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AY25-26 Exam Administration Process

Review the Exam Schedule*
at **https://www.law.csuohio.edu/mycsulaw/courseinformation/schedules**

Midterm exam details are noted on your course syllabus.

All students need an Exam ID (get this well before the exam period starts)
Please visit the following site to generate an Exam ID:
https://www.law.csuohio.edu/it/examportal

You will use the same EXAM ID for all exams during an exam period.

Fall 2025 Midterms, numbers will start with a 6
Fall 2025 Finals, numbers will start with a 7
Spring 2026 Midterms, numbers will start with an 8
Spring 2026 Finals, numbers will start with a 9

All exams starting Fall 2025 are being administered on **Blackboard** (and **Canvas** for some Cyber MLS courses---if you are enrolled in a class in Canvas, please consult the course syllabus for any exam instructions).

Technical Requirements & Information for Exams

Exam Software: All students *may* need to utilize Respondus Monitor and/or Respondus Lockdown Browser for their exams. Download this software in advance of each exam period here: **https://download.respondus.com/lockdown/download.php?id=492137130**. The use of this software depends on the type of exam given.

Note: the Respondus Lockdown Browser **will be** used for in-person, closed book exams but the Respondus Monitor will not be utilized for in-person exams.

Complete the *Practice with Technology Activity* in your course to make sure it will work on your computer.

Internet Connection: You need access to a high-speed internet connection to take the exam and for remote IT support.

Paper and Pen/Pencil: Please have blank paper and a writing implement available to take notes. Blank paper will be provided for in-person exams.

Camera and Microphone, for Remotely Administered Exams: The exam software confirms identity and records the session using your computer's video camera and microphone. These both must be functioning to take a closed book, remotely administered exam.

Smart Phone, for Remotely Administered Exams: You are not permitted to have a smart phone in the room where you are taking the exam, but please have one available close by in case you have technical problems so that you can call IT support. Please configure your phone to send and receive emails and, if possible, install the Zoom app so that you can communicate if you need technical assistance.

For in-person administered exams, connect with the proctor on issues.

CSU ID or other form of Government ID: Exams using the remote proctoring service Respondus Monitor will require you to verify your identity with a picture ID.

Remotely Administered Exam Plan: Secure a quiet and distraction-free space with a strong internet connection. For closed-book exams, make sure that you will be able to show the space via your camera to confirm that the exam area is clear of anything but your computer, scrap paper, and something to write with.

Accommodated Testing: If you have approved testing accommodations from the Office of Disability and Testing Services, pay attention to communications around exam time, as you will be asked to coordinate use of accommodations for each exam period in advance. Extra time accommodations will be programmed into exams directly.

I.   Take Home Exam

To access your exam, log on to Blackboard and navigate to the Midterm/Final Exam Module at the time listed on the syllabus/exam schedule. Open the Exam Assignment. You have the option of printing your exam. Write the exam answers directly into Blackboard. You will be able to start and stop over the time allowed by the exam schedule.

You must hit submit on Blackboard before the due date and time listed on the exam schedule.

II.   In-Person Administered Closed Book Exam

STEP 1: Starting the Exam
The Proctor may distribute exam questions and scrap paper and will provide instructions for the exam. Start the log-in process by launching the Lockdown Browser and log into Blackboard, then the course to find your exam.

STEP 2: Timing
You will have a timer on screen, and the exam will automatically submit when time expires. If you have approved testing accommodations from the Office of Disability and Testing Services, your exam time may be different than the original exam schedule. Pay attention to communications around exam time, as you will be asked to coordinate use of your accommodations for each exam period in advance.

STEP 3: Submitting the Exam
When you are done or time runs out your exam will be submitted through Blackboard. You will receive an email confirmation with a confirmation number. Once you receive that email your exam has been successfully submitted to the instructor for grading. Keep the Blackboard email as a receipt of submission. You may see on your screen a spinning wheel as the exam is being uploaded, this may take a while. Do not close the screen until Respondus says it is done.

III.   Remotely Administered Closed Book Exam

Closed book exams use both the Respondus Lockdown Browser and Respondus Monitor, the remote proctoring service. You must download and install this software prior to the exam, see *Exam Software* above.

The exam will be set for conditional release according to the exam schedule through Blackboard. If you have approved testing accommodations from the Office of Disability and Testing Services, your exam time may be different than the original exam schedule. Pay attention to communications around exam time, as you will be asked to coordinate use of your accommodations for each exam period in advance.

STEP 1: Print the Exam Questions
This step *only* **applies if** your instructor has said you may print the exam or parts of the exam. You must print **BEFORE** you open the exam in the Lockdown Browser. You may print the exam from Blackboard using the steps below.

- Log into your Blackboard account
    - Find your course and go to the course home page
    - From the course home page, go to Midterm/Final Exam Module
    - In the Midterm/Final Exam Module, locate the discussion board "Print Exam Questions," and click on that link
- In the response box, type your name, the date, and the time. Click **Respond**.
- Download the exam and print it.
- **You must start your exam within 10 minutes of downloading the questions.**

STEP 2: Start the Exam
Within 10 minutes of downloading the exam, you must launch the exam by opening the LockDown Broswer and log into Blackboard, then the course. Once you launch the exam, the LockDown Browser and Respondus Monitor will automatically open and walk you

through the identity verification. The verification process involves showing your photo ID and using your computer camera to scan your environment.

STEP 3: During the Exam
    a. **Recording and Flags:** While you are completing the exam, you are being recorded. If the reviewing system automatically flags suspicious activity, a faculty member or associate dean will review that part of the recording.

    b. **Timing**: You will have a timer on screen, and the exam will automatically submit when time expires. If you have an extended time accommodation, the timer will automatically incorporate that extension.

    c. **Restroom breaks/other interruptions:** You are permitted to take brief restroom breaks during the exam. Hold up two fingers to the web camera. You must return promptly. The system will flag this as an anomaly, but we will know to ignore it unless the break is excessive. If you run into an issue that delays you, simply explain what happened to the camera so that the reviewer can assess the situation.

    d. **Testing Environment:**
- Try to ensure you're in a location where you won't be interrupted
- Remove all other devices (e.g., tablets, phones, smart watches, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
  - Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

STEP 4: Submitting the Exam
When you are done or time runs out your exam will be submitted through Blackboard. You will receive an email confirmation with a confirmation number. Once you receive that email your exam has been successfully submitted to the instructor for grading. Keep the Blackboard email as a receipt of submission. You may see on your screen a spinning wheel as the video is being uploaded, this may take a while. Do not close the screen until Respondus says it is done.

IV.   Troubleshooting During the Exam

If you encounter any issues during the exam, try closing the exam software. Go back into Blackboard and relaunch the exam. You may be required to go through the identity

verification process. If you are unable to relaunch the exam, call the **CSU Tech Help Desk: 216-687-5050 option 2** for Blackboard Support.

If you are still unable to relaunch the exam and/or if you encounter other difficulties, such as an inoperable computer, that prevent you from continuing the exam, immediately contact the administrator on call to discuss your options for completing the exam.

The exam software should pause the time to complete while you are logged off. If the time continues to run while you are logged off and you have lost time, continue to complete the exam online with the time remaining. Once you complete the exam, email the administrator on call noting the approximate amount of time you lost. We will contact you to discuss your options.

V.   Other Emergencies

If you are unable to take the exam due to an unforeseen emergency, contact Assistant Dean Bolt 216-687-2306 or Associate Dean Witmer-Rich 216-687-2535, who will determine whether you qualify for a good cause reschedule. **Note: If you are taking an exam in the Associate Dean's class, contact the other Dean to preserve anonymity.**
Please note: (1) do not contact your instructor to avoid compromising anonymity; and
(2) only extraordinary and unforeseeable events constitute good cause to reschedule on the day of an exam (e.g. death in the family, car accident on the way to the exam).