

Loyola University New Orleans College of Law
Summer 2019 Exam Schedule
July 19-24, 2019

Last Updated 6/5/2019

TUESDAY **07/16/19** Last Day of Classes
WEDNESDAY **07/17/19** Study Day
THURSDAY **07/18/19** Study Day

Note: The last column - "Tentative Length" - lists the time allowed by the professor for the exam. Times are listed here so the law community will have a general idea of how long each classroom will be in use. Most professors indicated the times were certain, however, we recommend checking with the professor to verify the actual amount of time allotted for the exam. The times listed here are for information only and are not the final authority on the length of any exam.

Day	Date	Time	Course Number	Course Name	Professor	Room	Tentative Length
MONDAY	07/22/19	6:00 - 9:30 PM	LAW L740-051	Constitutional Criminal Procedure	Viator	LS 111	3.5 hrs
Day	Date	Test Access Period	Course Number	Course Name	Professor	Room	Tentative Length
WEDNESDAY	07/24/19	5:00 - 8:00 PM	LAW L760-WL1	Evidence	Ciolino	Online via Exam4	3 hrs

◀ courses with take-home exams and no exams listed on the following pages ▶

COURSES WITH TAKE HOME EXAMS (OPEN TESTING DATES)

Lawyering III (LAW L770-WL1) – Professor Szalai

This is a 3 hour and 5 minute take-home exam. Students may choose any 3 hour and 5 minute period to take the exam beginning 9:00 AM Friday, July 19 through 9:00 PM Wednesday, July 24. The last full 3 hour and 5 minute period to download this exam commences at 5:55 PM Wednesday, July 24. You may download the exam after 5:55 PM July 24, but the exam answer must be submitted no later than 9:00 PM that day.

Exam questions for this course must be accessed from the Exam4 website. The answer must be typed in your own word processing software and uploaded to the Exam4 server via the Exam4 website. DO NOT USE THE EXAM4 SOFTWARE TO TYPE YOUR ANSWER.

Step-by-step instructions to access the test questions, and prepare and upload the answer, are available on the last page of this exam schedule under the heading "Instructions to Access and Submit Take-home Exams on Exam4 Website". The instructions will also be e-mailed to the class. Pay particular attention to the instructions about how to prepare the answer as only certain file types can be uploaded.

Louisiana Code of Civil Procedure (LCIV L935-WL1) – Professor Lecesne

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COURSES WITH NO EXAM:

Academic Externship (LAW L900-001) – Linares
Academic Externship (LAW L900-002) – Linares
Academic Externship (LAW L900-003) – Linares
Criminal Law Seminar: Court Watch (LAW L862-051) - Levine

Instructions to Access and Submit Take-home Exams on Exam4 Website (print and keep with your exam materials)

Most users will be able to navigate the take-home exam section of the Exam4 website with minimal guidance from the detailed instructions. However, please know the answer to most questions will be found by reading these instructions. Users who have trouble with any part of the process and who cannot find the answer in these instructions should contact Exam4 Tech Support at this link <http://www.exam4.com/userguide#contactusersupport>.

Users do not have to be on the Loyola Law network in order to access the questions or submit the answer - access to the process is available through any Wi-Fi connection.

To view the exam questions:

- 1) Go to www.exam4.com. Select "Law Schools" from the menu on the left, then "L" for Louisiana, and "Loyola New Orleans College of Law".
- 2) Under "Available Take-Home Exams" choose the proper exam.
- 3) Where prompted enter your LORA exam number and select "Continue". Ignore instruction the exam number is provided by your instructor. You will also see text that says "You will not need the Exam4 software for this exam." Please ignore and just select "Continue" in order to advance to the next page.
- 4) If you are taking a 4 ½, 24, or 48 hour exam you will see "Confirm Exam Start". When ready to view the exam questions, select "Start Exam". You will also see text explaining how many hours you have for the exam so please make note of that information. Please note the clock starts when you select "Start Exam". Then skip to step #6.
- 5) If your take-home is not limited to the time restrictions listed in #4 you will see the screen described in #6 – skip to #6.
- 6) When the screen refreshes please read any instructions under "Exam Questions and Instructions". Then under "Your instructor has also attached this file" select the attached file to see the exam questions.
- 7) At "Due Date" please make note of the day and time your exam is due.

To prepare the exam answer:

The answer must be typed in your own word processing software and submitted in one of the following formats:

.PDF	Adobe PDF	.DOC	Word document
.DOCX	Word 2007 document		
.ODT	OpenOffice document	.RTF	Rich Text format

We prefer students submit as a .PDF document. If that's not possible, then we prefer .DOC or .DOCX formats.

To submit the exam answer:

- 1) Go to www.exam4.com.
- 2) Repeat steps 1-3 above.
- 3) The screen will briefly indicate "Retrieving your exam question . . ."
- 4) When the screen refreshes scroll down to "Submit Your Answer", select "Choose File" to choose your exam answer, then select "Submit Answer".
- 5) A box will appear asking "Is this your final answer?" and for you to verify the proper file was selected. Please verify and select "Submit Answer".
- 6) A box will appear stating "Submission received" next to a big green checkmark.
- 7) Destroy any printed test questions and any file saved as a result of downloading the exam questions.

