

LAPTOP EXAMS—FREQUENTLY ASKED QUESTIONS

Updated November 20, 2009

BEFORE THE DAY OF THE EXAM—

- **DOWNLOAD AND TEST EBB**
- **BOOKMARK THE UPLOAD WEBSITE**
- **GET A LAPTOP EXAM CERTIFICATION CARD**

Q: What equipment do I need to take a laptop exam?

A: You must have:

- (1) a recent model laptop (either Windows or Mac);
- (2) an AC power cord (do NOT rely on your battery during an exam); and
- (3) a valid, signed yellow Laptop Exam Certification Card (see below for details).

The Law School does not supply the computer equipment. In addition, it is recommended to use a flash drive to save a backup version of your answers in the event of a computer crash.

Q: How do I download the laptop exam software for fall 2009?

A: First, you must uninstall any version of Electronic BlueBook (EBB) that you currently have on your laptop. After you have uninstalled EBB,

PC users go to:

http://www.ebbexams.net/clients/wayne_law/ElectronicBluebookSetup2009.exe

Mac users go to:

http://www.ebbexams.net/clients/wayne_law/ElectronicBluebook.zip

For both the PC and Mac versions, follow the directions to install the program onto your computer. After installing the program on your laptop, you must run through an initiation sequence, which takes a few minutes.

Q: What must I do after downloading and installing the software?

A: After installing the software, you must initiate a practice exam by running the software as if you were taking an actual exam. On the first screen that asks you to input information (Exam Number, Course Number, etc.), enter a fake exam number, and then choose “PRACTICE” from the drop down menu in the “Course Number” box. Then insert any number into the box that asks you how many exam questions there are. Then click, “Start Exam.” When you arrive at the screen that allows you to type your exam answer, input whatever you would like for at least one minute. Then click “Finish Exam,” and follow the exit sequence. Once you have clicked finish and receive confirmation, you CAN NOT go back into the exam! When you get the screen that asks for your User Name and Password, erase anything that might be in the User Name box already, enter “EBBlaw” (without the quotes) as the User Name and “waynelaw” (without the quotes; case sensitive) as the Password. Once in the website, click on “Browse” to find the answer you just

completed on your hard drive. Locate the file with a name in the form: My Documents\My Exams\200809\enc. Select that file, and then click “Submit.” **NOTE: IF YOU DO NOT ACTIVATE YOUR SOFTWARE PRIOR TO EXAM DAY, YOUR EXAMS WILL NOT BE SAVED OR SENT TO THE SERVER RESULTING IN A POSSIBLE FAILURE OF THAT COURSE.**

The first practice session with the software will be timed out after 10 minutes on a PC laptop, but there may be no time limit for the initiation session on a Mac. After you have run the software one time, it will be ready to use on a real exam. **RUNNING A PRACTICE FOR 10 MINUTES WITHOUT HITTING “FINISH EXAM” DOES NOT ACTIVATE THE SOFTWARE.**

Q: What if I cannot download the EBB software or it will not run on my laptop?

A: The problem may be with your laptop. Please contact the Law School’s IT Department at (313) 577-3960 or lawit@wayne.edu.

Q: How do I obtain the Laptop Exam Certification Card?

Note: If you already have a LEC Card, please retain and reuse it for all of your exams during your time at the Law School. You do not need to get a new one each semester. If you lost your exam card, please contact the records office.

A: If one or more of your courses are offering the option of taking the final exam on a laptop and you wish to exercise that option, you must obtain a yellow Laptop Exam Certification Card (“LEC Card”) and you must bring it with you to each final exam.

There are two ways to obtain the LEC Card.

(1) If you have previously taken a laptop exam at WSU Law School during the 2007-08 academic year and you have never received a LEC Card, you can print out the attached certification form. This form certifies that you have taken at least one laptop exam at Wayne State in 2007 or 2008, that you will review these FAQs, and that you will download and test the new software this semester. After completing the form please return it to the Law School Records and Registration Office, room 1223

(2) You MUST attend a Laptop Information Session (dates to be announced). At the end of each session, we will issue LEC Cards to those who attended.

Only students displaying a valid LEC Cards on their desks will be permitted to use laptops during their final exams.

Q: Can I practice using the EBB software more than once before the real exam?

A: Yes. After running through the initiation sequence, you can take as many more practice exams as you wish. After each practice, confirm that you can find your encrypted exam answer on your hard drive and on your flash drive (if you are using one). It would be a good idea for you to practice using the software until you are completely comfortable with it. As mentioned above, the first practice session with the software will be timed out after 10 minutes on a PC laptop, but there may be no time limit for the initiation session on a Mac. After you run the software one time, it will be ready to use on a real exam. **NOTE: IF YOU DO NOT ACTIVATE YOUR SOFTWARE PRIOR TO EXAM DAY, YOUR EXAMS WILL NOT BE SAVED OR SENT TO THE SERVER RESULTING IN A POSSIBLE FAILURE OF THAT COURSE.**

Q: What else do I need to do before exam day?

- (1) Bookmark the manual upload website on your internet browser—the address is: http://www.law.wayne.edu/intranet/EBB/Upload/M_UploadExam.aspx;
- (2) Printout these FAQ's and bring them with you; and
- (3) Charge up your battery—in the unlikely event of a power outage, you would have to rely on your laptop's battery.

PROCEDURES ON EXAM DAY

Q: What do I need to do on the day of the exam?

A: Plan on arriving in the exam room at least 15 minutes before the exam is scheduled to start. Put your Laptop Exam Certification Card on your desk; plug your laptop in, insert your flash drive (if you are using one), and boot up. Windows Users: disable/turn off Automatic Updates (Windows Users only).

XP users:

- Click on the Start button;
- Select the Settings menu;
- Choose Control Panel from the Settings menu;
- Click on the Automatic Updates icon in the Control Panel menu;
- Choose the "off" option on the Automatic Updates menu
- Then click "apply" and "OK".

Vista users:

- Click on the Start button;
- Click on the Control Panel;
- Click on the "Control Panel Home" at left side in the Control Panel Windows;
- Click on the Security;
- Click to the "Turn automatic updating on or off" below Windows Update Icon;
- Choose "Never check for updates" and then click "OK".
- Choose the "off" option on the Automatic Updates menu, and then click "apply" and "OK".

Turn off any antivirus program prior to the start of your exam. If you are using Kaspersky Antivirus (Web portion only) be sure to turn it off.

Before the exam starts, try to log onto WSU's wireless network. Once you have logged on, you should confirm that you are online by getting onto the internet. If you can't get online, don't worry. Your exam will still get to the server via the manual upload procedure (see below) even if you can never get online on campus.

After getting online (or trying to get online), start the EBB program using the icon on your desktop. You will be prompted to enter your exam number. Then, using the dropdown menu, choose the correct course number and section, which will then automatically fill in the professor's name and the course name then enter the number of questions on the exam (the proctor will give you that information). When the proctor tells you to begin the exam, you must click on the button for starting the exam, confirm the number of exam questions, and start writing your answer.

Q: What happens when I'm finished with the exam?

A: When you have finished entering your answer, click on "Finish Exam." You will be asked to confirm that you really are finished with the exam. Once you confirm that you are finished with the exam, you cannot return to your answer. After you exit the EBB program, you will transmit your answer to the Law School in two independent (and redundant) ways:

(1) Automatic Wireless Upload. After you confirm that you wish to exit, EBB will automatically attempt to send your answer to the Law School's server through the wireless network. After a few seconds, you will see a green screen confirming that your answer has been sent or a yellow screen informing you that it has not been sent.

(2) Mandatory Manual Upload from the Hard Drive. After you see the green or yellow screen, please close your laptop, gather your things, and leave the exam room. After you leave the exam room, you must upload your answers to the website immediately upon leaving the exam room but not later than 2 hours of the end of the exam. Please be sure to leave the classroom in case there is another exam scheduled right after yours. As soon as you leave, go somewhere in the Law School or anywhere else with a wireless connection, and go to the website:

http://www.law.wayne.edu/intranet/EBB/Upload/M_UploadExam.aspx. When prompted to enter a User Name and Password, enter "EBBlaw" (without the quotes) as the User Name (after erasing anything that might be in the box already) and "waynelaw" (without the quotes; case sensitive) as the Password. Once in the website, click on browse to find the answer you just completed on your hard drive. Locate the file with the name in the form: My Documents\My Exams\enc. Select that file, and then click "Submit."

Q: What happens if the Law School's wireless connection goes down before or during the exam?

A: If you are unable to get on the wireless network before the exam, don't worry. Just go ahead and take the exam, and your answer will be saved to your hard drive and your flash drive (if you are using one). At the end of the exam, you will see a yellow screen informing you that your answer was not saved to the wireless network.

Similarly, if the wireless network is down at the end of the exam or if you are not connected to the internet for any reason at the end of the exam, you will see the yellow screen informing you that your exam was not saved to the network. Once again, your exam answer will be saved to your hard drive.

If the Law School's wireless network is still down shortly after you have finished the exam, you will not, of course, be able to manually upload your exam shortly after leaving the exam room. Please go anywhere (internet café, library, your home, etc.) where you can get an internet connection. Go to the Law School's upload website, http://www.law.wayne.edu/intranet/EBB/Upload/M_UploadExam.aspx, enter the User Name (EBBlaw) and Password (waynelaw), and manually upload your exam.

WORST-CASE SCENARIOS

Q: What happens if my laptop computer crashes while I'm taking the exam?

A: Close your laptop and switch immediately to writing your exam by hand in a bluebook and make sure you note on the cover your exam number and the fact that the blue book is in addition to your laptop answers. Do not waste time trying to repair your laptop. Whatever you typed up to

the time of the crash will be saved in two places: on the network (updated every 7 to 8 minutes), and on your hard drive (updated every minute). If you are using a flash drive, the answer will also save to it every 10 minutes. Since the file on your hard drive will likely be the most updated, take your laptop to the Law School Records & Registration Office after the exam and they will escort you to the appropriate computer technician. The typed portion will be combined with your bluebook and given to the professor for grading.

Q: Will the electrical outlets go out during the exam?

A: It is highly unlikely that a fuse will blow from too many laptops being plugged in during the exam since only every other seat will be occupied and not all students will be using laptops. Nevertheless, make sure your battery is fully charged before the exam. Many laptops also allow you to conserve your battery by operating in a power saver mode.

MISCELLANEOUS QUESTIONS

Q: Should I type the exam double-spaced?

A: No. When the exams are printed out they will automatically be double-spaced.

Q: What if I want to draw a diagram as part of my exam answer? Can I draw it in a regular blue book and submit it along with the Electronic Bluebook file?

A: Yes. If you do this, note in the typed exam that you are also submitting a diagram in a blue book and make sure you place your exam number on the cover of the blue book.

Q: Is it okay to use scratch paper during the exam?

A: Yes. You will be provided scratch paper.

Q: Will students taking the exam on a laptop computer be seated in a separate room from those writing in bluebooks?

A: No. If you are sensitive to noise, we suggest you bring earplugs. Earplugs are not provided by the Law School.

Q: What's to stop someone from cheating by changing the answer on their hard drive after the exam or typing their entire answer after the exam has already been given?

A: The exam files that will be saved on your hard drive are encrypted, so you will not be able to modify the answers after the exam. In addition, the Records Office and Registration Office will receive a cover sheet attached to every exam indicating exactly when the student began typing the exam and exactly when he or she finished it. That sheet will be stored in the office and will not be given to the professor. The professor will not know if a student took the exam at a different time because of a legitimate accommodation.

Q: How long after the exam should I keep my answer file on my hard drive?

A: It's probably a good idea to keep the answer file until your grade is posted. That way, if there are any questions as to what you actually typed, your answer can be retrieved.

LAPTOP EXAM PERMISSION FORM

I, _____, have read all of the information regarding taking my exam using a laptop computer and understand all of the procedures. I also understand that there will be minimal instruction given at the time of the exam regarding how to use my laptop.

I understand that I have a maximum of 2 hours after I have left the exam room to upload the exam to the server. If I am unable to upload it, I must contact the records and registration office immediately at 313-577-3979.

I will not be taking a laptop exam training session this semester because I have taken a laptop exam during the Winter 2007 Term or later without any problems.

Signature:

Date:

Please print the name of a course in which you took a laptop exam and the term you took that course.

Please return this form to the Law School Records and Registration Office in room 1223 to obtain a permission card.