Take Home Exam Instructions

When you are ready to begin your exam, follow these steps:

Go to [www.exam4.com](http://www.exam4.com)

Select Law Schools

Select O for Ohio

Select OSU-Moritz from the list

At the top of the next page, choose the link for ‘Take Home Exam Question Downloads’. You will not see the link before the scheduled date of your exam.

You will be prompted to choose your course name and enter your final exam number. As the instructions will state, once you view the PDF containing the exam, your time will begin. It is your choice as to whether you minimize the exam or print it. If you print it, please abide by the honor code and remember to shred the exam when finished.

**Note**: You don’t have to use the same computer to access the exam and upload your Word document. For example, a student may use a computer in our library to access and print the exam. Then the student may decide to go home and begin typing their answers using their desktop computer. As long as you have internet access, you can use any computer to access the exam and upload the Word document containing your exam answers.

After reviewing the exam question, you will use Microsoft Word to compose your answer document. Since you are using Microsoft Word to compose your answers, the Exam4 icon on your computer doesn’t need to be opened at all.

Open Word and type your answer(s) in the format according to instructions provided by the professor (i.e. font size, double space). If you need to begin an answer on a new page, please use a page break because only one final document can be uploaded. Include a header with your exam number. Be sure to follow the instructions provided by your instructor in regards to signing the honor code.

When you are finished, you will upload the Word document by going [again] to [www.exam4.com](http://www.exam4.com). It is recommended to use one of the following browsers when uploading your document; Chrome, Firefox, or Internet Explorer.

If you run into any problems during your examination, you can reach me during business hours at 614-292-5992 (8:30 am – 4:30 pm) or you can email me at dean.201@osu.edu. During non-business hours, please email me your questions and/or circumstance and I will respond as quickly as I can. Most importantly, **do not panic**. I can and will assist you.

Good luck!