

### Ideal Formatting for your TWEN Take-Home Exam

1. Please **DO NOT** include your actual name anywhere on the exam.
2. In the **HEADER** – put your current and correct 4-digit exam number on the upper **right-hand corner of each page** of your answer in the header. Exam ID numbers are different each semester. They are also different for midterms and finals. Please make sure you use the correct one.
  - **Midterm exam ID number** is located on **Kscope**.
  - **Final exam ID number** is located on **WebAdvisor**.
3. Use proper file naming convention when you save your exam: **NO** periods, asterisks, etc. We recommend **Course Title\_Professor Name\_4 digit exam number**, for example, "*Law\_and\_Taxation\_Joe\_Smith\_1111.doc*".
4. **Please read all instructions before starting your exam.** In TWEN, under the “Navigation” (top left corner of the screen), you can find the “Instructions” link.



5. In the **FOOTER** – don't forget to number your pages, see below.