REMOTE EXAM CHECKLIST-SPRING 2020

Use this checklist to help you visualize what is expected of you in a remote exam

SET UP THE ENVIRONMENT

- ☐ As best you can, find a quiet, low distraction place to take your exam. Foam earplugs are permitted.
- ☐ Prior to your first exam, be sure that you have taken the mock exam pre-loaded to your profile to ensure your computer is in working order (password: *bronco5*). Do this before each exam you take. This will confirm there is no issue with your machine that would cause an issue during the exam on your end.
- ☐ All exam questions are built in to your exam file, you will answer questions directly beneath them.
- ☐ Your exam instructions are also but into the exam file. You will have access to them throughout your exam.
- ☐ Be sure you have programmed ExamSoft, Law Technology or Nicole Maxwell in your phones. These are the only permitted calls you are permitted to make during your exam.
- ☐ Be at your home work space ready to work 5-10 minutes prior to your exam start time. Your professor allows up to a 5-minute delay in start time, to account for any lag in opening your exam.
- ☐ Remember, should an emergency befall you day of the exam, DO NOT OPEN YOUR EXAM FILE. Once you open your exam file, there is no suspending or rescheduling it.

DURING THE EXAM

- ☐ If you run into a technical issue during the exam, call Law Technology or Nicole Maxwell immediately. DO NOT close out your exam file. If you do, you will not be able to access your exam questions or responses from that point forward. Call Law Tech and allow them to walk you through troubleshooting.
- ☐ If you believe there is an error on your exam, simply identify the number in question (anywhere on your response), state your assumption and answer the question accordingly.
- ☐ You can set an alarm in your exam file under Exam Tools that will give you warnings as you choose prior to the auto-upload of your exam.

POST EXAM

- ☐ Your exam will auto-close and attempt upload at the end of the time allocated by your professor. It is your duty to confirm the upload was successful.
- ☐ Confirm that you have reached the green confirmation screen in Examplify.
- ☐ Depending on your internet connection, it may take several minutes to accomplish your upload, it all depends on the strength of your network.
- ☐ You have completed your exam. Congratulations!