

Scheduled Exams

Scheduled Answers Only (Questions are not Available Online)

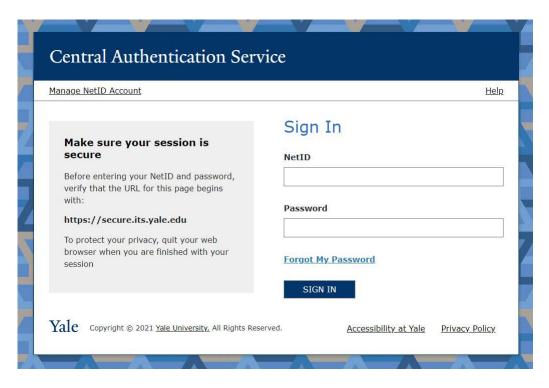
- 1. You must take the exam in the assigned room at the assigned time. When you arrive at the classroom, find a seat, and follow the proctor's instructions for tapping your ID to sign in and receiving a hard copy of the exam questions.
- 2. Before beginning the exam, read instructions, and complete the colored honor slip. It is recommended that you create your exam answer file and save the Word document prior to beginning the exam. Remember to include your exam ID number, the course title and/ or professor, and page numbers on every page. Double space your exam answers unless the exam instructions specify otherwise. A template file may be found on the YLS Registrar's Office web site.
- 3. Your time begins when the proctor tells you to start the exam.
- 4. Type your exam answers in Word.
- 5. The proctor will return to the exam room to give a five- or ten-minute reminder.
- 6. When the proctor calls time at the end of the exam, stop working on your exam and upload your exam answers.

Scheduled Web (Questions Available Online)

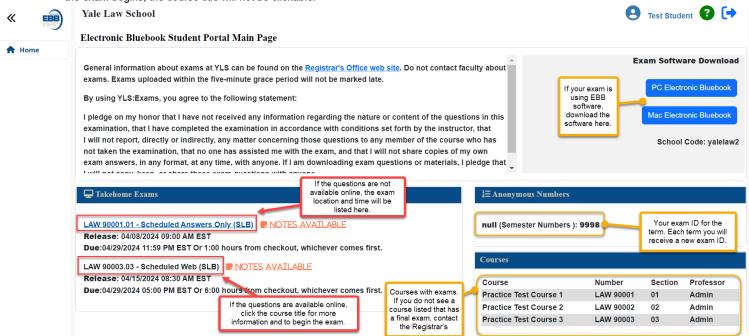
1. Login to YLS: Exams at https://exams.law.yale.edu/EBBLogon.aspx?ReturnUrl=%2f with your Yale credentials.





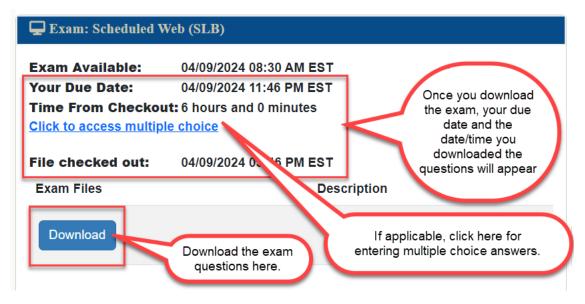


2. The YLS: Exams home page will list your exams prior to the exam period. Your exam ID for the term will also be listed here. Before the exam begins, the course title will not be clickable.





3. To begin an available exam, click on the course number of the exam under Takehome Exams. To begin the exam, click the blue **Download** button. Your time will begin when you download the file. The due date will then update to reflect the scheduled end time of the exam



Uploading Exam Answers

- 1. After writing your exam answers, return to the exam to upload your Word file.
- 2. Click Choose File and navigate to where the file is saved.
- 3. Click **Submit Exam** to upload your answers. If the exam instructions specify, you may upload multiple files. Please do not upload multiple copies of the same file. If you upload the incorrect file, click the red X to remove the file.
- 4. Once your exam answers are uploaded, you may view the file submitted by clicking on View.

