Sample Cover Page of Exam-Take Home

Exam Number: _______________________

GEORGETOWN UNIVERSITY LAW CENTER
EXAMINATION IN (COURSE NAME)
TAKE HOME EXAM

Professor _______________________

Date Exam Opens: ____________ at_____________________

Date Exam Closes: ____________ by_____________________

INSTRUCTIONS:

1. This is an OPEN book exam. [If there are any limitations on the materials that students can use, please be as specific as possible, consistent with the announcements made to your class during the first and last week of classes. If students may only use certain materials, please use Honor Statement #1 below.]

2. This [exam length, i.e. 8 hour] exam must be downloaded and submitted using the Online Exam/Paper Management System. This exam will be available beginning [give date] at [give time] and must be returned by [give date] at [give time]. If there is a maximum amount of time that students may work on the exam, state that and include Honor Statement #2 below.]

3. [If you wish to do so, list time and point allocations for each question.]

4. [If you wish to do so, list specific character, word, or page limits on student answers. For character limits, please use character limits without spaces. For page limits, please provide font and margin requirements.]

5. This exam is final. No clarifications or corrections will be provided. If you believe there is an error, inconsistency, or omission in the exam, please state your assumptions about the issue within your discussion of that issue.

6. Exams at the Law Center are graded on an anonymous basis. The Student Disciplinary Code provides that the “unauthorized breach of anonymity in connection with a blind-graded examination” is a disciplinary violation. Therefore, be sure that you do not reveal your identity as the author of an examination in your answers themselves, in any communications with the professor, or otherwise discuss the substance of the exam with your professor(s) or with any other student from the time the exam is first administered until after grades are published.

7. You must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions on how to remove personal identifying information from your take-home exam are available online at http://www.law.georgetown.edu/campus-services/Registrar/exams-papers-grades/exams/index.cfm.

8. [Other instructions, if any.]

This exam consists of [#] pages, including this cover page. Please be sure your exam is complete.

Please be sure that you use your exam number (not your student ID number or social security number).
[Select HONOR STATEMENT #1 or HONOR STATEMENT #2]

HONOR STATEMENT #1
BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND (I) HAVE NOT GIVEN NOR RECEIVED ANY UNAUTHORIZED AID TO/FROM ANY PERSON OR PERSONS, AND (II) HAVE NOT USED ANY UNAUTHORIZED MATERIALS IN COMPLETING MY ANSWERS TO THIS TAKE-HOME EXAMINATION.

HONOR STATEMENT #2
BY SUBMITTING THIS EXAM THROUGH THE ONLINE SYSTEM, I AFFIRM ON MY HONOR THAT I AM AWARE OF THE STUDENT DISCIPLINARY CODE, AND I HAVE NOT WORKED MORE THAN _____ HOURS ON THIS EXAM.