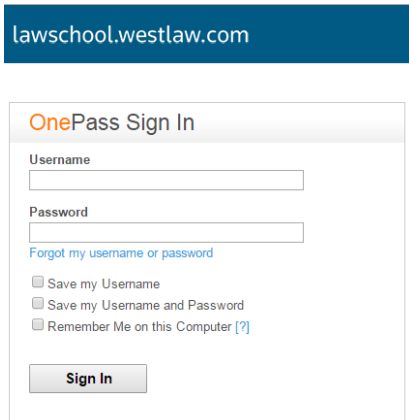


# TWEN Take Home Exam Procedures

These detailed instructions will walk you through the process step-by-step.

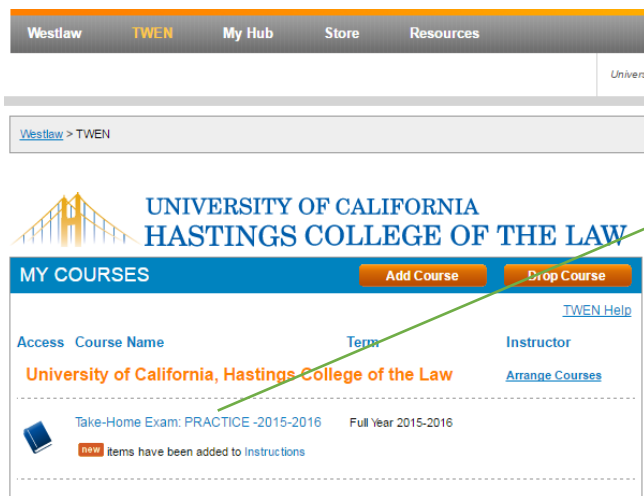
- 1) Log into the TWEN website: [lawschool.westlaw.com](http://lawschool.westlaw.com)



- 2) Click on “TWEN” in the navigation above



- 3) Before the exam period begins, on the “TWEN” homepage, you should see a list of exams assigned to you. For example, you can take a sample “PRACTICE” exam beforehand. (If you do not see your assigned exams, please contact [records@uchastings.edu](mailto:records@uchastings.edu) immediately.)



You can take a sample “PRACTICE” exam by clicking on the link.

## TWEN Take Home Exam Procedures

- 4) Once you click on your exam link, for example the “PRACTICE” exam, you will see a navigation menu on the left and instruction on the homepage.

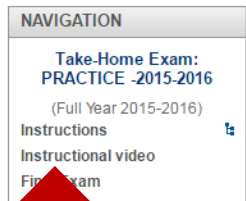
The screenshot shows the TWEN website interface for the 'Take-Home Exam: PRACTICE -2015-2016'. On the left, a 'NAVIGATION' menu lists 'Take-Home Exam: PRACTICE -2015-2016', '(Full Year 2015-2016)', 'Instructions', 'Instructional video', and 'Final Exam'. The main content area features the University of California Hastings College of the Law logo and the exam title. A callout box on the left states: 'The exam navigation includes instructions, video tutorial, and the exam when it is available'. A callout box on the right states: 'It is important that you follow the instructions on the exam homepage.' The main text provides instructions on downloading and uploading exam files, emphasizing that only one answer file can be uploaded and that users should read all instructions before starting.

The “**Instructions**” link will provide you with “TWEN instructions”, “Records Office information” and “instructions” for your exam. The exam instructions will be available to students prior to the start of the exam.

The screenshot shows the 'Instructions' page with a list of documents. The list has columns for 'Type' and 'Title'. The documents listed are: 'TWEN instructions', 'Records: Office information', and 'PRACTICE Take-home instructions'. A callout box on the right states: 'Please follow the instructions provided by your instructor(s) carefully!'. The page also includes navigation controls like 'Page size: 100' and document icons.

# TWEN Take Home Exam Procedures

Should you need additional help with TWEN, an “Instructional video” is included.



NAVIGATION

Take-Home Exam:  
PRACTICE -2015-2016  
(Full Year 2015-2016)  
Instructions  
Instructional video  
Final Exam

Westlaw > TWEN > Take-Home Exam: PRACTICE

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HASTINGS COLLEGE OF THE LAW

Web Links

Keyword(s) Search web link names

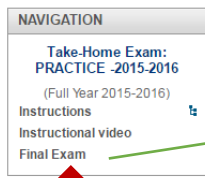
Name

Instructional Video

An instructional video will guide and assist you through TWEN.

## READY TO TAKE THE EXAM?

When your midterm or final exam becomes available on the start date and time, you can click on the exam link.



NAVIGATION

Take-Home Exam:  
PRACTICE -2015-2016  
(Full Year 2015-2016)  
Instructions  
Instructional video  
Final Exam

Westlaw > TWEN > Take-Home Exam: PRACTICE -2015-2016 > Grade Book > Assignments & Quizzes

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Assignments & Quizzes

Current TWEN time: Monday, March 07, 2016 at 1:48 PM

Edmond Wong

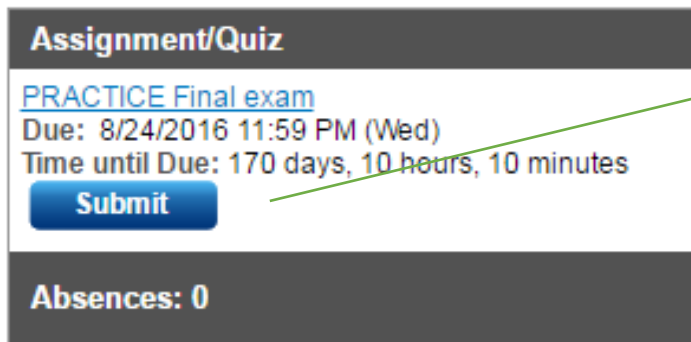
Assignment/Quiz	Submitted	Version
<a href="#">PRACTICE Final exam</a> Due: 8/24/2016 11:59 PM (Wed) Time until Due: 170 days, 10 hours, 10 minutes No Submission		

Submit

Absences: 0

Depending on your exam, this will say “Final Exam” or “Midterm Exam”

5) When you are ready to start you can click on “Submit” or the blue link above.



Assignment/Quiz

[PRACTICE Final exam](#)  
Due: 8/24/2016 11:59 PM (Wed)  
Time until Due: 170 days, 10 hours, 10 minutes

Submit

Absences: 0

Click “Submit” when you are ready to start your exam or the blue link above.

## TWEN Take Home Exam Procedures

- 6) After you click “Submit”, you will be asked for your **4-DIGIT EXAM NUMBER**.

Enter an anonymous ID to access this assignment/quiz.

Note: Your professor is using anonymous grading. You should include only your anonymous ID on your submissions. Please ensure that your name does not appear anywhere on your work or in the file properties embedded with your submission. ?

If you have questions about removing potentially identifiable information (metadata) from your file, please consult the help file for your specific word processor or contact the manufacturer of the software you used to create the document.

ENTER YOUR CURRENT AND CORRECT **4-DIGIT EXAM NUMBER** HERE AND BE SURE TO INCLUDE IT ON EACH OF THE PAGES OF THE ANSWER YOU UPLOAD.

- Please keep track of your own time if your exam has a timed duration. TWEN does not keep track of your time.
- If your exam has a timed duration, timing begins once you click “Start” after this page.

Anonymous ID

Submit

Cancel

**IMPORTANT:** Exam ID numbers are different each semester. They are also different for midterms and finals. Please make sure you use the correct one for your take-home exam(s).

- Midterm exam ID number is located on [Kscope](#).
- Final exam ID number is located on [WebAdvisor](#).

Type your correct exam ID in the “Anonymous ID” field and click “Submit” to advance to the next page.

- 7) **Timed Assignment** – you must complete the exam within the time specified by your professor.

### Timed Assignment

#### Timed Assignment Notification for Edmond Wong

Note: This is a timed assignment. If you click START, a time stamp will be placed to indicate your start time. Your course administrator will know the length of time it took to make your final submission. Print any confirmation messages or confirmation emails you receive for your submission. Please read any special instructions entered below by your course administrator.

Instructions:

YOU MUST COMPLETE THE EXAM IN THE TIME SPECIFIED BY YOUR PROFESSOR.

Start

Cancel

**IMPORTANT:** When you click “**Start**”, time begins if your particular exam has a timed duration, for example, “Exam must be completed within 8 hours.” Click “**Cancel**” to start later.

- 8) After you click “Start”, you will need to click “**View Assignment Details**” to download your exam questions.

Submit Your Assignment ?

**PRACTICE Final exam**

[View Assignment Details](#)

Due on Wednesday, August 24, 2016 at 11:59 PM

Time Elapsed since Started: 0 days, 0 hours, 2 minutes

Note: Your professor is using anonymous grading, so you should include  
Please ensure that your name does not appear on the face of your work or

If you have questions about removing potentially identifying properties from  
processor or contact the manufacturer of the software you used to create it

Click “View Assignment Details”  
to download the actual exam.

## TWEN Take Home Exam Procedures

### 9) Display Assignment/Quiz

Display Assignment/Quiz

View Assignment/Quiz ?

**PRACTICE Final exam**  
Due on Wednesday, August 24, 2016 at 11:59 PM

Grading & Submission Information:

- Points Possible: 100.00
- Grades have not been released
- Anonymous submission required
- Resubmissions are currently not allowed
- Submissions are not allowed after the due date
- Assignment is timed

Description

Attached Files

[Practice Take Home exam.doc](#)

**RIGHT CLICK ON THE LINK AT THE RIGHT TO SAVE THE EXAM FILE TO YOUR DESKTOP. WE SUGGEST THAT YOU PRINT OUT THE EXAM QUESTIONS.**

10) Use any word processing program (e.g. WORD) to write your answers. Save your file every minute or two. Unless your professor indicated how your exam should be formatted, we recommend the following.

- Please **DO NOT** include your actual name anywhere on the exam.
- PLEASE **DO NOT** use your student ID number.
- 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.
- 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*". Save your final answer as a **.doc** or **.docx** file.
- **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.
- In the **FOOTER** – don’t forget to number your pages.

11) When you are ready to upload your answers, click on “**Submit Assignment**”.

Display Assignment/Quiz

View Assignment/Quiz ?

**PRACTICE Final exam**  
Due on Wednesday, August 24, 2016 at 11:59 PM

Grading & Submission Information:

- Points Possible: 100.00
- Grades have not been released
- Anonymous submission required
- Resubmissions are currently not allowed
- Submissions are not allowed after the due date
- Assignment is timed

Description

Attached Files

[Practice Take Home exam.doc](#)

Time Elapsed since Started: ?

0 days, 0 hours, 21 minutes

**Submit Assignment** **Return to Assignments**

**Click “Submit Assignment” to upload your .doc or .docx answer file.**

## TWEN Take Home Exam Procedures

- 12) After you click “Submit Assignment”, this will take you back to “Submit Your Assignment” page. **IMPORTANT:** You can only submit **one file** to TWEN. Make sure the one you upload is the correct answer file.

Assignments & Quizzes

Submit Your Assignment ?

Times displayed in Pacific Time. ?

**PRACTICE Final exam**  
[View Assignment Details](#)  
Due on Wednesday, August 24, 2016 at 11:59 PM  
Time Elapsed since Started: 0 days, 0 hours, 27 minutes

**Note:** Your professor is using anonymous grading, so you should include **only your identification number on your submissions**. Please ensure that your name does not appear on the face of your work or in the file properties embedded within your submission.

If you have questions about removing potentially identifying properties from your file, please consult the help file for your specific word processor or contact the manufacturer of the software you used to create the document.

Version: Final ?

Message to course administrator(s):

Style: Default Font, Size: [dropdown]  
[Rich text editor toolbar with Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Font Size, Font Family, and other options]

Normal HTML Preview Words:0 Characters:0

Automatically mark citations in the message text to link to Westlaw

Upload your submission:  
**Note:** The combined attachment(s) may not exceed 3 megabytes.

Browse

Submit Cancel

Click “Browse” to locate your answer file and click “submit” to upload.

If you have any problems uploading your exam answer file, email it as an attachment to [records@uchastings.edu](mailto:records@uchastings.edu) from your UC Hastings email address. **DO NOT** call TWEN to troubleshoot your problem. **DO NOT** email your professor.

- 13) The last screen will look like this. It will indicate when you submitted your file.

Assignments & Quizzes

Current TWEN time: Monday, March 07, 2016 at 2:57 PM ?

Times displayed in Pacific Time. ?

**Edmond Wong** ? [Manage Anonymous I.D.'s](#) ?

Assignment/Quiz	Submitted	Version	Comments	Grade
<a href="#">PRACTICE Final exam</a> Due: 8/24/2016 11:59 PM (Wed) Started: 3/07/2016 2:20 PM (Mon) Time until Due: 170 days, 9 hours, 1 minute				Not Released
Submission Duration: 0 days, 0 hours, 31 minutes	3/07/2016 2:51 PM (Mon)			Not Released
Absences: 0				Total:

## TWEN Take Home Exam Procedures

14) You will receive an email confirmation from **twen-noreply@thomsonreuters.com**. If you don't receive an email confirmation, please check your spam/junk folder. Or make sure the email you provided to TWEN is accurate.

- It is your responsibility to check the file attached to your confirmation email and notify [records@uchastings.edu](mailto:records@uchastings.edu) **within one hour** in the unlikely event that there is any corruption/problem with your answer file.
- It is your responsibility to keep the confirmation email with the attached digital file as well as a hard copy of your exam answer until you have received a grade for the course.

15) Another way to check if you have uploaded successfully your exam is to view your upload in TWEN under the **Notification Center**. After you log in to TWEN, under your name in the right hand corner, click "Notification Center", this will confirm what exam(s) was/were uploaded.



In the "Notification Center", you will see a new message, notifying you that a submission has been made:

