

Take Home Exam Policy
University of Houston Law Center

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Steps to follow if you are planning a take-home exam for your class:

Step 1: Professor (or) their secretary will contact Derrick Gabriel in the Office of Student Services letting them know their class will have a take-home exam, so OSS may release any room assignments made for their exam. Next, contact Suzanne Gordon-Martin in the Law Library so she is aware that you plan to give a take-home exam.

Step 2: Professor will prepare exam, and give to their secretary at least 7-10 days prior to the “scheduled reading day” for the semester. [Adjunct Faculty will provide their exam to the Office of the Associate Dean who will then handle steps 3-11.]

Step 3: The secretary will photocopy the exam based on the enrollment for the class.

Step 4: The secretary will place one copy of the exam (include scantrons, if needed) in an 10x13 brown envelope. Do not seal, yet.

Step 5: The secretary will prepare two labels to be placed on the outside of each envelope.

Step 6: The first label is temporary, and will include:

- ① Student Name, (and the following message),
- ② “Note to Student: Please do NOT remove this label until you have returned your exam to the UH Law Library Circulation Desk, AND your envelope containing your exam has been time/date stamped, and you have received credit for submission of exam, with a mark on the checklist. Then the student may remove this one label.”

Step 7: The second label is permanent, and will include:

- ① Course Title, and
- ② Professor Name, and
- ③ Semester, and Year.
- ④ (NOTE: This label will be permanent, and remain on the envelope for security *and* filing purposes.)

Step 8: From the final class roll sheet, the secretary will prepare a sign-in sheet.

- Step 9: The heading of the sign-in sheet will be the Course title, Semester, Year, and Professor Name.
- The sign-in sheet should contain three columns.
 - The first column will be the students full name, as it appears on the class roll sheet.
 - The second column will be titled, “Time/Date the Exam is Picked up”.
 - The third column will be titled, “Time/Date the Exam is Returned”.

VERY IMPORTANT: At the top of the sign in sheet, and under the heading, place a note indicating how long the student has to complete their exam (i.e. 48 hours).

Step 10: Confirm that all materials (exam, and scantrons, if needed), are enclosed in a separate envelope. Make sure the professor has an instruction sheet enclosed explaining the amount of time allotted for the exam, and any other relevant information. Once all materials are confirmed, the secretary may seal each envelope.

Step 11: Secretary (or Professor) will deliver envelopes and sign-in sheet to Suzanne Gordon-Martin in the UH Law Library circulation desk prior to the start of the exam period.

Very Important Instructions for the Professor **Regarding the “Take-Home Exam Policy”**

- Faculty who choose to have a take-home exam will need to be sure their exams are given to Suzanne Gordon-Martin in the UH Law Library, no later than the first “reading day” of a particular semester.
- The exam period for exams, will be the same period of time used for “Take-home Exams”, unless the professor specifies differently, on the sign-in sheet. **IMPORTANT:** You may shorten the time frame, but you cannot extend the time, all exams must end by the close of the exam period.
- Take-home exams will be handled exclusively through the UH Law Library circulation desk, and not through any other means, such as, faculty offices, secretaries, etc.
- The library circulation desk will be responsible for distributing and accepting ALL take-home exams from students.
- Please let your students know that they will be asked to show a picture I.D. before an exam is released to them.
- Once the student returns their exam to the circulation desk, the envelope and checklist will be stamped with a date and time, and the student may then remove (the label containing the student's name). The other label will remain on the envelope for security and filing purposes.
- Faculty will need to explain the new process to their students prior to the end of classes, so they are aware of the new “take-home exam” policy. Please remind your students of the time allotted for your exam. Also, if the student picks up their exam 48-hours before the end of the exam period, and the exam is a 72-hour exam, the student will only have 48-hours to complete the exam, not 72-hours.
- Faculty should also remind their students that they should report any complaints about this procedure or their exam to the Associate Dean’s Office, 713-743-7692, and not direct any frustration toward the staff in the law library.
- Exams will be securely stored in the Law Library circulation desk area. Once ALL exams have been

returned for a particular class, or the exam period ends, whichever comes first, exams will be returned to the professor. The faculty secretary will be called to come and pick up the exams from the circulation desk at that time.