

Fall 2022 Take-Home Exam FAQs (EBB Online Web Portal)

Updated 10/14/2022

Take-home exams will be administered for the Fall 2022 semester using the EBB Online Web Portal. These FAQs apply to take-home exams ONLY.

Q. When can I check out my take-home exam? When is it due?

A. Unless otherwise instructed, all take-home exams may be checked out anytime during the exam period, which begins at 8:30 a.m. on Friday, December 9. Instructors will provide instructions regarding the total amount of time allowed once an exam is downloaded. All take-home exams must be completed by 5:00 p.m. on the last day of the exam period, Wednesday, December 21, 2022. The Web Portal is available 24/7, however support staff will not be checking email during overnight hours should any issues arise while taking your exam.

Q. Can I use my computer for other tasks while I am taking a take-home exam using the EBB Online Portal?

A. Yes! You are accessing the EBB Online Portal ONLY to download exam questions and to upload your exam answers. You are NOT using the EBB software that we use for in-person exams. Nothing will be blocked or locked on your computer, and you can continue to use your laptop/desktop for other tasks, including – IF PERMITTED BY YOUR PROFESSOR – accessing your notes and other documents.

Q. What do I need to do BEFORE my first take-home exam?

A. You need to do the following:

- Review the Fall 2022 Take-home Exam Instructions for the EBB Online Portal, **noting in particular the section on formatting your exam with a header that includes your final exam number.**
- Make sure you know your Access ID (the first part of your Wayne e-mail account address) AND your Banner ID (from your Wayne student OneCard).
- Log in and view “Courses” to make sure all your courses which have take-home exams are listed and that an anonymous exam number is listed for each course by 1-2 business days prior to the date you plan to take your exam.
- Contact lawrecords@wayne.edu (cc: rhollancid@wayne.edu) if any of your courses with take-homes are NOT listed or if any course with a take-home exam does NOT show an anonymous exam number.

Q. My username/password isn't working.

A. Make sure you are using your Access ID (2 numbers and 4 letters at the start of your Wayne e-mail account address) AND including the @wayne.edu when you type your username. Then, make sure you are using your Banner ID (from your Wayne student OneCard) and including any 0s when typing your password.

Q. When I log in, my exam is not visible. What should I do?

A. If it is more than 3 business days from the start of the exam period, Records may not have uploaded the exam yet. If it is within 1-2 business days of the exam date, e-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu). Include your name, your Access ID, and the name of the course in your e-mail.

Q. I am having trouble downloading my exam. What should I do?

A. E-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu). You may also call the Records Office at (313) 577-8023 during business hours (8:30 a.m.-5:00 p.m., M-F). It is your responsibility to download the exam in time to submit it by the final deadline. Extensions will not be granted due to technical difficulties accessing the exam online.

Q. I am having difficulty uploading my exam answer. What should I do?

A. Immediately E-mail a copy of your exam answer to lawrecords@wayne.edu (cc: rhollancid@wayne.edu) from your **Wayne e-mail account**, explaining that you had an issue with uploading your answer in EBB. Your email will be used as the time stamp in the event your attempt to upload was not successful so you should email before your exam time expires.

Q. I missed the deadline to upload my answer. Can I upload it late?

A. Yes, you can upload an exam answer after the due date/time, but it will be marked late and the time and date it was submitted will be noted to your professor who may penalize or decline to accept the submission. However, **you will NOT be able to upload a late exam after midnight on the last day of the exam period** (i.e., after midnight on December 21, 2022). If extenuating circumstances arise after you have downloaded an exam and started the time clock for that exam, e-mail Rebecca Hollancid (rhollancid@wayne.edu) and Brandi Welch (J.D. students) (BrandiWelch@wayne.edu) or Nikki Taylor-Vargo (LL.M. students) (nikkity@wayne.edu) **prior** to the exam deadline to discuss your situation. **DO NOT CONTACT YOUR PROFESSOR ABOUT EXAM ISSUES.**

Q. I clicked the “Download” button but didn’t intend to start the exam yet. Is there any way to reset the clock?

A. No. Once you download the exam, the clock **cannot** be reset; your exam will be due at the time and date indicated on the screen. Be VERY CAREFUL not to click the “Download” button until you are ready for your clock to start.

Q. How long do I have to complete and upload my exam answer after I download the exam? What is the latest date I can complete it?

A. How long you have to complete and upload your exam answer depends on your professor. You can find how long you have to complete your exam after downloading it by logging into the EBB Online Portal and checking the directions for each exam. Take-home exams will be available for check-out beginning at 8:30 a.m. on the first day of the exam period, December 9, 2022. All exam answers **MUST** be completed and uploaded no later than 5:00 p.m. on December 21, 2022, the last day of the exam period. Your professor may assign additional time limits.

Q. I just downloaded a 24-hour take-home exam, but the exam period ends in 12 hours. Is my exam due in 12 hours or 24 hours?

A. Your exam is due in 12 hours. ALL exam answers must be uploaded by 5 p.m. on December 21, 2022, the last day of the exam period, if an earlier deadline is not specified for that particular take-home. If you have serious extenuating circumstances, e-mail Brandi Welch (J.D. students) (BrandiWelch@wayne.edu) or Nikki Taylor-Vargo (LL.M. students) (nikkity@wayne.edu) **prior** to the exam deadline to discuss your situation. **DO NOT CONTACT YOUR PROFESSOR ABOUT EXAM ISSUES.**

Q. I uploaded my exam answer but I wasn't able to view it after I uploaded it. Did it go through?

A. You cannot view an exam answer that is submitted after the clock cuts off. Note that the clock cuts off at 1 second after the end time, so an exam that is due at 5:00:00 p.m. will not let you view a submission uploaded at 5:00:01 p.m.

Q. I had an accommodation for my exams. What do I do?

A. Accommodations will not be assigned for any take-home exams for which the time period allowed is more than double the amount of estimated time to complete the exam (typically take-home exams of 8 hours in length or longer.) If you have received an accommodation for additional time in a prior semester, please take the professor's estimated time and multiply that by 1.5 or 2 to determine how much time you should reasonably expect to dedicate to writing the exam. You should have more than enough time to complete the exam as long as the professor is allowing at least 8 hours. If you have any concerns about completing an exam within the allowed time period, e-mail Brandi Welch (J.D. students) (BrandiWelch@wayne.edu) or Nikki Taylor-Vargo (LL.M. students) (nikkity@wayne.edu)

If you are taking a shorter timed exam for which accommodations are required (typically 3-4 hours or less), you will need to submit a variance exam request to Brandi Welch (J.D. students) or Nikki Taylor-Vargo (LL.M. students) per the usual procedure. Once approved, an email will be sent to your Wayne email account with your alternate exam time and any specific instructions that you may need to follow to access and submit your exam at the alternate time, if applicable.