UCI Law Registrar Exam Creation Guide

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Exam Scheduling Overview

All timed and graded assessments must be administered by the Law School Registrar to maintain anonymity and ensure students receive any registered accommodations.

Midterm exams and quizzes can be administered in-person during class time or through the take-home exam module outside of class time. Instructors should notify the Registrar's office (registrar@law.uci.edu) of the dates, lengths, and exam types of any midterms or quizzes prior to the first day of instruction to ensure appropriate resources (e.g., proctors and rooms) are available.

Once notified, the Registrar's Office will create an Exam Detail Request Form in the Roster & Grades App to collect additional information regarding the exam(s). Examples of the exam detail forms and information regarding exam types can be found below.

Instructors must submit exams to their Faculty Assistant at least three business days before their exam date.

The final exam period runs for approximately two weeks at the end of each semester. Students must take their final exams during this period.

In-person final exams are scheduled by the Assistant Dean of Student Services to minimize conflicts between courses. Students must take exams on the scheduled date. Instructors may not change the scheduled date or time of in-person final exams.

Take-home final exams are scheduled within the final exam period at the discretion of the instructor. Instructors may contact registrar@law.uci.edu if they would like assistance avoiding conflicts when scheduling take-home exams.

Law School policy requires instructors be available via phone or email during their exam. However, instructors are not required to be on campus as the exam will be administered by the Registrar's Office.

In-Person Exams

In-person exams are administered through the ExamSoft/Examplify software.

Students will download an ExamSoft template prior to exam day based on the instructor's specifications regarding: the number of multiple-choice and essay questions and exam security settings.

Bluebook and Scantrons will be available in the exam room for students who neglect to download their ExamSoft Templates or experience technical issues.

On exam day, students will receive a paper copy of the exam questions which will be collected at the end of the exam along with any scratch paper/submission materials. All exam materials will be associated with the student via their anonymous exam number.

Students should be referred to MyCourses (Student Link) for their exam room assignment and start time, as these details may vary slightly from the course's regular meeting time/location and may differ between students due to available resources and registered accommodations.

Please notify the Registrar's office if you intend to hold class before or after a midterm or quiz is administered.

Instructors must submit exams to their Faculty Assistant at least three business days before their exam date.

Your Faculty Assistant will provide printed or electronic exam responses based on the preferences submitted on the Exam Detail Request Form. Requested printed exam responses will be delivered to your office by your Faculty Assistant. We recommend receiving and grading responses electronically to ensure administrative efficiency and reduce processing times. Instructors unable to return to campus to retrieve printed exam responses are encouraged to contact their Faculty Assistant for more information about receiving printed responses.

If there is any irregularity with a particular exam, a brief note including the student's anonymous number will be provided with the exam submission.

In-Person Exam Setup

Once our office is notified of midterm or quiz dates and prior to the finals period, we will create exam detail forms in the Roster & Grades App to collect the following exam information:

In-Person Exam Types

Closed Book

Modified Closed Book

Modified Open Book

Open Book

Note: For modified closed/open book exams, please explain the modification in the instructions for students when completing the exam detail form.

ExamSoft Mode

> **Secure:** Computer locks students out of all other programs.
>
> **Nonsecure:** Student has access to anything on their computer including all their files and full access to the internet.
>
> **Nonsecure and Block Internet:** Student has access to anything on their computer including all their files and no access to the internet.

Note: While the nonsecure exam options allow students to access electronic material and to copy and paste into the ExamSoft application, students taking the exam by bluebook will not have access to electronic-only material.

To provide an equitable experience for students using e-books, exam policy has been updated to allow e-book access through tablets, if explicitly permitted by instructors in their exam instructions to students. Students are instructed that tablets may only be used to access e-books and must be in airplane mode throughout the exam. However, ExamSoft cannot apply security settings to secondary devices.

Students are encouraged to purchase hard copy versions of textbooks and print any electronic resources in case of technical issues. Technical support is not provided during exams and students will not be awarded extra time due to technical issues.

Question Types

> Multiple Choice
>
> > # of MC questions
> >
> > # of possible answers (1-5)
>
> Essay Questions
>
> > # of essay questions

ExamSoft administers multiple choice questions first followed by short answer/essay questions.

The multiple-choice question format allows students to select from up to five answers. If you would like students to provide a written justification for their selection, please use the essay question format instead and provide instructions to the student to type their MC answer and explanation.

ExamSoft templates are created based on the number of questions provided to us in the exam detail form. Once the template is made available to students, we are unable to add additional questions. If you do not know the number of questions on your exam by the exam detail form deadline, you may enter a number that the exam will not exceed.

Two-Part Exams

If an in-person exam has both multiple choice and essay questions, you may opt to have the exam split into two parts. Each exam part will be treated as its own exam and proctors will begin and end both separately. Once part one is done students will not be able to access it again. The multiple-choice portion will be administered as "Part One" followed by the essay portion as "Part Two".

We cannot adjust the number of questions or length of the exam parts after the template has been made available to students.

Instructions for Exam Administrator

When filling out the exam detail request form, please include any special requests in the "Instructions for the exam administrator" section of the exam detail form and contact our office directly at registrar@law.uci.edu. Examples of special requests may include the distribution and collection of an exam supplement or a request for additional scratch paper.

Take Home Exams

Take-home exams are administered through the Take Home Module (Student Link). Students download a copy of the exam to their computer and submit their response either: through electronic answer sheet (multiple choice), uploading a document of their response, or a combination of both.

If you would like the Registrar's Office to grade multiple-choice questions, please notify us at registrar@law.uci.edu prior to completing the Exam Detail Request Form so that it can be adjusted to include questions necessary for creating the electronic answer sheet/scantron.

Take-home exams do not utilize the same software as in-class exams. This means that secure exams that lock students out of all other software on their computers are not possible. Additionally, closed-book exams cannot be enforced, though you are welcome to indicate an exam is closed-book and remind students of the Honor Code.

Instructors must submit exams to their Faculty Assistant at least three business days before their exam date.

Your Faculty Assistant will provide printed or electronic exam responses based on the preferences submitted on the Exam Detail Request Form. Requested printed exam responses will be delivered to your office by your Faculty Assistant. We recommend receiving and grading responses electronically to ensure administrative efficiency and reduce processing times. Instructors unable to return to campus to retrieve printed exam responses are encouraged to contact their Faculty Assistant for more information about receiving printed responses.

If there is any irregularity with a particular exam, a brief note including the student's anonymous number will be provided with the exam submission.

Take-Home Exam Setup

The exam modules have been re-developed to ensure clarity regarding submission deadlines for students. The exam detail form will now calculate certain details based on the type of take-home exam.

Examples of instructions students receive for different exam types can be found in the Example of MyCourses Student View section.

Students are informed in exam trainings and through the Exam Memo for Students that they have a 10-minute grace period to convert written responses into the required format (typically PDF) and upload to the take-home module. You do not need to account for this grace period when submitting your exam details.

If a student submits an exam late, or if there is any other irregularity with a particular exam, a brief note including the student's anonymous number will be provided with the exam submission.

Take-Home Exam Types

Set Length Exams: Students have a specific length of time to submit the exam once downloaded.

Set Deadline Exams: Students can take as much time as needed over multiple days but must submit by a specific deadline.

Set Length Exam Setup

Download Window:

Note: For set length exams, please allow a window of at least 15 minutes between the start and end times.

Start Date & Time: The earliest date/time that students can download the exam

Note: For final exams, the start time should be no earlier than 12:01am on the first day of the final exam period

End Date & Time: The last date/time the exam can be downloaded by the student

Note: During the finals period, there is a hard submission deadline of 5pm on the final day of the exam period for all exams. We recommend setting the end of the download window for at least **two exam lengths** before this deadline to ensure that all students have an opportunity to complete the exam before the deadline if they download by the end of the download window regardless of accommodation status.

If the download window end time is set to less than two exam lengths before this deadline, MyCourses will provide students with accommodations the latest time they can download the exam to receive their allotted exam length prior to 5pm on the final day of the exam period. An example of these instructions can be found in the Example of MyCourses Student View section.

Exam Length:

Length of Exam (minutes): Once the exam is downloaded by the student, they will have this amount of time plus any registered accommodation to complete the exam and submit their response to the module.

Set Deadline Exam Setup

Download Window:

Start Date & Time: The earliest date/time that students can download the exam

Note: For final exams, the start time should be no earlier than 12:01am on the first day of the final exam period

End Date & Time: The latest date/time that students can download the exam

Note: Please allow at least 48 hours between the download window start and end times

Submission Deadline*:*

Submission Deadline: The last date/time the exam may be submitted

Note: For final exams, the submission deadline should be no later than 5pm on the last day of finals. Please also allow at least two hours between the download window end time and submission deadline so that exam administrators can follow up with any students who have missed the download window deadline.

Exam Grading, Return and Distribution

Exam Grading

The exam software can grade and analyze multiple-choice type questions for in-person ExamSoft Exams and Take-Home Exams using the electronic answer sheet/scantron option. Please provide the exam key to our office in Excel format with column headers: ItemNumber and CorrectAnswer. This format will allow our office to import the key directly into our exam software, reducing the chance of transposition errors. If you would like assistance converting your exam key to this format, please contact the Faculty Support Team.

Exam Return

Sometimes, student exams are rescheduled for later due to student hardship or exam conflict. Instructors are asked to indicate in advance whether they prefer to have all exams held by our office until makeup exams have been completed i.e. "All at Once" or to have completed exams sent to them as soon as possible and individual make up exams sent as they are completed i.e., "ASAP".

Some instructors prefer to have a certain number of completed exams held back to preserve the anonymity of the makeup exam takers. If you have specific requests in this regard, please use the "Other" option and provide additional instruction to our office.

Instructors will be notified of the expected completion date of any makeup exams once they have been scheduled.

Please also use the "other" option to provide the Registrar's Office with any special requests regarding exam return. This might include requests to return exam question booklets or supplementary materials students have been instructed to write in during the exam.

Exam Distribution

Depending on the exam type, instructors are asked to select distribution methods for exam questions and/or graded responses. You may contact the Registrar's Office to change your exam distribution method at any time.

Please note any special instructions for distribution in the "additional comments" text box. Examples of special instructions include the distribution of an exam guide/supplement or clarification for distribution of multiple choice or essay portions.

Exam Questions (in person exams only)

Online - Course Page (Recommended): The instructor's assistant will upload the exam questions and model answers to the course page.

Online - Exam Archive: Any student enrolled in any section of this course can login and download a copy of the exam questions and model answers.

Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review the exam questions and model answers in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review the exam questions and model answers in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

Instructor: The student can contact the instructor to set up a time to meet and review the exam questions and model answers in the instructor's presence.

Note: Take-Home Exams will be downloaded to the students' computers during administration. Therefore, an exam question distribution method is not requested on the take-home exam detail form.

Graded Exam Answers

Registrar: Students can request a PDF of their graded exam from the Registrar's Office through the Exam Request application. Faculty must submit graded exams to the Registrar by the grading deadline.

Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

Instructor: Students can contact the instructor to set up a time to meet and review the graded exam responses in the instructor's presence.

Note: If we do not receive exams by the grading deadline, the exam answer distribution method will be changed to "Instructor". This can be changed back to "Registrar" upon request if we later receive the graded exams.

Appendix

Example of MyCourses Student View

Note: Students with registered accommodations will receive additional instructions specific to their exam accommodation.

In-Person Exams

Final - ExamSoft Modified Open Book (Non-Secure, Internet Blocked)

Room: EDU 1121

Exam Time: May 9 2024 9:00 AM-12:00PM

Exam Length: 3.00 hours

[If applicable, instructions provided in the exam detail request form for the students to be viewed on MyCourses prior to the exam will appear here. e.g., clarification regarding modified closed/open book exams.]

Take-Home Exams

Take Home - Set Length Exam

Download available on: May 31, 2024 9:00AM

No longer available after: May 31, 2024 10:00AM

Exam Length: 2.00 hours

Once you download the exam, you will have 2 hours to complete the exam and upload/submit your answers.

[If applicable, instructions provided in the exam detail request form for the students to be viewed on MyCourses prior to the exam will appear here. e.g., clarification regarding modified closed/open book exams.]

Take Home - Set Length Exam with 5pm Finals Period Hard Submission
Note: This example includes additional instructions (highlighted) for a student with 1.5x accommodation on an exam that does not include the recommended 2x exam length buffer prior to the finals period hard submission deadline of May 31, 2024 at 5:00 PM

Download available on: May 21, 2024 1:00AM

No longer available after: May 31, 2024 1:00PM

Submission Deadline: May 31, 2024 5:00PM

Exam Length: 4.00 hours

<mark>**Accommodated Length:** 6.00 hours</mark>

All exams must be submitted by May 31, 2024 5:00PM. <mark>To utilize your full exam length, you must download your exam by May 31, 2024 11:00AM.</mark>

[If applicable, instructions provided in the exam detail request form for the students to be viewed on MyCourses prior to the exam will appear here. e.g., clarification regarding modified closed/open book exams.]

Take Home - Set Deadline Exam

Download available on: May 21, 2024 6:00AM

No longer available after: May 31, 2024 5:30PM

Submission Deadline: May 31, 2024 6:30PM

You may start any time between May 21, 2024 6:00AM and May 31, 2024 5:30PM and have until the submission deadline to submit regardless of when you download. All exams must be submitted by May 31, 2024 6:30PM

[If applicable, instructions provided in the exam detail request form for the students to be viewed on MyCourses prior to the exam will appear here. e.g., clarification regarding modified closed/open book exams.]

Exam Detail Form Examples

In-Person Exam Detail Form

In-Person Exam Information

Final exams are right around the corner. Please take a few minutes to complete this form, so we can adequately prepare to administer your exam. If you have questions or concerns, please contact Law School Registrar, Registrar at registrar@law.uci.edu (mailto:registrar@law.uci.edu) or by calling 949-824-1486. Thank you in advance for working with us to make this an easy and effective process!

Preferred Contact Method

During the exam, Kyle Jones or Law School Registrar may need to contact you if questions arise from students. What is the best way to reach you? *

Exam Instructions / Options

Exam Date: 05/06/2024

Materials allowed in exam *:

- ○ Open Book
- ⦿ Closed Book
- ○ Modified Closed (please specify in the **Instructions for the students to be viewed on MyCourses** text box below)
- ○ Modified Open Book (please specify in the **Instructions for the students to be viewed on MyCourses** text box below)

Types of exam questions *:

max # of questions:

- ☐ Multiple Choice: [ ]   max # of answer choices: ○ 2   ○ 3   ○ 4   ○ 5
- ☑ Essay: max # of questions:
  [4]

*Please note:
- *Numbering of questions is multiple choice first followed by essay.*
- *If you are unsure on the number of questions or answer choices, please indicate the maximum number that we should load the exam template with.*

How long should each student have to take the exam? *

minutes

Exam Soft Mode *:

- ⦿ Secure: Computer locks students out of all other programs.
- ○ Nonsecure: Student has access to anything on their computer including all of their files and full access to the internet.
- ○ Nonsecure and Block Internet: Student has access to anything on their computer including all of their files and no access to the internet.

Would you like us to enable the calculator function in ExamSoft for your students to use? *

- ○ Yes
- ⦿ No

Other instructions or preferences for the exam administrator (Registrar):

Instructions for the students to be viewed on MyCourses prior to the exam:

Exam Grading / Receiving Your Students' Exam Responses

How do you want to receive the exam answers:

Both paper and electronic ▾

When do you want to receive your exam answers:

ASAP – Do not hold for makeup exams ▾

Exam Distribution / Viewing After Grades are Posted

After grades are posted, what can we do with your exam questions?

○ Online - Course Page (Recommended): The instructor's assistant will upload the exam questions and model answers to the course page.

○ Online - Exam Archive: Any student enrolled in any section of this course can login and download a copy of the exam questions and model answers.

○ Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review the exam questions and model answers in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

○ Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review the exam questions and model answers in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

◉ Instructor: The student can contact the instructor to set up a time to meet and review the exam questions and model answers in the instructor's presence.

After grades are posted, what can we do with the students' answers?

○ Registrar: Students can request a PDF of their graded exam from the Registrar's Office through the Exam Request application. Faculty must submit graded exams to the Registrar by the grading deadline.

○ Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

○ Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

◉ Instructor: Students can contact the instructor to set up a time to meet and review the graded exam responses in the instructor's presence.

Additional comments:

Review Submission

Take Home - Set Length Exam Detail Form (essay only exam)

Take-Home Exam Information

Final exams are right around the corner. Please take a few minutes to complete this form, so we can adequately prepare to administer your exam. If you have questions or concerns, please contact Law School Registrar, Registrar at registrar@law.uci.edu (mailto:registrar@law.uci.edu) or by calling 949-824-1486. Thank you in advance for working with us to make this an easy and effective process!

Preferred Contact Method

During the exam, Kyle Jones or Law School Registrar may need to contact you if questions arise from students. What is the best way to reach you? *

Exam Instructions / Options

DOWNLOAD WINDOW

When should your exam be available for download in the take-home module? *

Start date:

| MM/DD/YYYY | 🗓 |

Start Time: 12 ▾ : 00 ▾ AM ▾

When should your exam be no longer available for download? *

Note: For exams with a set length, please allow a download window of least 15 minutes between the available and no longer available times. For exams without a set length, please allow a download window of least 48 hours.

End date:

| MM/DD/YYYY | 🗓 |

End Time: 3 ▾ : 00 ▾ PM ▾

EXAM LENGTH/SUBMISSION DEADLINE

Note: For exams with a set length, the exam module will calculate the submission deadline for students based on their exam length.

Please select one of the following:*

🔘 Students will have a specified length of time to complete the exam once it is downloaded

⚪ Students can take as much time as needed over multiple days and must submit by a certain deadline

Exam Length:

| 120 |

minutes

Other instructions or preferences for the exam administrator (Law Registrar's Office):

Instructions for the students to be viewed on MyCourses prior to the exam:

Exam Grading / Receiving Your Students' Exam Responses

How do you want to receive the exam answers:

Both paper and electronic	⌄

When do you want to receive your exam answers:

All at once. Wait until all scheduled make-up exams have been completed.	⌄

Exam Distribution / Viewing After Grades are Posted

After grades are posted, what can we do with the students' answers?

○ Registrar: Students can request a PDF of their graded exam from the Registrar's Office through the Exam Request application. Faculty must submit graded exams to the Registrar by the grading deadline.

○ Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

○ Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

⦿ Instructor: Students can contact the instructor to set up a time to meet and review the graded exam responses in the instructor's presence.

Additional comments:

Review Submission

Take Home - Set Deadline Exam Detail Form (with multiple choice)

Take-Home Exam Information

Final exams are right around the corner. Please take a few minutes to complete this form, so we can adequately prepare to administer your exam. If you have questions or concerns, please contact Law School Registrar, Registrar at registrar@law.uci.edu (mailto:registrar@law.uci.edu) or by calling 949-824-1486. Thank you in advance for working with us to make this an easy and effective process!

Preferred Contact Method

During the exam, Kyle Jones or Law School Registrar may need to contact you if questions arise from students. What is the best way to reach you? *

[   ]

Exam Instructions / Options

DOWNLOAD WINDOW

When should your exam <u>be available</u> for download in the take-home module? *

Start date:

[MM/DD/YYYY   📅]
Start Time: [1 ▾] : [00 ▾] [AM ▾]

When should your exam <u>be no longer available</u> for download? *

Note: For exams with a set length, please allow a download window of least 15 minutes between the available and no longer available times. For exams without a set length, please allow a download window of least 48 hours.

End date:

[MM/DD/YYYY   📅]
End Time: [1 ▾] : [00 ▾] [AM ▾]

EXAM LENGTH/SUBMISSION DEADLINE

Note: For exams with a set length, the exam module will calculate the submission deadline for students based on their exam length.

Please select one of the following:*

○ Students will have a specified length of time to complete the exam once it is downloaded

● Students can take as much time as needed over multiple days and must submit by a certain deadline

Submission Deadline:
Note: The submission deadline must be on or before 5:00pm PST on the last day of the final exam period.

Date Due:

[MM/DD/YYYY   📅]
Time Due: [1 ▾] : [00 ▾] [AM ▾]

Multiple Choice Options: *
# of Questions:

[   ]

max # of answers: ○2   ○3   ○4   ○5

Other instructions or preferences for the exam administrator (Law Registrar's Office):

Instructions for the students to be viewed on MyCourses prior to the exam:

Exam Grading / Receiving Your Students' Exam Responses

How do you want to receive the exam answers:

-- Select --

When do you want to receive your exam answers:

-- Select --

Exam Distribution / Viewing After Grades are Posted

After grades are posted, what can we do with the students' answers?

○ Registrar: Students can request a PDF of their graded exam from the Registrar's Office through the Exam Request application. Faculty must submit graded exams to the Registrar by the grading deadline.

○ Assistant - Note taking allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

○ Assistant - Note taking NOT allowed: Students can contact the instructor's assistant to set up a time to review their graded exam responses in the presence of the assistant. Students will not be permitted to take photos or make copies; note taking during the review process is at the discretion of the instructor. (Due to limited appointment availability, students may wait several weeks before meeting with the assistant.)

○ Instructor: Students can contact the instructor to set up a time to meet and review the graded exam responses in the instructor's presence.

Additional comments:

Review Submission