EBB Take Home Exam Instructions

Accessing the Exam

Step 1

1. Ensure you have your current term exam number. *Exam numbers change each semester.*

2. Log In to EBB at <u>https://ebblaw.tamu.edu</u> with your Howdy username and password.

Step 2

1. Click the course name under My Take Home Exams from the menu on the left.

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2. Click the **Download** icon when you are ready to begin the exam.

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3. The PDF exam document will download and your exam time begins. You may print the exam copy and/or save it to your computer for viewing. *Please remember, you may not distribute or share this exam in any way at any time. You may not discuss this exam with anyone until after the exam period is over.*

4. Log out of the EBB website before closing the window.

- 5. Your exam answers must be completed in a Word document.
- 6. *Important*: Include your exam number on the top of page one of your exam document and not your name.

Submitting Your Finished Exam

- 1. If necessary, log back in to the EBB website with your Howdy username and password *(if you receive a 404 Forbidden Access error message, reboot your computer and try again.)*
- 2. Click My Take Home Exams from the menu on the left.
- 3. Locate the desired course from the list.
- 4. Click Browse, locate your exam file (file must be a Word document), and attach it.
- 5. Click **Submit Exam** and your document will be submitted. The date and time will be displayed.

Wednesday, February 14th 2018, 10/26 AM CET			EB8 Take Home Exam Instructions		
Author: Authorite Fake Takehome Notes Exam Available: 02-14-2018 10:17 AM CST Exam Deadline: 02-14-2018 01:22 PM CST Time From Checkout: 3 hours and 0 minutes Time Used: (File checked out at 02-14-2018 10:23 AM CST Exam Due Date: 02-14-2018 10:23 PM CST Devenload File Description			 Your exam must be prepared in Nitropolit Wonil and swell as a World document only. Sieve your exam anteers to a file on your destrop using an exoly-intentifiat tible to make it assier to find when it is time to uplicate loc. 123MAIntaPrepared to Co. Droce you have completed the exam. If must be submitted will be same ttB system. Your Exam 20 statement of the influence on the top of page one on your your you may come to Student Services with a phone ID if you need this numbe again. Do not put your name anywhere on the document. This is an anonymour south. Do not put your name anywhere on the document. This is an anonymour south. Do not put your name anywhere on the document. This is an anonymour south. Do not contact the professor with any spectrices at 817.212-4001 or a ma low registion thanks to Student Services with the nomation the professor weight any clock to the charter in to Student Services with the professor weight and than actions Student Services with the nomatic the professor weight any action to be charter in the student services at 817.212-4001 or a ma low registion double to be the state to build be the services at 817.212-4001 or a ma low registion action. 		
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In the event of technical issues, please contact:

Student Services	817-212-4001	Mon-Fri	8:00am - 5:00pm
Law School IT	817-212-3845	After Hours/Weekends	

FREQUENTLY ASKED QUESTIONS

Q: Can I practice completing a take home exam before taking a real one?

A: Yes, a "Take Home Practice Exam" has been loaded into your available exams window. You may access this exam to experience how the process works.

Q: I am receiving a "404 Forbidden Access" error message when accessing the website.

A: Rebooting your computer should clear this error. To avoid the error in the future, log out of the EBB website before closing the page.

Q: My course isn't listed.

A: The course information will be loaded approximately 24-hours before the start of the exam or earlier. If your exam is within that time frame and is not yet visible, please contact the Office of Student Services at 817-212-4001 or email <u>law-registrar@tamu.edu</u>.

Q: I have a question regarding the content of the exam.

A: DO NOT contact your professor. Contact the Office of Student Services at 817-212-4001 or email <u>law-registrar@tamu.edu</u> with your question. Continue to complete the exam to the best of your ability with the information you have. If Student Services is able to provide an answer it will be shared with the class.

Q: Can I submit multiple versions of my completed exam?

A: Yes; however, all submissions are forwarded to the professor. Please limit your submissions to one document whenever possible.

Q: Can I view what I have uploaded?

A: Yes, click on the "view" button at the bottom of the window to open a copy of the document you uploaded. This feature will be available until the exam deadline.

Q: I cannot access the website at all and my exam is due soon. How can I submit?

A: If you are unable to access the website to submit your completed exam, contact Student Services for assistance. If it is after hours, you may email your exam file to <u>law-registrar@tamu.edu</u>. The email time will count as your submission time. Please do not email your file if you have already submitted through EBB.