

STUDENT - TAKE-HOME EXAMINATION SYSTEM (THES) INSTRUCTIONS.

What is THES

THES is the Law School's Take-Home Exam System. THES allows students to use the internet to: (1) download the Take-Home Exam Question File(s) (in PDF format); and (2) upload their exam answers as created on a Mac or PC in either Microsoft Word or Corel WordPerfect. Acceptable file formats are: .docx, .docm, .doc, .wpd, .rtf, and .txt

NOTE:

1. ALL ANSWERS SHOULD BE CONTAINED IN **ONE** ANSWER FILE. **DO NOT CREATE A SEPARATE ANSWER FILE FOR EACH QUESTION.** PLEASE BE SURE TO UPLOAD THE CORRECT FILE TO THES. You will be required to review and verify that the file uploaded is the answer file. Once you verify your file and submit the same you will not be able to upload a different file.
2. If you draft your answer in a word processing program other than Microsoft Word or Corel WordPerfect (e.g., OpenOffice), you must save and upload your answer file in one of the above listed formats.

Important Reminders

- THES is accessible 24 hours a day, 7 days a week from any computer connected to the Internet. Technical support is available during business hours (Monday through Friday 9:00 am – 5:00pm) via e-mail at law.helpdesk@nyu.edu
- **Download your Take Home Exam within the designated time period:** An exam file will only be available for download during the scheduled Start Date/Time. Please consult the Examination Survival Guide for details. A re-download of an exam question file is permitted, however the first time the exam question file was downloaded will be the time utilized by THES. **NOTE: Unlike in-class exams, the clock begins to run on your take-home exam as soon as the THES PDF question file has been downloaded.**
- Please be advised that in order to successfully use THES, your browser must have JavaScript and Cookies enabled
- **Watch Your Time:** Each Take Home Exam will be timed based on the THES web server. Please do not rely on any other clock, including your computer's clock.
- **Save Your Work Often:** It is your responsibility to **save your work.** Please save your working exam answer file frequently and please make periodic backups of your work.
- **Install Acrobat Reader:** Adobe Acrobat Reader (or any other PDF reader) will allow you to open up and view the PDF exam file on your system. If needed, you can download it for free from <http://get.adobe.com/reader/>.

- **Format Your Test File:** Review the tips listed later in these instructions.
- **Upload (See page 6 of this guide for detailed steps): ALL ANSWERS SHOULD BE CONTAINED IN ONE ANSWER FILE. DO NOT CREATE A SEPARATE ANSWER FILE FOR EACH QUESTION.** When you begin the upload process make sure you select the correct file for upload. You will be required to review and verify that the file uploaded is the answer file.

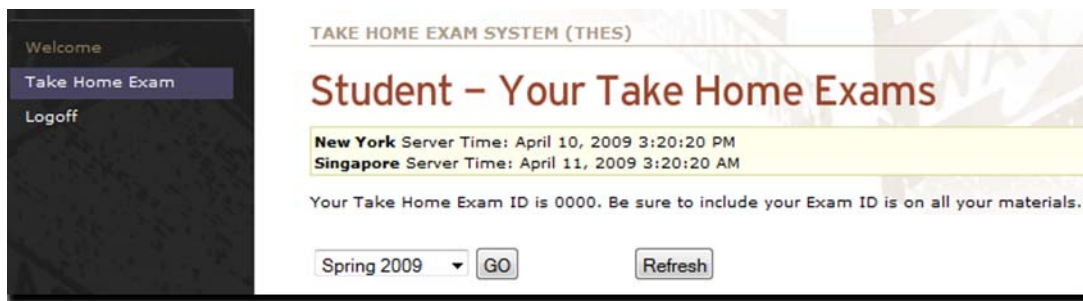
If you do not select “Confirm and Submit” you will be permitted to upload your exam file as many times as you desire by clicking on “Upload Again”.

By selecting the “Upload Again” button you will be able to submit a new exam answer file and the same will REPLACE and OVERWRITE your previous answer file. The time of your last upload will be reflected as the time that your exam was submitted. **Therefore, you must complete ALL UPLOADS within the allotted exam period or any applicable grace period, otherwise your exam will be marked late.**

By selecting the “Confirm & Submit” button your answer file will be printed and sent to the faculty. You are verifying that the exam file is your FINAL submission by selecting this option and no further uploads will be allowed. **A confirmation e-mail will be sent to you and to an Academic Services e-mail account.**

Start Your Take-Home Exam

1. Go to the THES homepage at <http://its.law.nyu.edu/thes>
 - Log in by clicking the login link in the sidebar menu.
 - Enter your NetID and NYUHome Password.
 - Click the Log In button.
 - Select the Take-Home Exam link on the left-hand side of the page.
2. You will see:
 - a. The Server Time.
 - b. Your Exam ID # and reminder note as follows:
"Your Take Home Exam ID is ####. Be sure to include your Exam ID on all your materials."
 - c. A Refresh button, which should be used to refresh the Server Time on the screen.
 - d. Information on each Take-Home Exam you have scheduled.



3. Select the Download button.
4. A confirmation screen will appear asking if you are you sure you want to start this exam.
 - a. If you click No: you will return to the previous screen
5. If you click Yes the following will occur:
 - a. The Exam Progress screen will appear. This screen will calculate the date/time by which you must upload your answer file.
Note: you must rely on the Server Time and NOT your computer system's time.
 - b. The file download dialog box will appear. Although you have two Options, to Open or Save the PDF question file, we strongly recommend that you:
Select Save: Navigate to the location on your system you want to save the PDF question file, and select the Save button. Then locate the PDF question file and open it.
 - c. A copy of the PDF exam question file will be emailed to your NYUHome account. You may also log on to the system to re-download your take home exam answer file at any time, however the first download time is the time used by the system.

Test Formatting Tips

- Remember to **Save** your answer file periodically. Unlike in-class exam software, your word processor will not keep multiple backups of your Take-Home exam answers.
- In the footer, include
 - Page # of Total # of pages (e.g. **Page 1 of 5**)
 - **your Exam ID # as follows** (e.g. **Exam ID : #####**)
- After the last paragraph of your exam answer file type the following phrase, in Bold and Capital Letters: “**END OF EXAM**”

Page X of Y Instructions

In Microsoft Word XP/2002/2003

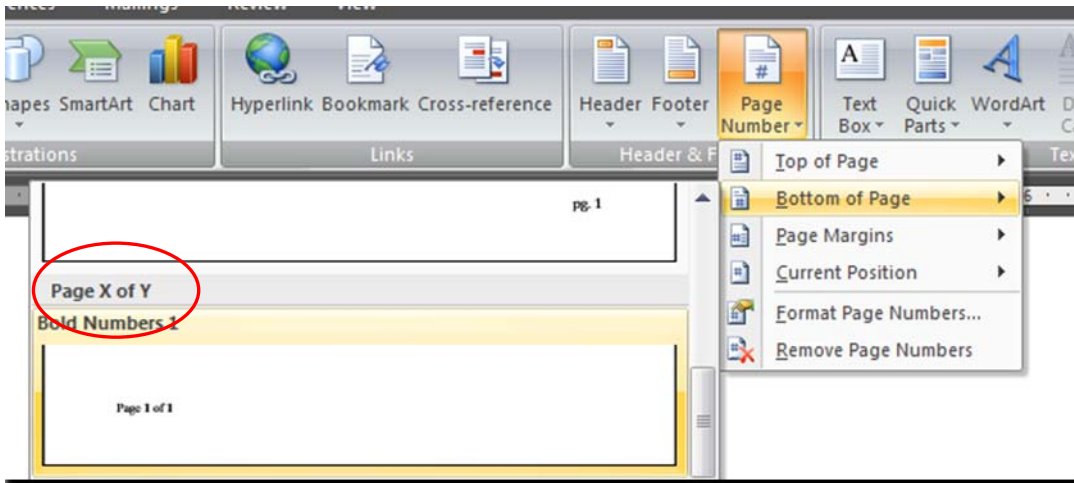
1. Go to View>Header and Footer
2. Scroll to the bottom of the page and place the cursor in the footer area.
3. Click the “Insert AutoText” button on the Header and Footer toolbar



4. Select “Page X of Y”

In Microsoft Word 2007

1. Go to the Ribbon and select “Insert”
2. Click Page Number, Select Bottom of Page
3. Scroll through the list to find the X of Y options and select one



4. If you need to further format the style of the page numbers, you may do so directly from the footer area.

In Microsoft Word 2008 for Mac

1. On the View menu, click Print Layout
2. On the View menu, click Header and Footer
3. Click the Footer area on the bottom of the page
4. On the Insert menu, point to AutoText and then click Page X of Y

Upload your answer file

1. Go to the THES homepage <http://its.law.nyu.edu/thes>
 - a. Log in by clicking the login link in the sidebar menu
 - b. Enter your NetID and NYUHome Password.
 - c. Click the Log In button.
 - d. Select the Take-Home Exam link on the left-hand side of the page.
 - e. Click the link to Upload your exam file.
 - f. The Upload Answer Screen should appear.
2. Upload your file:
 - a. Select the Browse button and navigate to your exam answer.
 - b. Select your exam answer and click then Open button in the dialog box.
 - c. Click the Upload button on the THES site.
3. Confirm Your Answer
 - a. At this point a Confirm and Verify screen will appear.
 - b. Click the link that says "Click Here to View File ..."
 - c. Once you have reviewed your uploaded document, you must choose to either finish the submission process by verifying the file, or upload a different file, if needed.
 - i. If the file is correct, click the top radio button to reveal the Confirm and Submit Answer button. IMPORTANT: Once you click on the Confirm & Submit Answer button, you cannot go back and re-upload another file.
 - ii. If you need to upload a different file, click the bottom radio button to reveal the Upload Again button.
 - iii. Note: There is no limit to the number of times that you can upload; however, each time you do it, the timestamp associated with your answer file will change to reflect the later upload time. And you will need to go through the review and verify process for the submission process to be complete.

Once you Confirm and Submit your answer file, you will be brought to the Answers Submitted Page, which you can print out for your records. You will also receive a confirmation email with your exam answer attached as a PDF file. You may return to the THES Home Page to view any uploaded answers.

Upload and Review Tips

- Be sure to save your answer file one last time before you upload it.
- Print out the Answers Submitted page – if you have this page, then you know that you successfully finished the review and verify submission process.
- If you sign back into the THES website, you will see for each exam whether the THES server considers your exam answers ready to be
 - uploaded (the Upload button is active)
 - uploaded, but not yet reviewed or verified (the Confirm button is active)
 - final and the submission process is complete (you will see if the exam answer is considered on time or late).
- If your exam is uploaded after the end of the 10 minute grace period, you will see how late the submission is presented to the faculty member on the Answers Submitted page – it will say "Answers exceeded allotted time by XX minutes and YY seconds"; otherwise it will say "On Time".