

MEMORANDUM

TO: Faculty

FROM: Phyllis L. Crocker, Associate Dean for Academic Affairs and Jean Lifter,
Assistant Dean for Academic Affairs

RE: Take-Home Exam Policy

DATE: 9 September 2008

The Faculty Manual sets out a new take-home exam policy that applies to all take-home exams beginning with the Fall 2008 semester. We are instituting this policy in light of the apparent trend toward faculty giving more take-home exams and the fact that we have no uniformity in whether and when Dean Lifter is notified that a professor will give a take-home exam or how exams are distributed or submitted. This lack of uniformity creates a number of problems: Dean Lifter may not know if a student has a conflict that would allow rescheduling of an exam under our exam rescheduling policy; she may find out so late about a take-home exam that insufficient time exists to ensure that all students in the class are aware that they could reschedule an exam; differences in how exams are distributed and/or submitted creates the potential for exams to be misdirected, pages lost in printing out exams, or a faculty member inadvertently finding out the identity of the student—these differences are compounded when Dean Lifter does not know that a professor is giving a take-home exam. In light of these problems, which have been increasing over the past several semesters, we will now require the following:

1. You must tell Dean Lifter by at least week nine of the semester that you will be giving a take-home exam. This semester that means you must tell her by October 24, 2008. If you do not tell Dean Lifter by October 24, 2008 you must give an in-class exam.
2. You must give students very specific directions as to when and where the exams will be available, what resources they can consult in preparing their answers, the date (including a specific time) their answers are due and to whom and how the exams must be submitted. You must provide this information in writing to Dean Lifter and Israel Payton by November 11, 2008.
3. Take-home exams may be given only during the exam period.
4. Distribution of take-home exams. You may distribute the exams by email, you may ask your secretary to distribute them, or you may provide hard copies to Israel Payton, the law school's receptionist, located in Student Services, to distribute (with a sign out sheet). You must tell Dean Lifter and Israel Payton, in writing, by November 11, 2008 how you will distribute your take-home exam.

5. Submission of take-home exams. You must specify one of two ways for students to submit their exams: either they must bring a hard copy to Israel Payton, the law school's receptionist, located in Student Services or they must submit the exam electronically to your secretary who will print out the exams and give them to you. You must tell Dean Lifter and Israel Payton, in writing, by November 11, 2008 how students will submit their take-home exams. In the future we may be able to permit students to submit their take-home exams to the Technology Department using the exam software, but we do not yet have confirmation of that.