UNIVERSITY *of* HAWAIʻI *at* MĀNOA
WILLIAM S. RICHARDSON
SCHOOL OF LAW

SCHEDULE ON YOUR OWN EXAM INSTRUCTIONS

You will be using the Examsoft Student Portal to download your schedule on your own exam and to upload your exam answer and Honor Statement. Note: You will <u>not</u> be writing your exam answer in Examplify.

Schedule on your own exams must be completed within the final exam period, **Thursday, December 8, 9:00AM HST to Friday, December 16, 12:00PM, Noon HST**. You may download the exam and submit your exam at any time during the exam window provided to you on the Students page, as long as you respect the time limits of the exam (i.e. 24-hour timed exam) and complete the exam by the stated deadline, Friday, December 16, 12:00PM, Noon HST. Please understand that our office will be available to respond to questions about the exam during regular business hours, M-F, 8:30AM-4:30PM HST.

STEP 1: DOWNLOAD YOUR EXAM & HONOR STATEMENT
If your professor has already released the exam question to you, follow the steps to download the Honor Statement.

1. Go to http://www.examsoft.com/hawaiilaw.

2. Locate the **Exam Takers** login box on the left side of the page and enter your Examsoft ID number and password.

   Reminder: Your Examsoft Student ID: 9 + UH Student ID Number
   Your Examsoft Password: UH Student ID Number

   Example: If your UH student ID number is 12345678, your Examsoft Student ID is 912345678 and your Examsoft Password is 12345678.

3. Click on the **Courses** tab. This will show a list of active courses in which you are enrolled. (Do <u>not</u> click on Assignment Dropbox.)
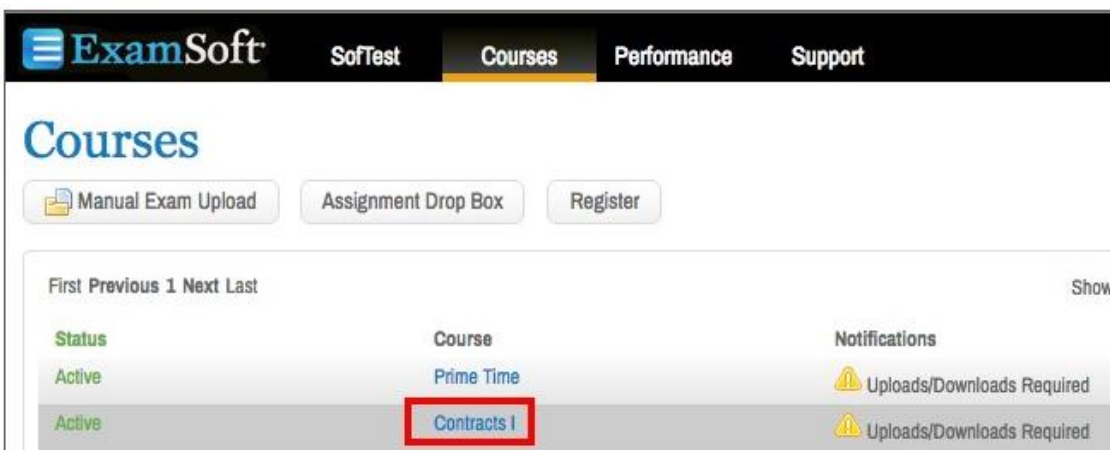
4. Locate the title of the course for the exam you will be taking. Under the Notifications/Actions Required column, click **Action** next to 'Download the Instructions/Assignment.' **Do not click Action until you are ready to take the exam.**

IMPORTANT: **Once you click Action, the time will begin to take the exam.** If you try and cancel the file download, the time stamp will have already occurred. You may view the date and time you downloaded the exam under the 'Download Date' column.

5. The download Exam File pop-up window appears. Click **Download Assignment**.
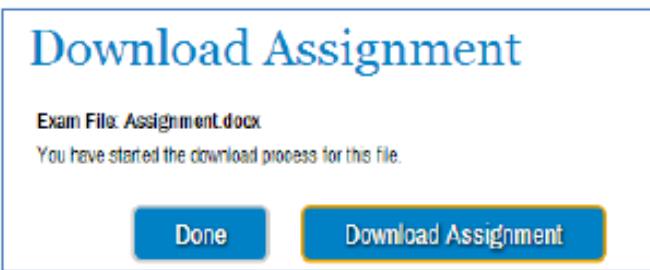
6. Save the exam file on your laptop.

IMPORTANT: **You will only be able to download the exam once** so, be sure to remember the path where the exam file is saved or print the exam because you will NOT be able to access the document again.

7. Once the file has been downloaded, click **Done** in the Download Assignment pop-up window.

8. Repeat steps 3-7 to download the Honor Statement.

9. Click **OK** and close out of the Examsoft Student Portal.

Note: After the file has been downloaded, the **Upload** button (green arrow pointing up) will appear next to the exam name. You can only upload your exam once so do not click on this button until you are ready to submit your file.

STEP 2: COMPLETE THE HONOR STATEMENT

1. Save the blank Honor Statement to your laptop. Close and reopen the saved document.

2. Review, complete, save, and rename the completed Honor Statement onto your laptop.

STEP 3: FORMAT YOUR EXAM ANSWER DOCUMENT

After you have typed your exam in Word (or another word processing application), save the document with the following information:

1. Insert your exam number and course name into your document's header or footer on every page of your answers.

2. Insert page numbers into the document's header or footer on every page of your answers and include the total number of pages. Example: 1 of 10, 2 of 10, 3 of 10, etc.
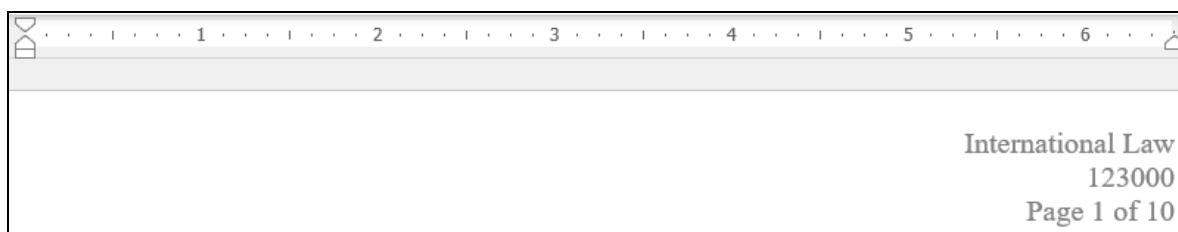
3. Be sure to follow any formatting or page limitations that your professor may have included in the exam instructions.

4. Save your document using only your exam number and course name when you save the answer file. Example: 123000 International Law

5. Exam answer files must be submitted as a **Word** or **PDF** file unless otherwise noted in the exam instructions.

## STEP 4: SUBMIT YOUR EXAM ANSWER & HONOR STATEMENT

1. Go to http://www.examsoft.com/hawaiilaw.

2. Locate the Exam Takers login box on the left side of the page and enter your Examsoft Student ID and password.

3. Click on **Courses** and then click **Action** next to 'Upload Assignment' (the green arrow pointing up) next to the exam that you will upload.

4. On the pop-up window, select **Browse** and locate the correct file.
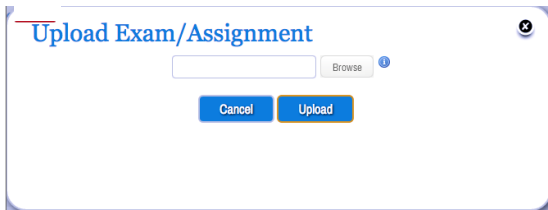
5. Once you have located the appropriate answer file, select it and click the **Upload** button.

6. You can confirm your upload by reviewing the **Upload File Name** column in the list of Assessments.

You can view the file name here.

NOTE: If you upload your exam answer after the upload deadline, your assignment will upload successfully; however, our office will be notified that it is a late submission.

7. After you have uploaded your exam answer, repeat STEP 4 to upload your Honor Statement.

8. After you have uploaded your exam answer and Honor Statement, click **Done**. Close out of the Examsoft Student Portal.

If for any reason you are unable to submit your exam via the Examsoft Student Portal, email your answer file so that your answer file is date/timestamped and notify our office immediately at lawexams@hawaii.edu.

QUESTIONS

The Law Registrar's Office is available to respond to answer any exam questions during regular business hours (M-F, 8:30AM-4:30PM). To contact us, you may email lawexams@hawaii.edu.