

Winter 2023 Take Home Exam Instructions and FAQs(EBB Online Portal)

Updated 4/14/2023

All “take-home” exams for Winter 2023 will be administered using the EBB Online Portal. **These instructions do NOT apply to in-person laptop exams.** If you require an accommodation for a hard copy take-home exam, please contact Brandi Welch, BrandiWelch@wayne.edu (JD students) or Nikki Taylor-Vargo, [nikkitv@wayne.edu](mailto:nikkiv@wayne.edu) (LL.M. students) to submit a variance exam request. Please note that approved accommodations for a hard copy take-home exam may be scheduled for pick-up and submission during regular business hours only.

Username and Password for EBB Online Portal:

Your username is your AccessID@wayne.edu (for example, az1234@wayne.edu). Make sure you include @**wayne.edu** when typing your user name.

Your password is your Banner ID number, **including** any 0s preceding the first positive integer in your ID number. For example, if your Banner ID is 00123456, your password would be 00123456. Your Banner ID number can be found on your Wayne OneCard (student ID card).

To log in to the EBB Online Portal, go to <https://waynelaw.ebbexams.net/EBBlogin.aspx>.

Obtaining your Exam Number(s):

The EBB Online Portal has automatically assigned you exam number(s) for your take-home exam(s). Your exam number for each take-home exam you are taking will be listed by each course name under the “**Anonymous Numbers**” heading when you log in.

Please **log in to the EBB Online Portal 1-2 business days BEFORE the date you plan to take your exam** to verify that all of your courses with take-homes are listed and have exam numbers assigned. If any courses or take-home exam numbers are missing, e-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu) immediately.

Accessing and Downloading an Exam:

To access an exam, go to <https://waynelaw.ebbexams.net/EBBlogin.aspx>, and log in using your username and password. You should see a screen that looks like this:

Wayne State Law School

Electronic Bluebook Student Portal Main Page

No notifications

In Class Software Download
 PC Electronic Bluebook
 Mac Electronic Bluebook
 School Code: wayne

Take Home Exams

LEX_9999.1 - Test 1 Final exam
 Release: 02/08/2021 10:28 AM EST
 Due:02/09/2021 10:28 AM EST Or 1:30 hours from checkout, whichever comes first.

Anonymous Numbers

TestCourseA (Test 1): 29266

Courses

Course	Number	Section	Professor
TestCourseA	LEX_9999	1	Love
TestCourseB	LEX_9998	1	Love

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About EBB Portal

Type here to search

10:32 AM 2/8/2021

1. Any course in which you are enrolled AND for which you have a take-home exam SHOULD appear under the “**Courses**” heading (courses with in-person exams may show here as well, but you must specifically check that your courses with take-homes are listed.) If it does not, e-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu) immediately. **Log in at least 1-2 business days BEFORE the date you plan to take your exam to confirm that all of your courses for which you have a take-home exam are showing under the “Courses” heading.**

2. Your **exam number for each course with a take-home exam SHOULD appear** under the “**Anonymous Numbers**” heading. If it does not, e-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu) immediately.(If in-person courses are also listed, those will not have an exam number listed, as those are provided to you in the classroom at the time of the exam.)

3. Each of your **take-home exams SHOULD appear** (with the course name and link) under the “**Take Home Exams**” heading. **The link for each exam will NOT be active until the start of the exam period, or until the start time for the exam** if your professor has specified a specific date and time for your exam to become available. If you log in prior to the start of the exam period and do not see an exam, it is likely because we have not uploaded the exam yet. If you log in after the start of the exam period and you do not see a link for a take-home exam by 1-2 days prior to the exam start date, e-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu) immediately.

Once an exam link is active, you may click on the link for more information about the exam. Clicking on the link for a specific exam will take you to a screen with the detailed time limits for that exam. You should see a screen that looks like this:

The screenshot shows a web browser window with the URL `waynelaw.ebbexams.net/student/exams.aspx?id=132`. The page title is "Student Exam Page". At the top, it displays "TestCourseA LEX_9999.1 Love" and the date/time "Monday, February 8th 2021, 10:35 AM EST".

The main content area is divided into two columns. The left column is titled "Exam: Test 1 Final exam" and contains the following information:

- Exam Available: 02/08/2021 10:28 AM EST
- Exam Due Date: 02/09/2021 10:28 AM EST
- Time From Checkout: 1 hours and 30 minutes

Below this information is a note: "When an exam file is downloaded the due date will adjust to reflect your due date." Underneath is a table with two columns: "Exam Files" and "Description". The table contains one row with a "Download" button and the text "Exam File". A red arrow points to this button.

The right column is titled "Exam Notes" and contains "No notes". Below that is an "Instructions" section with one item: "1. Take home instructions".

At the bottom of the left column, there is a section for file uploads with the text: "Only one file will be submitted; however, you can continue to submit until your due date. Only your final submission will be considered." It includes a "Choose file to upload" field with a "Browse" button and a "Submit Exam" button.

At the very bottom of the page, there is a table header with columns: "View", "Submitted Files", and "Upload Time".

The time and date by “**Exam Available**” will be listed as specified by your professor. Note that any take-home exam that is not assigned to a specific date by your professor will be available as of 8:30 a.m. on the start of the exam period and must be completed by 5:00 p.m. on the last day of the exam period.

The time and date by “**Exam Due Date**” will be the final due date/time specified by your professor, **until you download the exam and start the time clock running for the exam**. Once you download the exam, the “**Exam Due Date**” will update to the time and date the exam answers are due based on how long your professor has specified for you to take the exam. For example, if your professor has specified 12 hours for you to complete your exam, and if you download the exam at 10 a.m. on April 30, 2023, the “**Exam Due Date**” will update following your download to show that the exam answers are due “**04-30-2023 10:00 PM**”.

The “**Time From Checkout**” will show **ONLY** for exams that have time limits shorter than the entire exam period (for example, 3 hours or 24 hours or 72 hours, etc.)

After you click on the Download button the “**File checked out**” will replace the text that states “when an exam file is downloaded the due date will adjust to show your due date” and show the time you initially downloaded the exam.

When you are ready to begin your exam, you will click on the “**Download**” button (see where the red arrow is pointing on the screenshot above).

IMPORTANT: DO NOT CLICK ON THE “DOWNLOAD” BUTTON UNTIL YOU ARE READY TO START THE EXAM!!!

When you click on the “**Download**” button, your exam time clock will start. **The clock CANNOT be paused or reset once you click “Download” and start the exam.**

Once you click on the “**Download**” button, your clock will start, a pop up box will appear, and you can open and download the exam. **You should save a copy of the exam onto your computer and/or print out a copy**, but you can download the exam question multiple times prior to the exam deadline if needed. **Downloading the exam again at a later time will NOT extend your time clock.**

To confirm (or check) when your exam is due AFTER you have clicked on the “Download” button and started your exam time clock, look on your home page under “Take Home Exams” or on the page for the particular exam (the page you reach FROM the home page when you click on the link for the specific exam).

Formatting your Exam Answer:

After you download the exam, you should format your answer document and save it with the correct formatting BEFORE you begin typing your answer, so that you do not forget to include any of the 4 formatting requirements listed below on your final submission.

In addition to any specific formatting instructions for an exam from your professor, you **MUST** do the following:

1. To preserve your anonymity, you **must** remove identifying properties from your document and save it with these removed before uploading the file. If you do not, your professor will be able to view your name in association with your exam file. This applies to various types of files, not just Microsoft Word documents. If you need assistance with removing identifying properties from a Word document or another type of file, please contact helpdesk@wayne.edu and cc rhollancid@wayne.edu. We recommend trying these steps out by saving a test document a few days prior to your exam and removing identifying properties from that document. If you have any questions, you should address them with Law IT BEFORE you are on the clock!

To remove identifying properties from a Microsoft Word file, please follow these steps before submitting:

Microsoft Word 2010, 2013, 2016 (WINDOWS):

- Go to “File”
- Select “Info”
- Click on “Check for Issues”
- Click on “Inspect Document”
- In the “Document Inspector” dialog box, select the check boxes to choose the types of hidden content that you want to be inspected (document properties and personal information).
- Click “Remove All”
- Click “Close”
- Save the document

You can confirm that identifying properties have been removed by right-clicking on the file name, choosing “Properties” and then “Details”. If you have NOT removed identifying properties, your name will be listed as the author of the document.

Microsoft Word (MACS):

For the latest version of Word (2015/2016):

- Go to the Review tab
- Click the Protect Document tool

- Click “Remove personal information from this file on save”

For older versions:

- Go to Preferences
- Click on Security
- Select “Remove personally identifiable information from the file on save” and “Warn before printing, saving or sending a document that contains tracked changes or comments”.
- or
- It may work to simply set Word 2008 on the Mac to “Remove personal information from this file on save” under Preferences in the Word menu, Personal Settings, Security, Privacy options. If you only wish to enforce the security measure on a final save, it may be sufficient to select the “Warn before printing, saving, or sending a file that contains tracked changes or comments” check box.

2. **Save your exam answer** with your **exam number** as the file name.

3. For **each exam answer, create a header and list the following at the top of EACH PAGE:**

- Course name (for example, Property)
- Section number if applicable (001 or 002)
- Professor’s name
- **Your exam number**

4. Include **page numbers on each page** of your exam answer.

DO NOT PUT YOUR NAME anywhere on your exam answer.

Please do not use colored fonts, colored highlights or colored diagrams. Your professor will see only black and white answers if they print the exams (many print the answers to grade.)

IF YOU HAVE ANY QUESTIONS, DO NOT CONTACT YOUR PROFESSOR. E-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu).

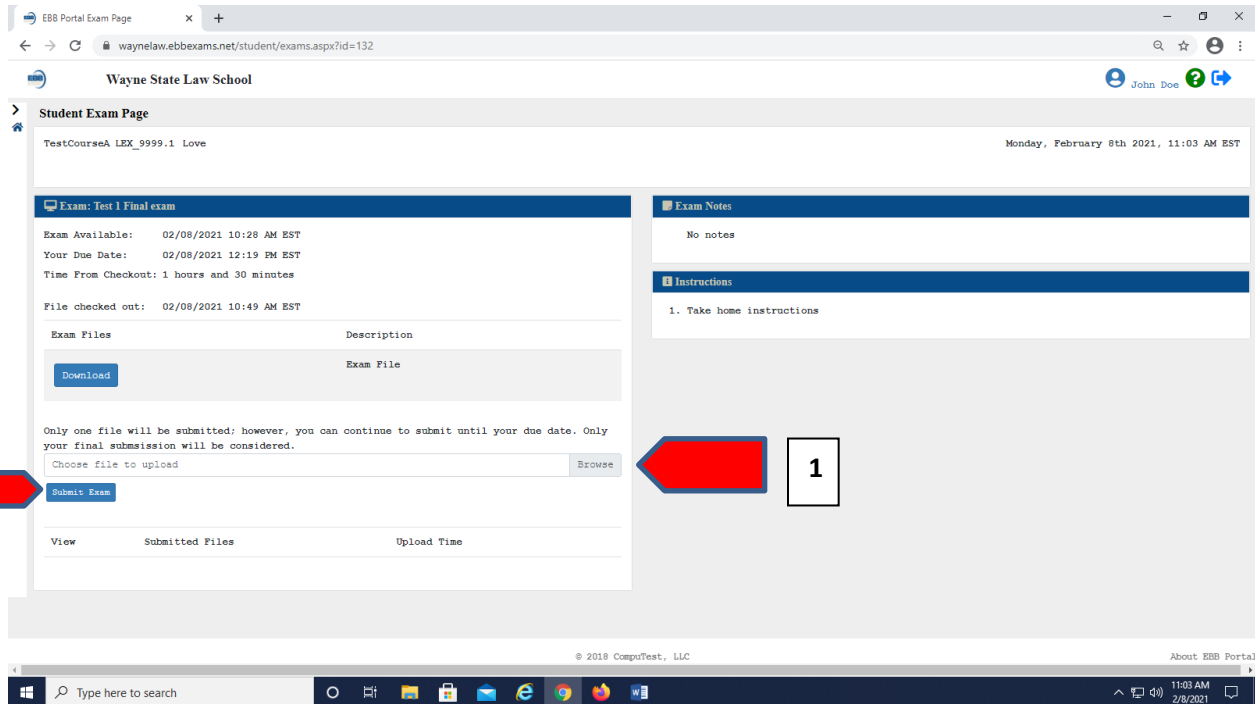
Uploading Your Exam Answer:

For exams of 12 hours or longer, plan to upload your exam answer **at least 30 minutes before the time they are due**. That gives you time to deal with any technical difficulties. For exams of 6 hours or less, plan to upload no later than 5 minutes prior to the end of the exam time.

Note that your exam answer must be uploaded as one single file, not multiple files, UNLESS you have been given explicit instructions otherwise by the Records and Registration Office. You can submit replacement files before the submission deadline. If you submit multiple files then the last file uploaded will replace previously uploaded files and will be the one that is received by your professor.

To upload your exam answer:

First review that you have included all 4 of the formatting requirements listed in this document above. Then log in to <https://waynelaw.ebbexams.net/EBBlogon.aspx> with your Banner ID and password. Click on the course title in the “**Take Home Exams**”. You should see a screen that looks like this:



1. Click on the “**Browse**” button. Select the exam answer file from your computer. Remember: **Save your exam file using the exam number as the file name and make sure you have followed the steps to remove identifying properties from your exam file before you upload it.**

2. Click on the “**Submit Exam**” button. Once you submit your answer, you will be see a header labeled “**View**” under which you will be able to see the answer you uploaded. The name of the file you uploaded will be listed next to the time and date you uploaded the answer. You may upload a different file, if necessary, up until the exam clock runs out. You may also view your submitted document until the clock runs out. Note that the clock cuts off at 0 seconds, so that if an exam is due at 1:30 p.m., at 1:30:01, the clock will cut off and you won’t be able to make additional submissions.

If you are uploading an exam answer after the allotted time has expired, you will be able to do so as long as you haven’t yet submitted a previous version of your answer, but your exam will be marked late. Make sure that you select the correct file when you browse before you hit “Submit Exam”. You will NOT be able to upload a second time if you upload the exam after due date/time.

If you have **any problems uploading your exam answer** through the EBB Online Portal, send an **e-mail from your WAYNE e-mail account to lawrecords@wayne.edu** (cc: rhollancid@wayne.edu) **BEFORE the deadline** for your answer to be uploaded. Explain in the e-mail the problem you are having. **You MUST attach a copy of your exam answer to your e-mail to lawrecords@wayne.edu.**

IF ANYTHING GOES WRONG, DO NOT CONTACT YOUR PROFESSOR. E-mail lawrecords@wayne.edu (cc: rhollancid@wayne.edu).

Take-Home Exam FAQs (EBB Online Web Portal)

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 for Winter 2023 begins at 8:30 a.m. on Thursday, April 27. 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, May 10, 2023. 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 Winter 2023 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 May 10, 2023). 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, April 27, 2023. All exam answers **MUST** be completed and uploaded no later than 5:00 p.m. on May 10, 2023, 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 May 10, 2023, 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.