



## SCHEDULE ON YOUR OWN EXAM INSTRUCTIONS

You will be using the Examssoft Student Portal to download your schedule on your own exam and to upload your exam answer and Honor Statement. Note: You will not be writing your exam answer in Exemplify.

Schedule on your own exams must be completed within the final exam period, **Thursday, May 6, 8:00AM HST to Friday, May 14, 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, May 14, 12:00PM, Noon. 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.

### **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.examssoft.com/hawaiiilaw>.
2. Locate the **Exam Takers** login box on the left side of the page and enter your Examssoft ID number and password.

*Reminder: Your Examssoft Student ID: 9 + UH Student ID Number  
Your Examssoft Password: UH Student ID Number*

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

3. Click on the **Courses** tab. This will show a list of active courses in which you are enrolled. (Do not click on Assignment Dropbox.)

The screenshot shows the Examssoft Student Portal interface. At the top, there is a navigation bar with the ExamsSoft logo and tabs for SofTest, Courses, Performance, and Support. The 'Courses' tab is currently selected. Below the navigation bar, there is a 'Courses' section with three buttons: 'Manual Exam Upload', 'Assignment Drop Box', and 'Register'. Below these buttons, there is a table of active courses. The table has columns for 'Status', 'Course', and 'Notifications'. The first row shows 'Active' status, 'Prime Time' course, and 'Uploads/Downloads Required' notification. The second row shows 'Active' status, 'Contracts I' course (highlighted with a red box), and 'Uploads/Downloads Required' notification. The table also includes pagination controls (First, Previous, 1, Next, Last) and a 'Show:' dropdown menu.

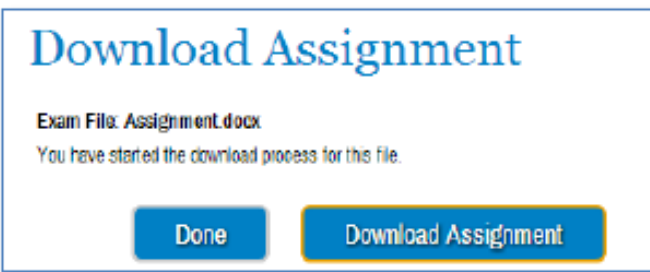
4. Locate the title of the course for the exam you will be taking. Under the Notifications/Actions Required column, click **Action** next to 'Download the Instructions/Assignment.' **Do not click Action until you are ready to take the exam.**



Title	Type	Notifications/Actions Required
Assessment Test	28th Nov Patch	<b>ACTION</b> Download Instructions/Assignment <b>ACTION</b> Upload Assignment

**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 Examssoft 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.

**IMPORTANT:** Submit the Honor Statement at the time you submit your exam answer. If you have more than one schedule on your own exam, you only need to submit one Honor Statement for the semester. **Failure to submit the Honor Statement by the stated deadline may result in you receiving no grade or an 'F' for the course.**

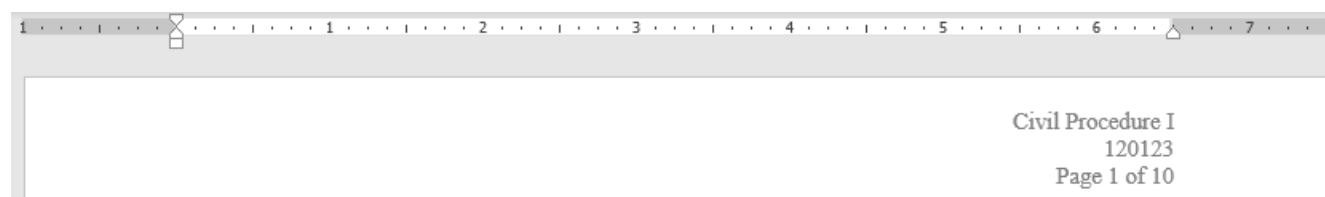
### **STEP 3: FORMAT YOUR EXAM ANSWER DOCUMENT**

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

1. Insert the course name and your exam number into your document's header or footer on every page of your answers. Example: Civil Procedure I Section 01 –121123.

**IMPORTANT:** Do not include your name, UH student ID number, or any identifying information other than your exam number in the header/footer.

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 the course name and your exam number when you save the answer file. Example: Civil Procedure I Section 01 – 120123

**IMPORTANT:** Do not include your name, UH student ID number, or any identifying information other than your exam number when you save the answer file.

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

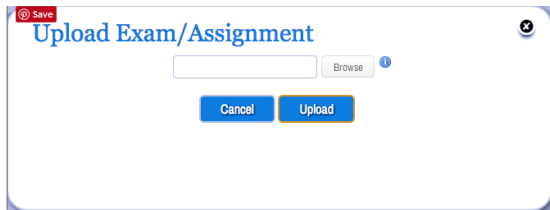
### **STEP 4: SUBMIT YOUR EXAM ANSWER & HONOR STATEMENT**

**IMPORTANT:** Begin the upload process at least 30 minutes in advance of the deadline to allow for any unforeseen technical issues.

1. Go to <http://www.examssoft.com/hawaiiilaw>.
2. Locate the Exam Takers login box on the left side of the page and enter your Examssoft 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.

**IMPORTANT:** Be sure you have selected the correct file to upload. **Only ONE answer file may be uploaded ONCE.** In addition, you will NOT be able to preview the file in the system prior to submission, view the file after it has been submitted, or, upload a different file after it has been submitted.



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.

### Course: TEST TAKE HOME EXAM

If you saw the green confirmation screen while exiting SofTest, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For visit our [Support Portal](#).

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name
TEST - PERFORMANCE ASSESSMENT	Exam	<b>ACTION</b> Download Instructions/Assignment	-	10/06/2016 11:39 AM	10/05/2016 11:43 AM	TEST TEST TEST.docx

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 Examssoft Student Portal.

**IMPORTANT:** You will not receive an email confirmation that the file was uploaded. To confirm successful upload, you will see the Upload File Name and Upload Date stamp on the page. If you do not see one, the other or both, your file was not uploaded successfully.

If for any reason you are unable to submit your exam via the Examssoft Student Portal, email your answer file and notify our office immediately at [lawexams@hawaii.edu](mailto: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](mailto:lawexams@hawaii.edu).