GENERAL EXAM INSTRUCTIONS

These are the general exam instructions that govern in-house exams. Students are expected to follow these instructions, unless they conflict with the professor's written instructions that appear on the colored page of the exam. **Failure to follow these instructions may result in an Honor Code violation.**

Note: Unless specified otherwise, EBB (Electronic Blue Book) will be used for ALL in-house exams .

1. Do not turn the colored page containing the professor's instructions until the proctor directs you to do so.

2. There should be at least one seat between you and your classmate.

3. If this is a CLOSED BOOK exam, please remove all materials off the top of the desk. To avoid the appearance of an Honor Code violation, please take any necessary items (snacks, pens, etc.) from your book bags and purses before the exam begins.

4. Because other students may take this exam at a later date, do not discuss it with anyone after you leave the room.

5. Do not put your name on any materials related to the exam. Use only your Student ID Number for identification. (This is not the number on the back of your picture ID).If you do not know your Student ID Number, you can access it through **DUKEHUB** at **http://law.duke.edu/portal/student**. Click on the **DUKEHUB** link on the very top of the page**,** then enter your NetID and password. Your Student ID will be at the top left of the screen. Your Student ID Number is **NOT** your Duke Unique ID, although both are 7-digit numbers.

6. If you are using EBB and there are multiple choice or true/false questions on your exam, please circle the correct answer on the hard copy of the exam questions, as well as entering it in EBB.

7. Turn off all cell phones and any other electronic devices that may be in your possession. None of these devices may be accessed inside or outside of the exam room during the time allotted for the exam. The only electronic device you should use is your computer, unless the device is specifically listed in your professor's exam instructions, which are included in your exam packet.

8. Only foam earplugs provided by the exam proctors may be used in the exam room.

9. Do not contact a professor directly if you have a problem during or after your exam. This includes computer malfunction, illness, being unable to finish an exam, etc. Please contact the Registrar's Office (Student Records, Rm. 2027) first so that they can assess whether your professor needs to be contacted.

10. Unless instructed otherwise, all exam questions **must** be returned in the exam envelope with your Student ID Number in the top right hand corner. The professor may not grade your exam if these questions are missing.

11. You will receive both a 5-minute and 1-minute warning. At the 5-minute mark, complete your final thoughts and begin ending your exam. At the 1-minute mark, conclude your exam and hit "Finish Exam" if you are using your computer or check to be sure that all blue books are labeled if you are handwriting your exam. Put all exam materials and scratch paper in the envelope, put your Student ID on the label and hand it to the proctor or place it in the box in the front of the room.

12. When time is called, stop ALL typing and writing **IMMEDIATELY**. Put down your pen and/or remove your hands from the keyboard. Typing or writing after time is called is a violation of the Law School's Honor Code. If you continue to work past the allotted time, the proctor will note for the professor the time you stopped writing. If you are using EBB, the program will record the extra time. If you have not saved your exam or you run into some other trouble with your computer after time is called, *raise your hand or stand to alert the proctor.* **DO NOT CONTINUE TO TYPE EVEN IF YOU ARE JUST TRYING TO SAVE THE DOCUMENT**.

13. If you finish your exam before the proctor returns, please put your exam materials in your envelope and place the envelope in the box in front of the room. **DO NOT TAKE YOUR EXAM TO THE REGISTRAR'S OFFICE (Rm. 2027).**

14. After you turn in your exam, please LEAVE the room QUICKLY and QUIETLY. Since other students may still be taking the exam, do not congregate outside the exam room.

15. During the exam, you are not allowed to remove any exam materials, including your computer, from the exam room. The only exception to this rule is if the Academic Technologies technicians remove the computer to work on it elsewhere.

16. To avoid the appearance of an Honor Code violation, please do not remain in the exam room to check or send e-mail once you have turned in your exam.

17. When approved for use in an exam, only hard-copy English translation, not law, dictionaries may be used.

18.   **REMEMBER THE HONOR CODE.**

IN CASE OF A FIRE ALARM DURING AN EXAM
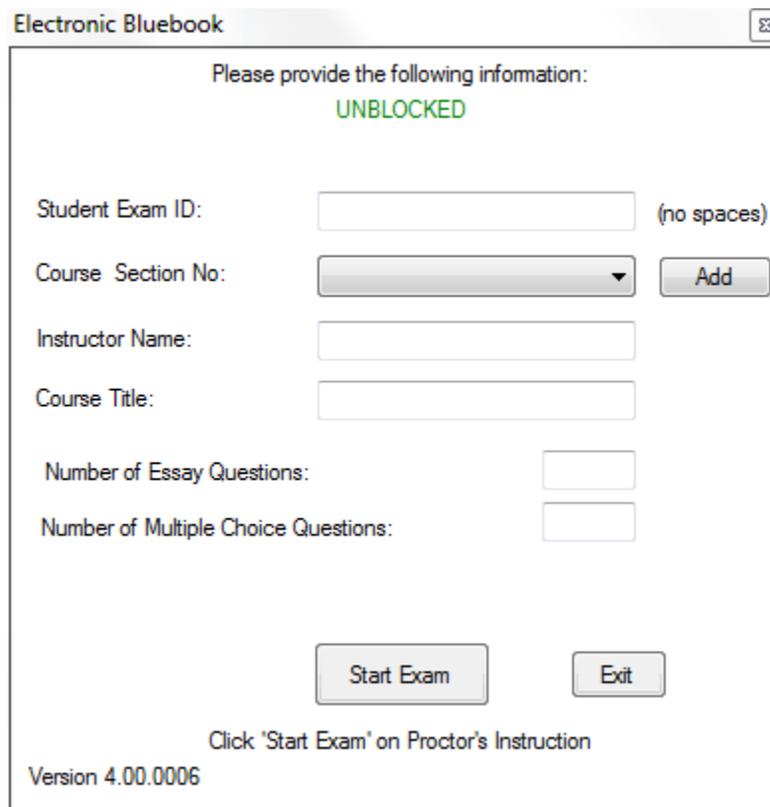
If a fire alarm occurs during an exam:
- **Leave the exam room** and exit the building.
- **Do Not take any materials**, **books or computers** with you.
- **Do Not turn off your computer.**
- **Do Not discuss the exam** during the fire alarm.
- After the building has been cleared for re-entry, you will be **given 5 minutes to return to your exam room**.
- **Do Not start your exam** until the proctor returns to the room and instructs you to do so.

The proctor will track the time during the fire alarm, and you will be given additional time to ensure that you receive the total amount of time allocated to complete your exam.

COMPUTER INSTRUCTIONS (EBB)

1.   When you first launch EBB, be sure to indicate whether the exam is BLOCKED or UNBLOCKED. Next enter your Student Exam ID (your Student ID Number). Then select the Course Section No. from the drop down list. The other fields will be automatically populated. If this information does not appear in the drop down list, select Other and enter the information manually. If you have to type in the Course Section No., be sure to use the underscore (301_01), not a decimal.

2.   Please remember to enter the Number of EBB Essay Questions; otherwise the program will not proceed to the next step. Also, if the exam contains multiple choice and/or true/false questions, you need to enter the number of multiple choice/true/false questions in the Number of Multiple Choice Questions field.

3.   **Do not click on the "Start Exam" button until the proctor instructs you to do so**.

4.   If you mistakenly hit "Start Exam" before you have been instructed to do so, immediately hit "Finish Exam" and begin the process again. Inform the proctor that

this problem occurred so that the proctor can alert the Registrar to look for two EBB files from you.

5.   In some cases when using the undo/redo function in EBB, the characters replaced with the redo function are replaced out of order. As a result, we suggest you avoid using the undo/redo function in typing your exam, or proofread carefully after any uses of this function.

6.   If your computer equipment fails during the exam, note the time of the equipment failure and how much of the exam you had completed at the time of the failure. You have two options for proceeding:

        (a) You may immediately obtain a blue book (which will be available in the examination room) and continue where your computer stopped and complete your exam by hand. If you choose this option, notify the proctor or Registrar's Office of the equipment malfunction immediately *following* the exam. **DO NOT REMOVE YOUR COMPUTER FROM THE EXAM ROOM OR TURN OFF YOUR COMPUTER.**

        (b) If your computer fails and you wish to seek immediate assistance with the computer, you should notify the proctor or, if the proctor is not in the examination room, go to the Registrar's Office. **DO NOT REBOOT. DO NOT TURN OFF YOUR COMPUTER OR REMOVE IT FROM THE ROOM**. **DO NOT GO TO THE ACADEMIC TECHNOLOGIES HELP DESK**. Either the proctor or the Registrar's Office will contact Academic Technologies staff for assistance. If Academic Technologies cannot resolve the issue in the allotted time, you will need to handwrite the rest of your exam in a traditional blue book.

        Do not use valuable exam time to attempt to resolve the problem yourself. When you report the problem to the Registrar's Office or Proctor, you will receive a red-colored note that should be placed on your desk and should be visible to the proctor. The note will be time stamped with the time you reported the problem, the time the technicians ended their attempt to resolve the problem and the amount of extra time you will receive—not to exceed a total of 20 minutes. Once the computing problem is resolved, begin with the question from where your troubles began.

        If appropriate, the Registrar will print a hard copy of the work you completed on your exam up to the point of the computer failure and allow you to take the hard copy with you back to the exam room.

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7. When you are finished with your exam, click on the "Finish Exam" button. You will be prompted as to whether you are finished. Select "Yes, I am finished with my Exam and ready to quit." The program will then upload your exam to the network server and save an encrypted copy on your hard drive in a special folder (see below). If you next see a **GREEN** screen, this indicates that EBB successfully saved your exam answers to the law school network. Do not delete any exam files from your laptop until the beginning of the next semester. This copy will be necessary if there is a problem with the uploaded version of your exam.

8. If you see a **YELLOW** screen, this indicates that EBB saved your exam to your hard drive but did NOT save your exam answers to the law school network. In the unlikely event of a network or server problem, you will find that EBB cannot upload the exam to the network. If you see a YELLOW screen, you should have the option to try resubmitting. If you have time, wait a moment and resubmit.

    If you continue to see a **YELLOW** screen you should follow the procedure below:

    Save the exam answers and exit EBB when the proctor calls time. EBB may try to load a web page for uploading your exam – however, that method is not available here. Within 1 hour following the completion of the exam, you must **e-mail** a copy of your exam to: examdeposit@law.duke.edu. Your exam is saved on your hard drive your "Documents" folder, in the "My Exams" folder in a folder labeled "2018" (on Macs, the "2018" folder may additionally be inside an "EBB_Exams" folder). You can determine the correct file by comparing it with the date and time you completed the exam. The first part of the file name is your student ID number, the second part is the course and section number as you entered it, and the third part of the name includes the date and time the file was saved. For example, if your student ID number is "1234567" and you completed the exam for section 000_00 on April 21st at 11:15 AM, the file you would e-mail will be named "123456--000_00–Apr-21 11-18-00.enc."

9. If you have been using a computer configured for the **Hebrew** or **Korean** language and receive the **YELLOW** screen (or otherwise did not find your exams in Documents), look for the saved file on your hard drive in C:\program files\electronic bluebook\ or C:\program files (x86)\electronic bluebook\. There will be an exam file named with your student ID and the current date, ending with the suffix ".enc". Email that file to examdeposit@law.duke.edu .

10. If after hitting "Finish Exam" you see NEITHER a green screen nor a yellow screen, please notify the proctor, who will inform Academic Technologies staff.

11.   Collect your exam questions and any scrap paper you may have used. Place these materials in the exam envelope and turn it in to the proctor or place it in the box in the front of the room.

12.   Please be considerate of your fellow students if you finish early: leave the room quietly and do not discuss the exam with anyone. Do not stay in the room to send or read emails or to surf the web.

HANDWRITING INSTRUCTIONS (BLUE BOOKS)

1.	Before the exam begins, put your Student ID Number, course name, and professor's name on the blue books you expect to use (usually 1 blue book per question) and on the envelope provided. Also put your Student ID Number on the envelope label. Do not write your name on anything. If you do not do this before the exam begins, you will need to do it during the one-minute warning period.

2.	Write on every other line and use only one side of each page of the blue book(s).

3.	Begin the answer to each question in a separate blue book.

4.	Be sure to indicate the number of the question you are answering.

5.	If you are using blue books, you may not use your computers unless the professor has authorized the use of computer files and/or the internet.

6.	At the end of the exam, collect all materials (the exam, all scrap paper, and your blue books), place them in the envelope provided and write "blue books" on the front of the envelope. If you use additional blue books, be sure you have labeled them. Number your blue books (ex. 1of 4, etc.).

7.	Please be considerate of your fellow students if you finish early. Leave the room quietly and do not discuss the exam with anyone.

THANK YOU and GOOD LUCK!