

HOFSTRA UNIVERSITY

School of Law

Policy and Procedures

Subject:	Take Home Exams
Date Instituted:	Spring 2007
Date Last Revised:	February 23, 2007
Responsible Office:	Office of Academic Records

Purpose

To assure the proper administration of Take Home examinations.

Policy

Faculty may elect to give a take home exam for their course. If the exam is to be anonymous, the Office of Academic Records should be contacted to administer the exam process. The distribution date and duration of final examinations that are Take Home exams are up to the discretion of the faculty. In addition, you may require students to return the completed Special Examination Oath along with their exam.

Procedures

1. Contact the Office of Academic Records at least 1 week prior to the desired distribution date of any take home exam (other than a final exam). Faculty will identify a final exam as a Take Home by completing the online Faculty Final Examination Form at the appropriate time.
 2. Distribution of Take Home Exams.
You have the option of allowing your students to pick up the examination in person or to download it from the TWEN website for your course. To offer the students the option to download, you must have a TWEN website for your course.
 - In Person:
Students will pick up the exam from the Office of Academic Records (Room 114) during normal business hours. Each student will be required to show their Hofstra ID and to sign for the exam.

AND/OR
 - Electronically:
Students will download the exam from the TWEN website for your course on the distribution date.
 3. Submitting Your Answer
You have the option of allowing your students to submit their completed examination in person or to upload it and e-mail to a secure GroupWise resource set up for this purpose.
 - In Person:
Students will submit their exam to the Office of Academic Records (Room 114). Each exam will be signed in by a staff from the Office of Academic Records. The paper will be date and time stamped. Students will receive a receipt for their exam.
NOTE: Students may submit their exams in person during normal business hours only.
 - Electronically:
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Students can e-mail their exam to lawexams@hofstra.edu. Each e-mail will have a day and time stamp. This is beneficial if your take home is a timed exam. Each student will receive an e-mail confirmation that their exam has been received.
