

TAKE HOME EXAM INSTRUCTIONS *(hard copy distribution/email submission)*

These are the general exam instructions that govern take-home exams. Students are expected to follow these instructions, unless they conflict with the professor's written instructions appearing on the exam. Failure to follow these instructions may result in a grade reduction or an Honor Code violation.

Exam questions must be picked up in hard copy and submitted via email to the exam deposit during the business hours of 8:30 a.m.-5:00 p.m. **The time period for your take home exam is governed by the professor's instructions.**

1. This take home exam will **NOT** be conducted through EBB; you must prepare your exam using word processing software on a computer, unless you have chosen to complete the exam using blue books. *Exam questions will be distributed in hard copy from the Registrar's Office.*
2. Name your file as shown: **studentid#_classnumberandname_instructorname_Fall2018** (*Your Student ID Number can be found in DukeHub. Your Student ID Number is NOT your Duke Unique ID, although both are 7-digit numbers.*)
3. Please also type **studentid#_classnumberandname_instructorname_Fall2018** into the header of your document. The file will be separated from the email when given to the professor; therefore, the exam must be identifiable to the professor by your student id#.
4. Do not put your name on any materials related to the exam. Use only your Student ID Number for identification.
5. It is recommended that before beginning to write that you name and save the document and also activate any automatic save function that your word processing software may have.
6. You are also advised to create a copy of the document on another storage medium, either by putting your document in a folder that synchronizes to a service such as Dropbox or Box, or by occasionally copying the document onto a flash drive or network drive.
7. **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), (919) 613-7027. *Contacting a professor directly while taking an exam may result in an Honor Code Violation.*
8. To submit your exam answer, e-mail your finished exam as a Word document to the exam deposit at examdeposit@law.duke.edu. Put ***Fall 18 EXAM: name of class, professor name*** in the subject line of the email. The exam will be time-stamped in the system, and your exam must be emailed within the allotted time. Exams that are returned late will be marked and the Dean of Students will be notified. Only one submission will be accepted.
9. Do not submit a hard copy of your answer if you have emailed it.
10. As confirmation that your answer has been received, you will receive a return receipt email:

Your e-mail has been received. Please save this reply e-mail and your original e-mail, including attachments, for a period of 45 days from the end of the semester. These e-mails serve as both proof of receipt of your e-mail and proof of when your e-mail was sent. If you do not save these e-mails, even if they were deleted by an automatic archiving/deleting function, and they have been requested in the course of honor code investigation, such failure will also be treated as a separate possible honor code violation. Thank you!

If you have not received this email within one hour of sending your email, please contact our office via phone (919)613-7027 or email registrar_office@law.duke.edu, if after hours.

11. Return all exam questions in the exam envelope with your Student ID Number in the top right hand corner by noon (12:00 PM) the following day ***unless the professor instructs otherwise***. The professor may not grade your exam if these questions are missing.
12. Because other students may take this exam at a later date, **do not discuss it with anyone until the exam period has ended.**
13. Should your computer become inoperable while you are taking the exam, you may take your computer to the Help Desk in the library or call (919) 613-7072. After hours, you may leave a message identifying yourself, the exam you are working on, and the nature of the issue. If you leave a message after 9 pm, you may not receive a response until the following morning. You should continue to write your exam either by hand or by finding another computer. ***Additional time is not usually granted in case of computer malfunctions during take-home exams.***
14. Please abide by the Honor Code.
15. **Make sure to keep the saved file until final grades have been released.**