

EBB Take Home Exam Instructions

Accessing the Exam

Step 1

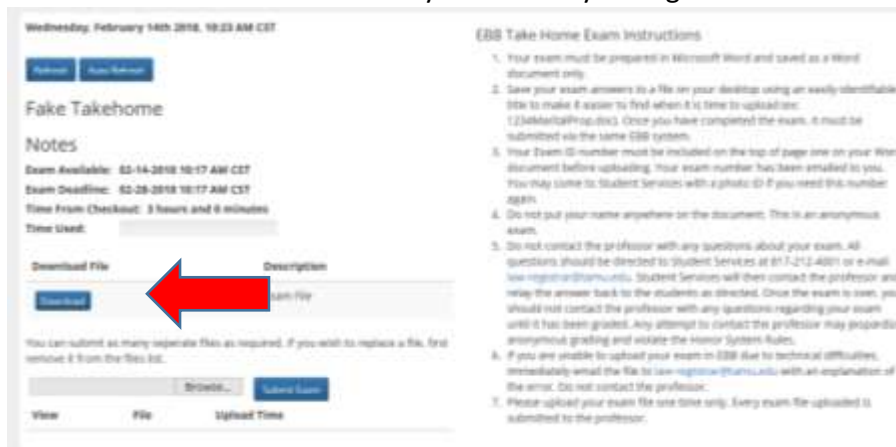
1. Ensure you have your current term exam number. *Exam numbers change each semester.*
2. Log In to **EBB** at <https://ebblaw.tamu.edu> with your Howdy username and password.

Step 2

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



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



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 CST

Refresh Auto Refresh

Fake Takehome

Notes

Exam Available: 02-14-2018 10:17 AM CST
Exam Deadline: 02-14-2018 01:23 PM CST
Time From Checkout: 3 hours and 0 minutes
Time Used: [Progress Bar]

File checked out at 02-14-2018 10:23 AM CST
Exam Due Date: 02-14-2018 01:23 PM CST

Download File	Description
Download	Exam File

You can submit as many separate files as required. If you wish to replace a file, first remove it from the files list.

View	File	Upload Time
View	08512-20180214_102627-ADR Survey Exam numbers-gloria.kisa	02-14-2018 10:26 AM CST

EBB Take Home Exam Instructions

1. Your exam must be prepared in Microsoft Word and saved as a Word document only.
2. Save your exam answers to a file on your desktop using an easily-identifiable title to make it easier to find when it is time to upload (ex. 12345678910.doc). Once you have completed the exam, it must be submitted via the same EBB system.
3. Your Exam ID number must be included on the top of page one on your Word document before uploading. Your exam number has been emailed to you. You may come to Student Services with a photo ID if you need this number again.
4. Do not put your name anywhere on the document. This is an anonymous exam.
5. Do not contact the professor with any questions about your exam. All questions should be directed to Student Services at 817-212-4001 or e-mail law.registrar@tamu.edu. Student Services will then contact the professor and relay the answer back to the students as directed. Once the exam is over, you should not contact the professor with any questions regarding your exam until it has been graded. Any attempt to contact the professor may jeopardize anonymous grading and violate the Honor System Rules.
6. If you are unable to upload your exam in EBB due to technical difficulties, immediately email the file to law.registrar@tamu.edu with an explanation of the error. Do not contact the professor.
7. Please upload your exam file one time only. Every exam file uploaded is submitted to the professor.

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 law-registrar@tamu.edu.

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 law-registrar@tamu.edu 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 law-registrar@tamu.edu. The email time will count as your submission time. Please do not email your file if you have already submitted through EBB.