

LAPTOP EXAMS—FREQUENTLY ASKED QUESTIONS

Updated November 21, 2011

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 this Semester?

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/ElectronicBluebookSetup.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.”

You will arrive at the screen that allows you to type your exam answer. Input and practice with the software however you like for at least one minute, but no longer than ten minutes.

When you are done, click “Finish Exam,” and follow the exit sequence. Once you have clicked

finish and receive confirmation, you CAN NOT go back into the exam!

If you are connected to the internet, the confirmation screen will be green and you will automatically be prompted to go to the upload page for EBB. If you are not connected to the internet, the confirmation screen will be yellow. You will have to connect to the internet within two hours to upload your exam to the EBB Page.

The EBB page will ask you for your User Name and Password, erase any default wording that might be in the User Name or Password box already. Type in the User Name, "EBBlaw" (without the quotes) and "waynelaw" (without the quotes; case sensitive) as the Password. Once in the website, click on "Browse" to find the exam you just completed located on your hard drive.

File Location

XP: Browse to My Document\My Exams\2011-12. The My Document can be found by clicking Star Button.

Vista: Browse to Document\My Exams\2011-12. The Document can be found by clicking Star Button.

Windows 7: Browse to Library\Document\My Exams\2011-12. The Document can be found by clicking Star Button.

MAC: Browse to Document\My Exams\EBB_Exams\2011-12. The My Document can be found by clicking HD icon.

Select the exam file which you wish to upload (exam files can be identified by EXAM-ID--CourseID-DATE) with .enc and click Open or OK. Once the file name is in the textbox 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 visit the Law School Records and Registration Office in room 1223.

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.

To obtain the LEC Card you must:

- (1) Watch the appropriate Laptop Information training video for your system at <http://law.wayne.edu/exams/index.php>
- 2) Download and install the EBB software on your laptop and follow the instructions above to activate the software by running a practice exam.
- 3) Once you have watched the training video and installed the software, you must complete and sign the Certification of EBB Training Completion found on the class and exam schedules web page, <http://law.wayne.edu/exams/index.php>, under important exam links, and bring it to the Law School Records and Registration Office in room 1223 to obtain your LEC card. You must turn in your form before the start of the exam period in order to receive an LEC card for that exam period. **IF YOU DO NOT TURN IN YOUR FORM PRIOR TO THE EXAM PERIOD, YOU CAN NOT TAKE YOUR EXAMS ON A LAPTOP.**

Only students displaying 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) Save to your desk top and 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/Windows7 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.

Q: What do I do before the exam starts?

A: 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. **PLEASE BE SURE THAT YOU ENTER THE CORRECT EXAM NUMBER.** If you have any question on what your exam number is, ask the proctor.

After entering and verifying the correct exam number, use the dropdown menu to choose the correct course number and section, this should automatically fill in the professor's name and the course name. If for any reason it does not, select "other" and fill in the correct information manually.

Lastly, 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.

XP: Browse to My Document\My Exams\2011-12. The My Document can be found by clicking Star Button.

Vista: Browse to Document\My Exams\2011-12. The Document can be found by clicking Star Button.

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Select the exam file which you wish to upload (exam files can be identified by EXAM-ID--CourseID-DATE) with .enc and click Open or OK.

Once the file name is in the textbox, 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. 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 in room 1223, 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.

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.