Chapter 4: 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.

In This Chapter

1. Exam Schedule
2. Rescheduling a Law School Exam
3. Illness and Exams
4. Types of Exams
5. Proctored Exams: Examplify Software
   a. Before the Exam
   b. On the day of the Exam
6. Proctored Exams: Scantron
7. Take Home Exams: Electronic Blue Book
8. Anonymous Grading
1. Exam Schedule

The Academic Calendar includes information on the exam periods for all Columbia Law School courses.

Registration Services publishes course specific examination schedules prior to pre-registration but these are not finalized until after the close of Add/Drop.

All students should be prepared to sit for examinations at any point throughout the examination period.

Students are expected to appear at or turn in an examination at the stated time and place. Failure to do so will result in a grade of F.

If you are unable to appear for an examination at the proper time, please contact Registration Services: 212-854-2668 Registrar@law.columbia.edu.

Please be advised that no adjustment will be made for employment schedules, travel, or personal arrangements which conflict with the exam schedule.

If you are entitled to ADA accommodations, Registration Services will work with Columbia University’s Office of Disability Services (ODS) to ensure you receive them.
2. 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:

- Two (2) Law School exams scheduled on the same day.
- Proctored or fixed-date take-home exams can be rescheduled to allow a 36-hour period between the start of two exams.
- Illness on the day of the exam, with medical documentation
- Birth of a child
- Religious Observance: An exam will be rescheduled if it conflicts with a religious observance on the day of the exam.
- Bereavement
- In other exceptional and documented circumstances.

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.
3. Illness and Exams

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.

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.

Be sure to inform Registration Services or your Proctor that you are unwell PRIOR to the start of any exam.
4. Types of Exams

Columbia Law School administers two types of exams:

- **Proctored Exams:**
  - Taken in a Law School class room
  - Proctors distribute a hard copy of the exam questions
  - Students can choose to:
    - Type essay answers
      - You will use the CLS-provided Examplify software to record your answers in a virtual exam book
    - Handwrite essay answers
      - Your proctor will provide a CLS blue book in which to record your answers

  NB: CLS utilizes Examplify because this is the same software used by the New York Bar Examiners

  NB: Some faculty require students to type their exam answers at a later date prior to grading.

- **Take Home Exams**
  - Taken in a location of your choosing
  - Students download the exam questions, and upload their exam answers, through the Electronic Blue Book software.
5. Proctored Exams: Examplify Software

Examplify 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 arriving in the exam room you will need to download to software to your laptop computer.

A. Before the Exam

Step 1: Login to the ExamSoft website.

Examplify Software

Columbia University School of Law

Law School Username: jdoe

Law School Username (LawNet Login)

Student Name: John Doe

Law School Username: jdoe

PID Number (C followed by 9 digits)

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 Examplify software

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.

3. Setup Your Notifications
   - SMS/Text Messages
   - Email Notifications
     - The email address listed below is where Examplify notifications such as registration and upload confirmations will be sent.

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

![Image of Examplify software interface with Institution ID field highlighted and institution ID entered as "columbialaw".]
Then use the same personal login information used for the Examplify website.

**Law School Username**
*(LawNet Login)*
**Student Name:** John Doe
**Law School Username:** jdoe

**PID Number**
*(C followed by 9 digits)*

---

**Step 4: Review your Home Screen**

- **Your Name, username**
- **Exam files available for download**
Step 5: Download the Mock Exam.

Click here to download the Mock Exam

You can download and use the Mock Exam up to **15** times
Step 5: Practice using the Mock Exam

Use any 3 digit number. For a real exam, you will be assigned a number.
Step 6: Download the Exam Files for each exam you are taking.

Each proctored exam you are taking will have a separate exam file. Download the files before you arrive in the exam room.
B. On the Day of the Exam

At the direction of the head proctor, open Examplify and select the exam file for the exam you are taking.

Type in the 3 digit exam number found on the upper left hand corner of your exam envelope.

The exam password will be provided by the head proctor and written on the board.

Click here.
Stop at this screen.

The proctor will wait until all students are at this screen before signaling to proceed.
Examplify has all the functions of a word processor.

Ignore these directions. You will need to type all answers to all questions on the exam.

How to determine your word count for exams that have a word limit.
When you are ready to submit your exam, use the Exam Controls menu.

Once you have submitted your exam, it CANNOT be reopened.
6. Proctored Exams: Scantron

Some instructors will choose to include multiple choice questions on their exams. Answers to multiple choice questions are usually recorded on a Scantron form.

- A number 2 pencil must be used and will be provided.
- Mark your choices carefully and clearly. Stray marks can be picked up by the scanner and may result in an inaccurate score, so please erase changes completely.
- Please bubble in your exam number.
- Read and sign the pledge.

![Scantron Image]
7. 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.
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.
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.
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.).
Submitting your Exam

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

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

Email submissions will not be accepted.
8. 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.