

## UVic Law Spring 2022 Take-Home Exams

### General Guidelines for Students

In spring term 2022, April exams will be administered using the Assignments tool in Brightspace. These are remote exams that are either (i) **four hours or less**, (ii) **eight hours long**, or (iii) **more than eight hours long**.

#### EXPECTATIONS

- a) In accessing the exam questions in Brightspace, and by submitting exam answers, you acknowledge and undertake as follows:
- You will comply with the University of Victoria's [Policy on Academic Integrity](#).
  - You will submit only that work which is your original work. You will not reproduce work prepared by another person.
  - From the time you access the exam questions until the time you submit your exam answers, you will not discuss the exam with anyone in person or through any means of communication whatsoever.
  - You will not make use of the exam questions or answers for any purpose unrelated to your own performance in the course.
  - You will not reveal the contents of the examination to anyone other than a faculty member, instructor or staff member at the Faculty of Law, University of Victoria.
  - You understand that a violation of the Policy on Academic Integrity, and a violation of the specific terms of this undertaking, constitute academic misconduct. You may be subject to disciplinary proceedings, and a finding of breach may impair a future application for admission to the legal profession.
  - You understand that all exam questions are the property of UVic Law.
- b) Students who are registered with the Centre for Accessible Learning (CAL), or who otherwise are receiving an academic concession for a specific exam or exams, will receive information about these exam(s) directly from Yvonne Lawson ([lawmaass@uvic.ca](mailto:lawmaass@uvic.ca)). Accommodations will only apply to exams that are eight hours or less.
- c) Any questions regarding an exam should be addressed to Law Student Services at [law.studentservices@uvic.ca](mailto:law.studentservices@uvic.ca).

#### EXAM DAY

On exam day, you will need:

- a) A computer with sufficient power supply and hard drive space, to be used as your primary exam writing device. If you are planning to use a laptop, it is expected that you will have the ability to recharge your battery to ensure adequate power supply during the entirety of the examination period;
- b) Reliable Internet service. Consider, if possible, connecting your computer to your router with an Ethernet cable, and/or ensuring no one else is using your Wi-Fi for bandwidth-consuming tasks such as streaming movies or downloading videos or music;
- c) Access to any print &/or electronic materials listed in the exam instructions;
- d) Access to a telephone so that you can call Student Services (250-721-6162 or 250-721-8153) in case of technical issues or illness during exam;

- e) A timer with alarm settings;
- f) Your **final** codename;
- g) The ability to convert your exam answers into a PDF; and
- h) Optional: Printer. **We recommend printing the exam questions.**

Please contact the Student Services office at [law.studentservices@uvic.ca](mailto:law.studentservices@uvic.ca) as soon as possible, or at least 48 hours before the date of the exam, if you anticipate needing additional support to prepare for the exam day.

Please watch your preferred email during the exam for messages from your instructor/s, in the event that a time-sensitive examination issue needs to be communicated to students. The subject line will say **EXAM ALERT**.

#### **FOR EXAMS WITH A DURATION OF 4 HOURS OR LESS:**

*Exam Administration Time:* For exams that have a regular duration of 4 hours or less, you will have an additional 10 minutes at the start of the exam to access exam questions and verify that you received a complete exam, and a further 10 minutes at the end of the exam to upload your exam answers. (Please see Appendix.) This additional time will not be applied to exams longer than 4 hours.

For example, a 3-hour exam will be structured as follows:

8:50 am:	Begin exam download (10 min)
9:00 am:	Begin exam writing (3 hours)
12:00 noon:	End exam writing
12:01 pm:	Begin exam upload (10 min)
12:10 pm:	End exam upload
12:11 pm:	Exams uploaded at or after this time will be flagged as late by Brightspace

*Penalties:* Late submissions will be subject to a default penalty based on the amount of extra time taken by the student as a percentage of the total amount of time allotted to that student for the examination (includes reading time, if any). E.g. an exam submitted 10 minutes after a 200-minute exam (180 minutes writing time PLUS the extra 20 minutes) will be penalized 5%. If there is specific language on penalties on the exam cover page, the exam-specific penalties will be applied to late submissions.

#### **FOR EXAMS WITH A DURATION OF OVER 4 HOURS:**

*Exam Administration Time:* There will be no additional exam administration time added to exams longer than 4 hours.

For example, an 8-hour exam will be structured as follows:

8:00 am:	Begin download and begin exam
4:00 pm:	End upload of exam
4:01 pm onwards:	Exams uploaded at or after this time will be flagged as late by Brightspace

*Penalties:* Late submissions will be subject to the following default penalties. If there is specific language on penalties on the exam cover page, the exam-specific penalties will be applied to late submissions.

*(Continued on next page...)*

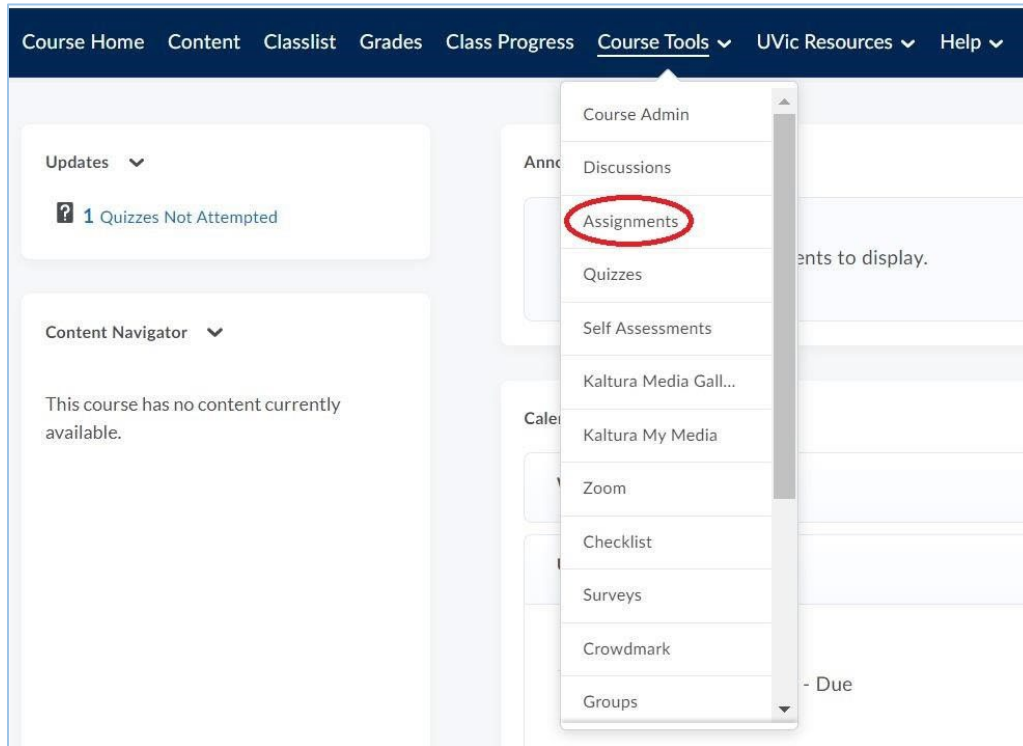
- a) For exams with a duration of time between 4-8 hours, the penalty will be based on the amount of extra time taken by the student as a percentage of the total amount of time allotted to that student for the examination. E.g. an exam submitted 15 minutes after an 8 hour exam (480 minutes) will be penalized 3%.
- b) For exams with a regular duration of more than 8 hours, the penalty will be one letter grade for each partial day past the due date. (E.g. an exam submitted 28 hours after the due date will be penalized 2 letter grades).

**If your computer freezes or crashes during an exam and you are unable to restart it, or if you experience illness during the examination, please contact Student Services immediately. Please email [law.studentservices@uvic.ca](mailto:law.studentservices@uvic.ca) or call 250-721-6162.**



**Appendix**  
**UVic Law Spring 2022 Remote Exams**  
**Student Guide on Writing Exams on Brightspace**

Guide to writing exams on Brightspace using the Assignments tool

- 1) Go to the Navigation Bar > Course Tools > Assignments



- 2) Click on the exam link. Please note carefully the due date and time. You can also download the attachment directly from this screen.

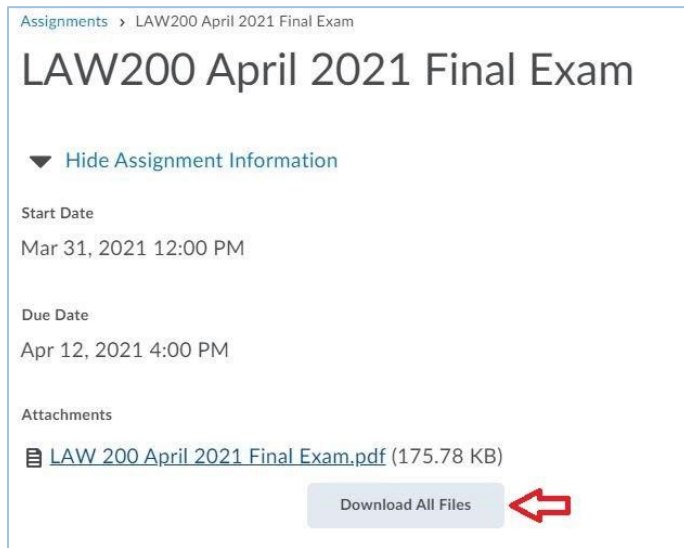
Assignments				
<a href="#">View History</a>				
Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
LAW200 April 2021 Final Exam 	Not Submitted	- / -		Apr 12, 2021 4:00 PM
Attachments				
 LAW 200 April 2021 Final Exam.pdf (175.78 KB)				

**Due Date:** Exams submitted after the due date and time will be marked late.

**Start Date:** The exam will become available for you to view and download on this date and time.

**End Date:** After this date and time, you will not be able to upload your exam answers.

- 3) Download the exam. You can save the exam file to your computer or print it. Read the instructions carefully.



- 4) Type your exam answers in a Word document. Clearly indicate your Final Codename on a cover page or header/footer. If the instructor has set a word count limit, also indicate the word count on your file. You may leave the Brightspace site while you are typing your exam answers, although this is not recommended for short timed exams. You will be responsible for the time it will take to load the site again and open the Assignments tool.

**IMPORTANT!!! Before you upload your exam file:**

1. Save your Word document using this naming convention: CODENAME LAW# InstructorLastName April 2022. For example: **ASTRO LAW200 Howell 2022.pdf**
  2. Convert Word document into **PDF**. This removes identifiers from the file and preserves your anonymity.
- 5) When you are ready to upload your exam answers, click 'Add a File' under 'Submit Assignment'. If you exited the Brightspace site, return to the site, go to the Navigation Bar > Course Tools > Assignments, and open the exam again. Follow the steps to upload your exam answers.

1

## Submit Assignment

Files to submit \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Record Video



Comments

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, font family, font size, background color, and more. Below the toolbar is a large text area for comments.

Submit

Cancel

2



My Computer



My Locker



Group Locker



ePortfolio



Cancel

3

Drop files here, or click below!



Upload



You can upload files up to a maximum of 1 GB.

Add

Back

Cancel

4

Drop files here, or click below!



Upload

You can upload files up to a maximum of 1 GB.

ASTRO LAW200 Instructor April 20... (176.27 KB) X

Don't forget to name  
your file correctly!



Add

Back

Cancel

Submit Assignment

to submit \*

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

ASTRO LAW200 Instructor April 2021.pdf (176.27 KB) X  
Source: My Computer

Comments

Paragraph B I U Font Family Font Size

Submit Cancel

Before clicking 'Submit', check that you have attached the correct file.

- 6) **Ensure you receive the 'File submission successful' message.** You can view the file you submitted by clicking the link. If, for some reason, you realize you uploaded the wrong file, you can upload another file by clicking the 'Upload more files' button at the bottom of your screen. You can upload as many files as you wish but Brightspace will only keep your most recent submission for instructors to mark. If your most recent submission was uploaded after the due date and time, it will be marked late. Otherwise, click 'Done'.


## Review Assignment Submission

### File submission successful

Submission ID

619702

Submission(s)

 [ASTRO LAW200 Instructor April 2021.pdf](#) (176.27 KB)

Comments

Assignment

LAW200 April 2021 Final Exam

Submission Date

Mar 31, 2021 12:15 PM

Submitted By

Katharine Waring

Total File Size

176.27 KB

Email Status

Confirmation Email Sent Successfully



Done

View History



Upload More Files

If you encounter issues while uploading your exam answers, please do not contact your instructor. Email Law Student Services at [law.studentservices@uvic.ca](mailto:law.studentservices@uvic.ca).