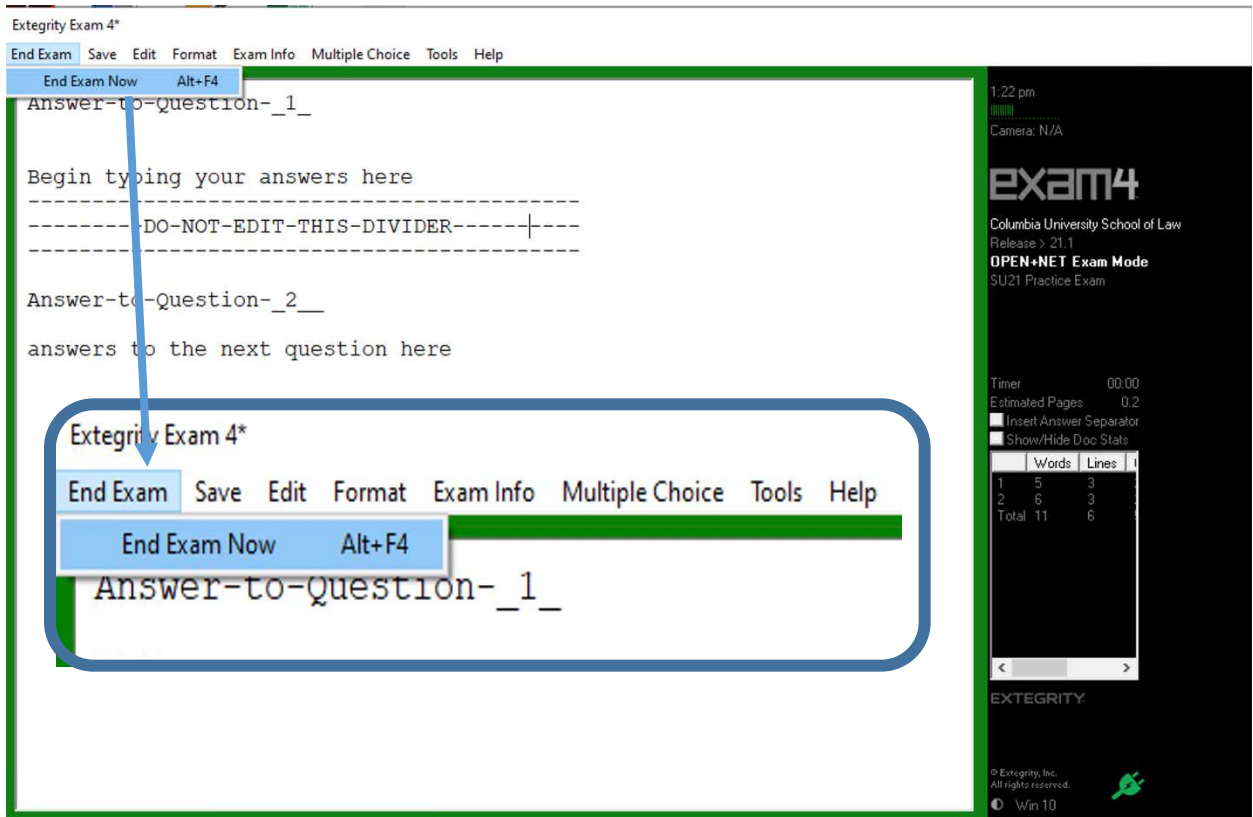
The “Mark” button allows you to mark a question with an * to remind you to return to that question if you’re unsure of your answer and would like to review it. You can remove the * by clicking “Unmark”.

Helpful Hint:

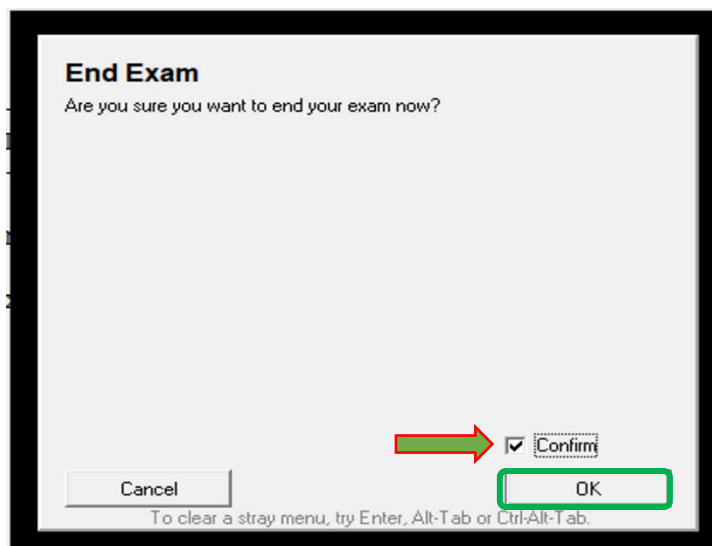
Every time you select an answer and move on to the next question, your answer choice is LOCKED. If you would like to change your answer, simply click the “Unlock” button.

E. Submitting your exam

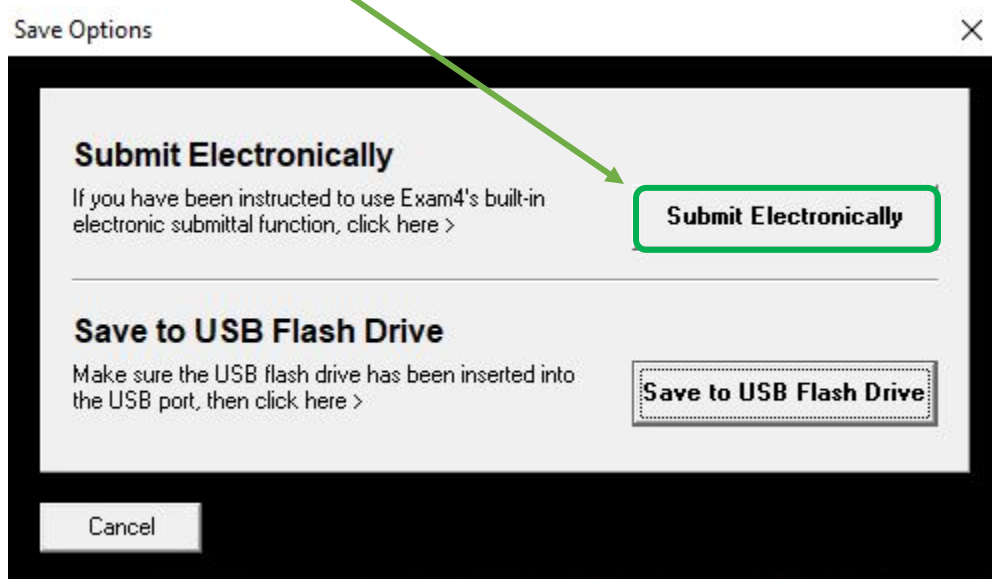
When you have completed your exam and you are ready to submit your answers, navigate to “**End Exam**” on the top menu and click on “**End Exam Now**”. If you are in the **multiple choice** section, simply click the “**hide**” button first to activate the top menu. Then end the exam.



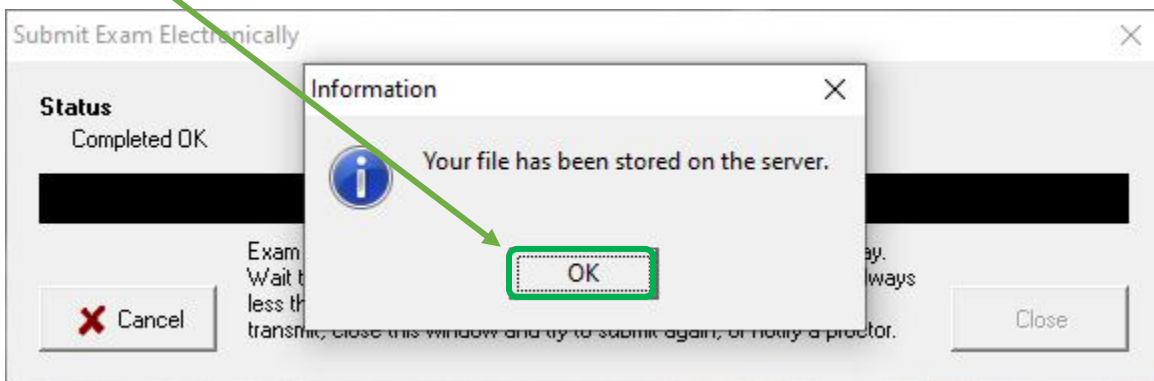
You will be taken to a confirmation screen. Confirm you are ready to submit then click “**OK**”.



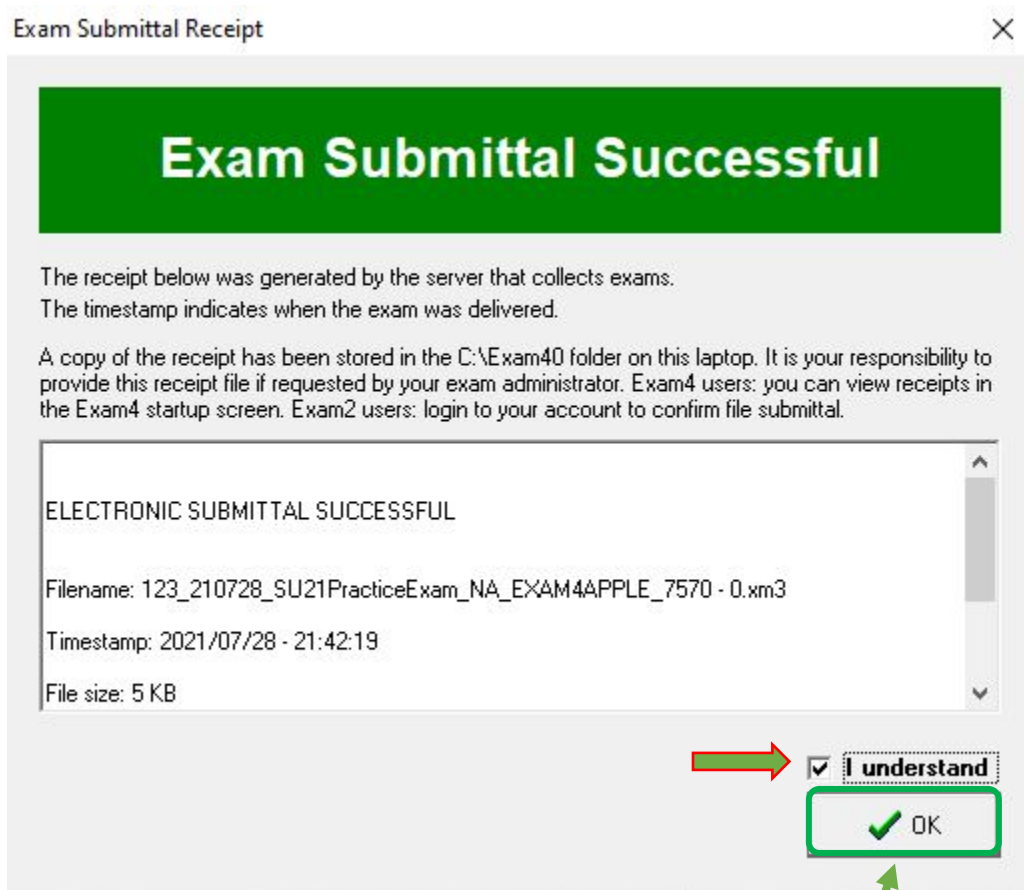
Then, click on “**Submit Electronically**”.



Click “**OK**” once you receive this notification.



This green screen will appear upon successful submission.



Confirm that you understand the notice of receipt and click "OK".

****If you experience any technical difficulties while practicing using the software, please contact Exam4 Technical Support at <https://www.exam4.com/support/>**

4. 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.