

SAMPLE TAKE-HOME INSTRUCTIONS

**[COURSE NAME]
TAKE-HOME EXAMINATION INSTRUCTIONS**

Your exam will be available from [date] at ____ am/pm until [date] at ____ am/pm.

Your answer file must be uploaded within _____ hours of downloading the exam [or by [date] at ____ am/pm].

When you are ready to begin the exam, follow these steps:

1. Go to www.exam4.com.
2. Select “Law Schools.”
3. Select “A” for Arizona.
4. Select “University of Arizona College of Law” from the list.
5. At the top right-hand side of the next page, select your exam from the list of available take-home exams. (You will not see the link before the scheduled date and time of your exam.)



University of Arizona College of Law

Fall Midterms

To download Exam4, please register using the form below.

* Available Takehome Exams

> F17m PRACTICE EXAM

6. You will be prompted to enter your exam number and “continue” to go to the next screen.

Takehome Exam: F17m PRACTICE EXAM

University of Arizona College of Law

Please enter your Examinee ID

Your institution or instructor will provide this.

9998

Continue

You will **not** need the Exam4 software for this exam.

Note: Do NOT click the “Start Exam” button on the next screen until you are ready to begin the exam. Once you click “Start Exam” your start time is recorded and the clock will begin to run.

Takehome Exam: F17m PRACTICE EXAM

 University of Arizona College of Law

Confirm Exam Start

Once you view the exam question, you will have **1 hour** to submit your answer.

Cancel / Go Back

Start Exam

7. Open Word and type your answers. When you are finished, upload the Word document before the deadline via the “Choose File” link, in the section labeled “Submit Your Answer.” This is on the same page where the instructions, PDF and due date are located. It’s recommended that you use either Chrome or Firefox browser to upload your document (not Internet Explorer).

Due Date

Thursday, September 21 at 2:16 PM PDT

We recorded that your exam began on Thursday, September 21 at 1:16 PM PDT

Submit Your Answer

Your instructor would like you to submit your answer as a document.
(pdf, rtf, doc, docx, odt)

Choose File No file chosen

Submit Answer

Please use ONLY your 3-digit exam number as identification on this exam. Do not include your name in either the text of the exam or in the file name. Exam numbers can be obtained on the Law College intranet at www.law.arizona.edu.

If you have any problems uploading your answer file, email it to Faculty Support at law-facultysupport@email.arizona.edu before the deadline. Please allow sufficient time in order to submit the exam before the deadline.

This examination is to be the work of each student individually; you may not discuss it with anyone else or seek anyone’s assistance, in person, by email or otherwise! Because the

examination will be taken at different times by different students, students who have written the examination should use extra care to avoid discussing it with or in the presence of those students who have not done so.

You are, of course, bound by the College of Law's Honor Code. If you have reason to believe that a violation of the Honor Code occurred during the course of this examination, it is your obligation to report it to Associate Dean Cathy O'Grady. The Honor Code prohibits you from giving or receiving assistance with this examination or working on your answers for more than the ____-hour examination period.