

**I've never done a take-home exam in law school. Will I have a chance to try the system before my finals?**

- Yes, Exemplify has a mock take home exam you can access so that you can see what your final will look like and how the system will work. You can find the mock exam when you log into Exemplify and look at the list of available exams to download. This exam is called “Mock Exam 23” and the password is mock2023. You can also find a detailed set of instructions for take-home exams on Exemplify and in the Online Student Center. Contact information for ExamSoft Technical Support, Law School Information Technology and the Law School Registrar’s Office will be posted on the Online Student Center for reference.

**What do I need to know about taking a take-home exam in Exemplify? How will it be different from my usual final exams?**

- All exams will be open book. You will have access to the internet and notes on your computer during the exam, although you will not be able to cut and paste text into your exam from other sources. The calculator and spellcheck will be available.
- The password for all Spring exams is **spring23**
- Each exam will have the time limit your professor set for you to complete the exam. Once the exam is opened the timer will start.
- We will add five (5) minutes to the length of each exam to give you time to open the attached exam document and get it set up. You can split your screen between the exam questions and exam answers so that you don’t have to flip back and forth between windows.
- If you have a question on part of the exam, you should include your question and the assumptions you are making in your exam answer.
- For all timed exams, you must complete the exam within the time limit specified by your professor once it has been opened.
- All exam answers must be uploaded to Exemplify by the time specified in your Exam email.

**What if I have a problem or question?**

- The Registrar’s Office will be available for exam related questions and problems from 8:30AM EST to 4:30PM EST Monday through Thursday and 8:30AM EST to 3:00PM EST Friday. Contact information for the Registrar’s Office will be posted on the Online Student Center before the exam period.
- If you are experiencing computer issues during the exam, please email [lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu). You should also contact Law School IT or ExamSoft Technical Support to get the typed portion of your exam from your hard drive.
- Specific contact information for Law School IT and ExamSoft Technical Support will be available on the Online Student Center before the exam period.