

TAKE HOME EXAM INSTRUCTIONS: USING EXAMSOFT

You will be using the Examssoft feature, Assignment Drop Box, to download your take home exam questions and to upload your exam answer. Note: You will not be writing your exam answer in Softest (Examssoft).

Take home exams must be completed within the final exam period, **May 7, 8:00AM to May 15, 12:00PM, Noon**. You may download the exam and submit your exam at any time of the day, any day of the week, including weekends during the final exam period, as long as you respect the time constraints of the exam (i.e. 24-hour timed exam), complete the exam by the stated deadline, and understand that our office will only be available to respond to questions about the exam during regular business hours, M-F, 8:00AM-4:00PM.

STEP 1: COMPLETE THE HONOR STATEMENT

You must complete the Take Home Exam Honor Statement between now until the final exam period ends on Friday, May 15, 12:00PM, Noon. Failure to submit the Honor Statement by the stated deadline may result in you receiving no grade or an 'F' for the course.

STEP 2: DOWNLOAD YOUR TAKE HOME EXAM & HONOR STATEMENT

If your professor has already released the take home exam question to you, please proceed to STEP 3: 'FORMAT YOUR TAKE HOME EXAM ANSWER DOCUMENT' section.

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.

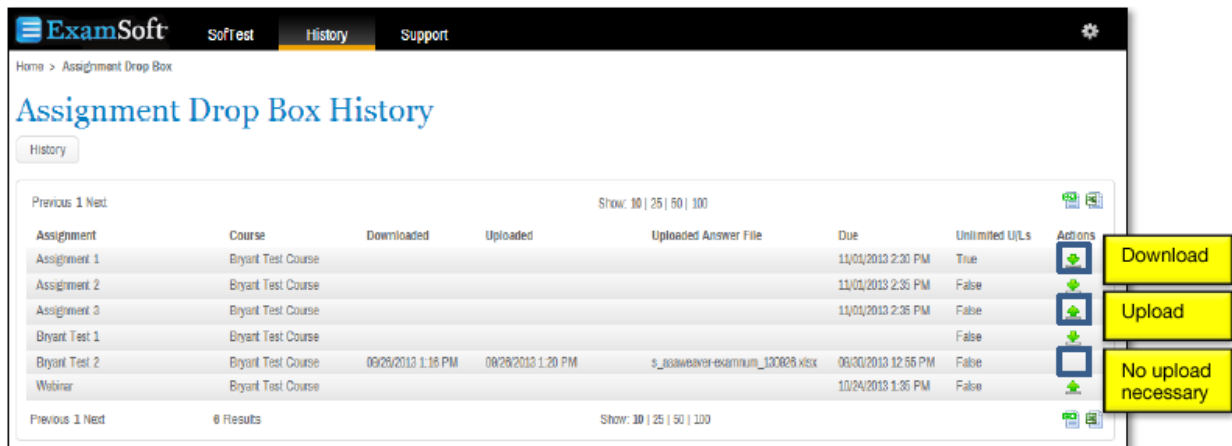
Reminder: Your Examssoft Student ID is (9 + UH Student ID Number) and your Examssoft Password is your UH Student ID Number.

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 **History** tab and then click on the **Assignment Drop Box** button.

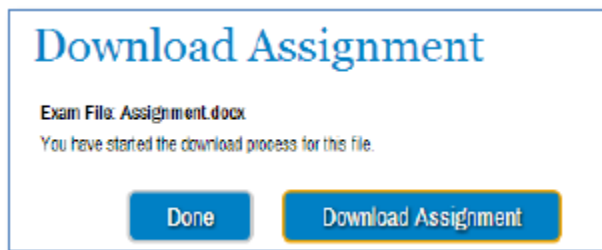


- Click **Download** (the green arrow pointing down under the Actions column) for the take home exam you will be taking. **Do not click the green arrow until you are ready to take the exam.**



IMPORTANT: Once you click Download, 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 'Downloaded' column.

- The download Exam File pop-up window appears. Click **Download Assignment**.



- 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.

- Once the file has been downloaded, click **Done** in the Download Assignment pop-up window. Click **OK** and close out of the Examssoft 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.*

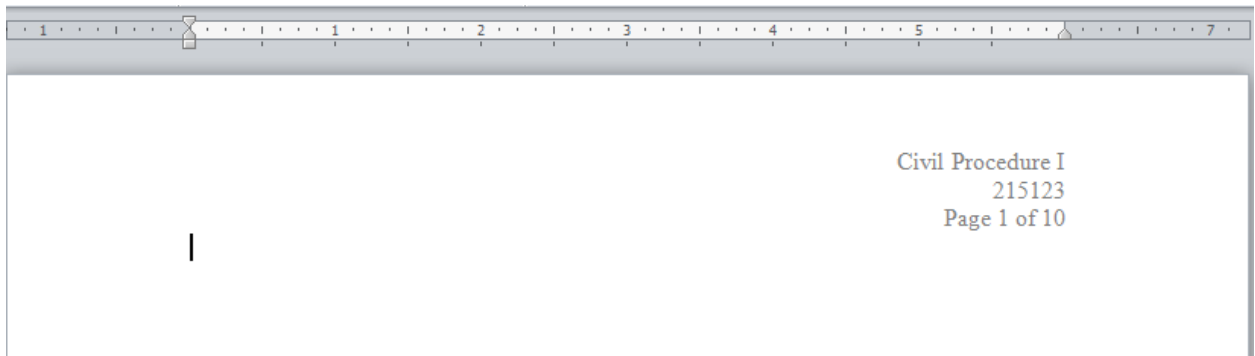
To upload the Honor Statement, proceed to STEP 4: SUBMIT YOUR HONOR STATEMENT.

To upload your take home exam answer file, proceed to STEP 3: FORMAT YOUR TAKE HOME EXAM ANSWER DOCUMENT.

STEP 3: FORMAT YOUR TAKE HOME 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. Do NOT include your name, UH student ID number, or any identifying information other than your exam number on your exam answers. Example: Civil Procedure I Take Home –215123.
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. Do NOT include your name or UH student ID number when you save the answer file. Example: Civil Procedure I Take Home – 215123
5. Exam answer files must be submitted as a **Word** or **PDF** file unless otherwise noted in the take home exam instructions.



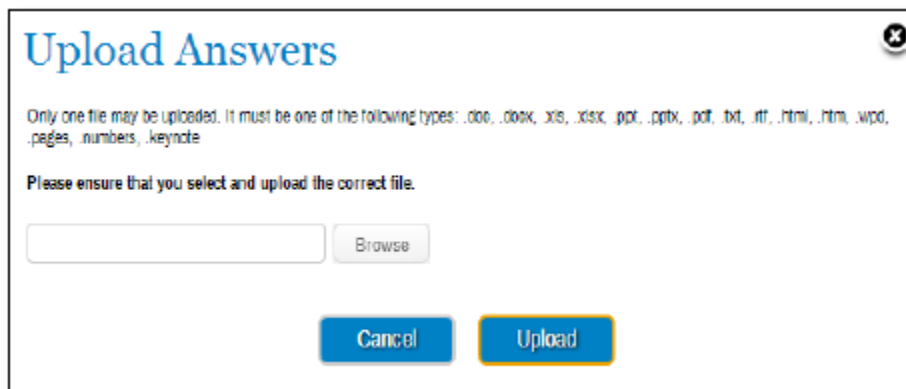
STEP 4: SUBMIT YOUR TAKE HOME EXAM & HONOR STATEMENT

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.
8. Click on the **History** tab and then click on the **Assignment Drop Box** button.
3. Click the **Upload** button (the green arrow pointing up) next to the exam that you will upload.

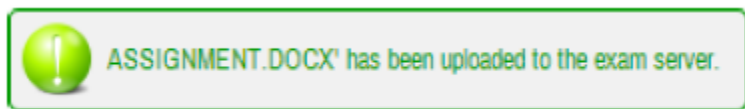
4. The **Upload Answer File** pop-up window will appear. Click the **Browse** button to locate your answer file.

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.



Be sure to double check that you are uploading the correct file.

5. Once you have located the appropriate answer file, select it and click the **Upload** button.
6. To confirm it has been uploaded, a message that your file has been successfully uploaded will appear. Click **Done**. Close out of the Examsoft portal.



Note: An email confirmation will also be sent to your UH email address when your file has been uploaded. You can see your download and upload timestamps by logging into Examsoft, click on the **History** tab and click **Assignment Dropbox**.

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

QUESTIONS

The Law Registrar's Office is available to respond to answer any exam questions during regular business hours (M-F, 8:00AM-4:00PM). To contact us, you may email lawexams@hawaii.edu, call 808.956.7966, or stop by the first floor administration desk.

Examsoft Technical Support is also available at support@examsoft.com or 866.429.8889.

If for any reason you are unable to submit your exam via Examsoft, please email your answer file and notify our office immediately at lawexams@hawaii.edu.