

# Take Home Exams: Using ExamSoft Website

## How to Download and Submit a Take Home Exam (PC and Mac)

The Exemplify software is **NOT** used for take home exams.

You will be required to log into the ExamSoft website at [www.examssoft.com/mcgill](http://www.examssoft.com/mcgill) and **download** the take home exam questionnaire. Timing (“count down” of exam duration) will begin once the exam file is downloaded. You **must** then log out of the ExamSoft portal. To submit your take home exam response, you will log back into the website and **upload** the exam answer file. Only one exam answer file can be uploaded. Students will not be permitted to submit any additional work or an alternative version. Only the original submission will be forwarded for grading.

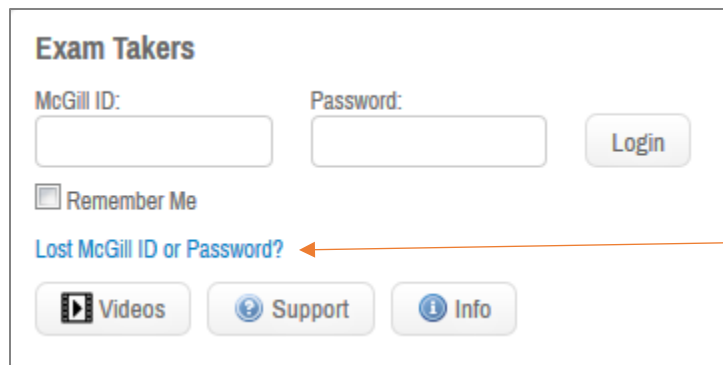
Take home examinations must be completed once the exam questionnaire has been downloaded.

Take home exams must be completed within the examination period which ends at 5pm on the last scheduled exam day. You may submit at any time of the day or night, any day of the week, including weekends, as long as you respect the duration of the exam and exam period. Late submissions will be subject to [late penalties](#).

## Downloading your take home exam questionnaire

The following steps will guide you through downloading a take home exam questionnaire.

1. Using a supported browser such as Firefox or Google Chrome, go to <http://www.examssoft.com/mcgill>
2. At the log in section marked **Exam Takers**, enter your 9-digit McGill ID and your assigned password. The password is your current Term Specific Exam Code found on Minerva (midterm exam code for midterm exams; final exam code for final exams; exception: first year students will use **final exam codes** for **December exams**) prefaced by the case sensitive word law (no spaces, no hyphens) e.g. if your exam code is GR-AAAA, then your password is lawGRAAAA



**Exam Takers**

McGill ID:  Password:

Remember Me

[Lost McGill ID or Password?](#)

**Do not use this functionality, it is disabled for our Law School.**

3. Click the **Courses** tab located at the top of the page. Under the column **COURSE**, click the take home exam you wish to take.

## Course: Mock\_Take\_Home\_001\_Fall\_2018\_midterm

If you saw the green confirmation screen while exiting Exemplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next Show: 10 | 25 | 50 | 100

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Mock_Take_Home_001_Fall_2018_midterm	Exam	<b>ACTION</b> Download Required <b>ACTION</b> Exemplify Upload Required	-	-	-	-	
Mock_Take_Home_001_Fall_2018_midterm	Exam	<b>ACTION</b> Download Instructions/Assignment <b>ACTION</b> Upload Assignment	-	-	-	-	

Previous 1 Next 2 Results Show: 10 | 25 | 50 | 100

4. Click the **Action** button for “Download Instructions/Assignment”
5. The **Download Instructions/Assignment** pop-up window appears.

### Download Instructions/Assignment

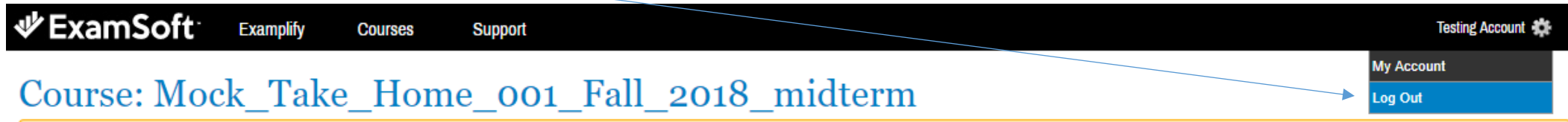
Please note that once you click Download, you will be marked as having downloaded the instructions/assignment.

Close Download

Click **Download**. **Timing will begin.**

6. Save the exam questionnaire file on your computer at a location where it can be easily accessed as you will not be able to access it again.

Once you have downloaded your Take-Home Exam, **log out** of ExamSoft.



The date and time the exam response is due can be found under the **UPLOAD DUE DATE** column. (Ignore the time under the NOTIFICATIONS/ACTIONS REQUIRED column as it is misleading.) Students must upload their examination answer file within the exam's designated duration as specified on the examination instruction form and within the examination period. The examination period ends at 5pm on the last scheduled exam day.

Previous 1 Next Show: 10 | 25 | 50 | 100

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name
Mock_Midterm_Takehome_Exam_F2017_SAO	Exam	<a href="#">ACTION</a> Download Instructions/Assignment <a href="#">ACTION</a> Upload Assignment: 23 Hours Remaining	-	28/10/2017 09:25	-	-

### Uploading (submitting) your take home exam answer

Use a word processing application to write your exam. Make sure to differentiate your exam response file name from the exam questionnaire file name.

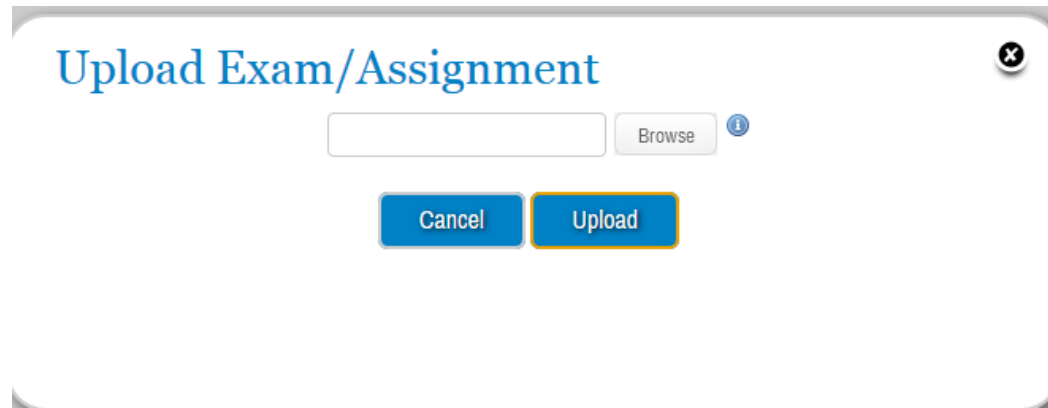
**NOTE:**

In order to protect your anonymity, your exam response, including cover page, must be identified by your term specific exam code. Do not include your name or student ID number in either the file name or body of the document. **When you save the file, include your Exam Code, the Course Title and the Term (example "ABCD\_Course Title\_Fall 20##.doc")**

**Students are advised to begin the upload process 30 minutes before the deadline to allow for any unforeseen technical problems.** Late submissions will be subject to late penalties.

After completing the exam, follow these steps to upload/submit your take home exam answer file.

1. Go to <http://www.examssoft.com/mcgill>
2. At the log in section marked **EXAM TAKERS**, enter your 9-digit McGill ID and your assigned password and click **LOGIN**.
3. Click the **COURSES** tab located at the top of the page. Under the **COURSE** column, click the take home exam for which you wish to submit a response. Click the **Action** button for “Upload Assignment”. The **UPLOAD EXAM/ASSIGNMENT** window opens




4. Browse, select and upload the answer file

**WARNING:** Ensure you select the correct file to upload.

- You will not be able to preview the file in the system prior to submission
- You will not be able to view the file after it has been submitted
- You will not be able to submit another file once your file has been uploaded



5. A message that your file has been successfully uploaded appears.

## Upload Exam/Assignment ✕

 You have successfully uploaded the file, take home exams using the ExamSoft website.pdf, to the assessment: Mock\_Take\_Home\_Exam\_1.

[Cancel](#) [Upload](#)


Note you will **not receive an email** to confirm your exam upload as the email functionality is not enabled for our Law School. Students can view submission history (download and upload dates as well as upload file name) by logging in to the ExamSoft portal, clicking the COURSES tab at the top of the page, clicking the COURSE in question. (As of fall 2016 the **Assignment Drop Box** is no longer functional but remains available so students can view history from previous semesters.)

 [Exemplify](#) [Courses](#) [Support](#) Testing Account 

## Course: Mock\_Take\_Home\_001\_Fall\_2018\_midterm

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Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Mock_Take_Home_001_Fall_2018_midterm	Exam	<a href="#">ACTION</a> Download Required <a href="#">ACTION</a> Exemplify Upload Required	-	-	-	-	
Mock_Take_Home_001_Fall_2018_midterm	Exam	<a href="#">ACTION</a> Download Instructions/Assignment	-	10/29/2018 3:14 PM	10/29/2018 9:21 AM	Mock Take Home Exam Fall 2018 Midterm.pdf	

Previous 1 Next 2 Results Show: 10 | 25 | 50 | 100 

TAKE NOTE OF THE FOLLOWING WHEN PLANNING FOR A TAKE-HOME EXAMINATION(s):

- Vérifiez la durée de votre examen maison (e.g. 6 heures – 72 heures). En cas d’incertitude ou d’ambiguïté, demandez au chargé de cours de clarifier cette information en classe.
- Once you have downloaded the exam, any questions must be directed to the SAO **not** the instructor;
- Once you have downloaded the exam, you must complete it according to the duration indicated on the exam and within the examination period;
- Students must ensure to select and upload the correct answer file as students will not be able to preview the file and submission is final. Students will not be permitted to submit any additional work or an alternative version. Only the original submission will be forwarded for grading.
- Late submissions will be subject to late penalties;
- Take-home examinations are to be individual exercises, and so confidentiality of questions and answers must be maintained unless specific instructions are provided on the exam regarding student collaboration;
- Les étudiants sont fortement encouragés à lire le guide de McGill sur le plagiat.

#### **Support – Getting Help**

Support is available during regular business office hours (Monday-Friday, 9am-5pm) through the SAO located at NCDH, Room 433 or through IT Support by appointment.

If you are unable to submit your exam, please email it, with an explanation, to: [saoassignments.law@mcgill.ca](mailto:saoassignments.law@mcgill.ca)