


## Take-Home Exam User Guide

To access the **UCI Law School Take Home Exam** module, please go to the following URL using your web browser: <http://apps.law.uci.edu/takehome>

Click on **Continue** to begin



**UCI Law** Take Home Exam

---

**Welcome to the Take Home Exam module!**

Use this system to download available take home exams, and to complete multiple choice answer sheets or upload your exam answers.

[Read the User Guide](#)

**IMPORTANT NOTE:** Once an exam is downloaded, the date/time will be recorded of when the exam was downloaded. If there is a time limit on the exam, your time starts the minute the exam has been downloaded, even if you cancel out of the download.

[Continue >](#)

Enter your UCINETID and password to authenticate.

**UCI** University of California, Irvine

---

Login with your UCInetID

UCInetID

Example: planteater

Password

[Forgot your password?](#)

Login

[Activate my UCInetID](#) • [Need help logging in?](#)  
[View recent account activity](#)

You will be presented with the 3 following options:

Download an Exam, Submit Exam Answers, or Demo


**UCI Law** Take Home Exam Log Out


---

## Take Home Exams


---

Please choose an option below:

 **Download an Exam**  
Access take home exams available to download for this term.

 **Submit Exam Answers**

- [Multiple Choice Answer Sheets](#)
- [Exam File Upload](#)

 **Demo**  
Download a sample exam, fill out a sample multiple choice answer sheet, and upload a sample exam file.

## Downloading the take-home exam

To download your exam, click the **Download an Exam** option.



### Download an Exam

Access take home exams available to download for this term.

You will then be presented with a list of all available take home exams for the current term.

## Download Exam

**IMPORTANT NOTE:** Once an exam is downloaded, the date/time will be recorded of when the exam was downloaded. If there is a time limit on the exam, your time starts the minute the exam has been downloaded, even if you cancel out of the download.

Your take home exams for this term are listed in the table below. To **download an exam**, click on the filename in the Download Exam column.

- The *download exam time* refers to the first date/time and last date/time that you may download the exam.
- If you see a Note Icon in the Note column, click on it to view additional notes or instructions provided by the instructor.

**For Multiple Choice Exams:** After you download the exam, use the [Multiple Choice Answer Sheet](#) to submit your answers.

**For Essays:** After you download the exam, you can [upload your exam answer file here](#). Please be sure to note the file requirements indicated in the instructions.

Course	Type	Exam Type	Download Exam Time	Time Limit	Download Exam	Note
LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS	Midterm	Multiple Choice	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	1 hr(s) 5 min	<a href="#">Law504F2020WHYTOCK_midterm.pdf</a>	N/A
LAW 507 (SOUTHWORTH, A.) LEGAL PROFESSION	Final	Multiple Choice	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	3 hr(s)	<a href="#">Law507AF2019SOUTHWORTH_final.pdf</a>	N/A
LAW 500 (LEE, R.) COM LAW: CONTRACTS	Final	Essay	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	3 hr(s) 30 min	<a href="#">Law502S2020MATE_final.pdf</a>	

To download a particular exam for a course, simply click on the exam filename.

Download Exam Time	Time Limit	Download Exam	Note
Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	1 hr(s) 5 min	<a href="#">Law504F2020WHYTOCK_midterm.pdf</a>	N/A



Once you click the exam filename, the date/time stamp will mark when the exam has been downloaded.

**WARNING:** Once you click the exam filename, **make sure you save the file**. If you cancel out of the save, it will still mark the exam as downloaded and the time will still indicate receipt of exam. If there is a time restriction on the exam, you'll have to pay attention to your download time to know when you have to return the exam results by.

**For a Mac**, the exam PDF will open. It should also save to your **download** folder.

**For a PC**, the exam PDF *may* save to a temporary location. Be sure if it does open, to either print the exam or save to a location that you are able to access later.

## Submitting your Exam Answer

Once you have completed your exam, you can upload your exam answer by going to the same URL:

<http://apps.law.uci.edu/takehome>

The screen where you downloaded your exam will indicate the exam type.

Course	Type	Exam Type	Download Exam Time	Time Limit	Download Ex
LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS	Midterm	Multiple Choice	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	1 hr(s) 5 min	<a href="#">Law504F2020</a>
LAW 507 (SOUTHWORTH, A.) LEGAL PROFESSION	Final	Multiple Choice	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	3 hr(s)	<a href="#">Law507AF2020</a>
LAW 500 (LEE, R.) COM LAW: CONTRACTS	Final	Essay	Oct 20 2020 7:41AM - Dec 25 2020 12:00AM	3 hr(s) 30 min	<a href="#">Law502S2020</a>



After logging in using your UCNETID and password, based on the **Exam Type**, click on the appropriate link.

- Multiple Choice – select **Multiple Choice Answer Sheets**
- Essay – select **Exam File Upload**

### Submit Exam Answers

- [Multiple Choice Answer Sheets](#)
- [Exam File Upload](#)

## Multiple Choice Answer Sheets

### INSTRUCTIONS:

Find a multiple choice exam you downloaded listed below and click “**Answer Sheet**” to begin entering your answers. Please note:

- **If there a time limit**, your time starts the minute you first downloaded the exam, indicated in the *Date/Time Downloaded* column. Please be sure to mind the exam’s time limit and submit your exam before the time expires.
- **To submit your exam answer sheet**, you must click “**Finish**” after the last question of exam answer sheet form.

*If you experience technical issues while trying to submit your multiple choice answer sheet, please email your answers to: EMAIL ADDRESS NEEDED.*

Course	Type	Date/Time Downloaded	Time Limit	Multiple Choice Exam	Submitted
LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS	Midterm	Nov 20 2020 2:40PM	1 hr(s) 5 min	<a href="#">Answer Sheet</a>	Not Submitted

Once you click on **“Answer Sheet”** for the exam that you are taking, you will be presented with the number of questions and the answer choices:

Answers you have selected:

(Click on the Question# to go directly to that question.)

[Question 1:](#)

[Question 2:](#)

[Question 3:](#)

[Question 4:](#)

[Question 5:](#)

## Multiple Choice Answer Sheet

Course: LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS

Exam: Midterm

**Please Note:** To submit your answer sheet, you must click “Finish” on the last question of exam answer sheet. Once you click “Finish,” you will not be able to make any further changes to your answer sheet.

---

### QUESTION 1

Please select the answer to QUESTION 1 below.

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

---

1 OF 5 QUESTIONS

**Save and Continue**

You can navigate to each question, by clicking on the question number in the left navigation. Or if you are on a question, clicking **Save and Continue** will save your answer and will take you to the next question. Be sure to click **“Save”** to save your answer.

As you select the answer for each question and save, your answer will appear in the left navigation next to the question number.

Answers you have selected:

(Click on the Question# to go directly to that question.)

[Question 1:](#) **A**

[Question 2:](#) **B**

[Question 3:](#)

[Question 4:](#)

[Question 5:](#)

## Multiple Choice Answer Sheet

Course: LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS

Exam: Midterm

**Please Note:** To submit your answer sheet, you must click “Finish” on the last question of exam answer sheet. Once you click “Finish,” you will not be able to make any further changes to your answer sheet.

---

### QUESTION 3

Please select the answer to QUESTION 3 below.

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

The very last question will have a “**Finish**” option”. *Once you click “Finish”, you cannot make any changes. You **MUST** click “Finish”, in order to time stamp your exam with the completed time.*

5 OF 5 QUESTIONS

Previous

Save

Finish

Once you click “**Finish**”, you can go back and view the answers that you submitted.

Course	Type	Date/Time Downloaded	Time Limit	Multiple Choice Exam	Submitted
LAW 504 (WHYTOCK, C.) PROCEDURAL ANALYSIS	Midterm	Nov 20 2020 2:40PM	1 hr(s) 5 min	<a href="#">View Submission</a>	Nov 20 2020 3:36PM



If you encounter any issues submitting your answers using the electronic answer sheet, create a Word document with your answers and send the answers via email to [registrar@law.uci.edu](mailto:registrar@law.uci.edu). This will have your answers timestamped via the email with your completion date and time.

## Essay Exam Response

### Exam File Upload

#### INSTRUCTIONS:

##### Exam Answer File Requirements

- Ensure that the document that you are uploading has the correct anonymous exam number as a header to every page.
  - Anonymous Midterm Exam #:
  - Anonymous Final Exam #:
- Do not indicate your student ID number or name on the exam.
- Be sure that your document is a PDF, DOC, DOCX, XLS, or XLSX before uploading. This module will only accept PDF, Word, and Excel documents and maximum file size must not exceed 10MB (Contact the [webmaster@law.uci.edu](mailto:webmaster@law.uci.edu) if your file is larger).
- Macintosh Users: Make sure to include the extension (.pdf, .doc, .docx, .xls, .xlsx) to the end of the file you are uploading if it does not exist. For example if your file name is examanswer, you would need to rename it as examanswer.pdf.

##### Upload your exam answer file:

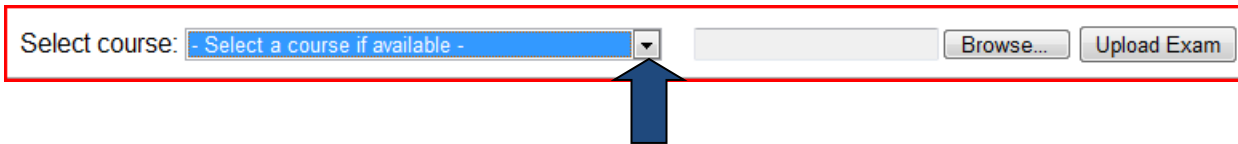
- Select the course below, choose the file you want to upload, and then click "Upload Exam."
- **If there a time limit**, your time starts the minute you first downloaded the exam, indicated in the *Date/Time Downloaded* column. Once you upload an exam, you may delete and re-upload it as often as you like. Just make sure to keep in mind the exam's time limit and upload the final version before it expires.

Select course:

No file chosen

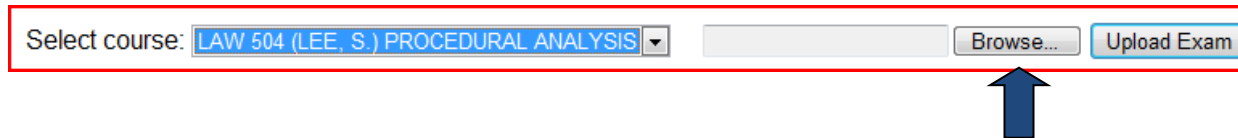
**To upload your exam response file.**

Select the course that you're uploading an exam response file for by clicking on the **Select course:** drop down menu. If nothing appears, that means you have not downloaded your exam yet.



Select course: - Select a course if available -

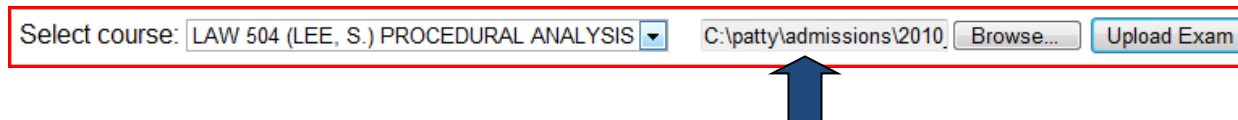
Once you've selected the course, click the **Browse** button to find your exam response file.



Select course: LAW 504 (LEE, S.) PROCEDURAL ANALYSIS

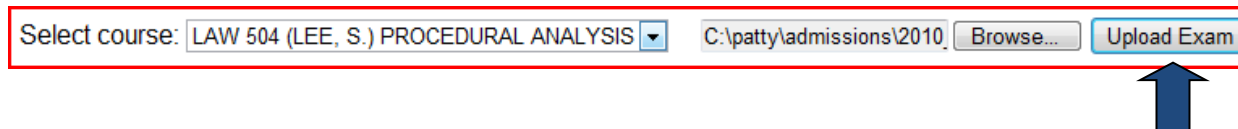
Once you've found your exam response file, double-click on the file so that the path and filename appear in the box.

**Important: We recommend the exam response to be a PDF document.**



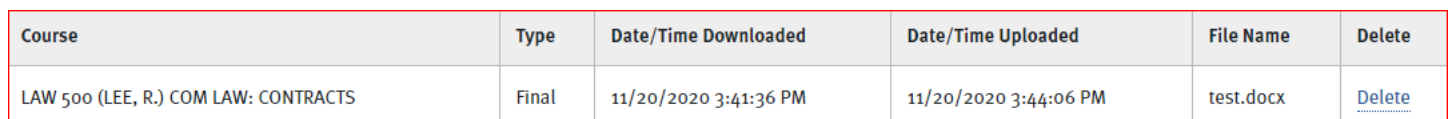
Select course: LAW 504 (LEE, S.) PROCEDURAL ANALYSIS C:\patty\admissions\2010

Once the file appears appropriately, click on the **Upload Exam** button.



Select course: LAW 504 (LEE, S.) PROCEDURAL ANALYSIS C:\patty\admissions\2010

Once the exam response has been uploaded, the **Date Uploaded** should have a date/time stamp of when the exam was uploaded.



Course	Type	Date/Time Downloaded	Date/Time Uploaded	File Name	Delete
LAW 500 (LEE, R.) COM LAW: CONTRACTS	Final	11/20/2020 3:41:36 PM	11/20/2020 3:44:06 PM	test.docx	<a href="#">Delete</a>

If you find that you have accidentally uploaded an incorrect file, you can click on **"Delete"**, it will delete your submission and will clear the upload date and time.