STUDENT TWEN EXAM INSTRUCTIONS

1. Go to your course on TWEN.
2. Click on the link for Assignments & Quizzes. (Figure 1)
3. Click on the Title of the Assignment. (Figure 2)
4. You will be prompted to enter your anonymous grading ID. You should have received this information from the Registrar. (Figure 3)
5. If your professor has elected to require you to accept an honor code statement you will need to read it and click on accept. (Figure 4)
6. You will then see the page titled, "Display Assignment/Quiz," with the exam. (Figure 5)
   a. You will find information on the exam such as when it is due, whether resubmissions are allowed, etc.
   b. Under Attached Files, you will see the exam documents your professor has uploaded.
   c. Click on the file name. You may get a dialog box that asks you to open the document using Word or the document may download automatically, in which case you will find it under your downloads.
7. You may want to click on Return to Assignments at this point since you will be working on your exam. You can also remain on the same page or leave TWEN altogether.
8. When you have completed your exam, save the file in Word:
   • Include your anonymous ID number as part of the file name and on every page of the document.
   • Do not include any identifying information anywhere in your document, including your name.
   • Make sure to remove any identifying properties in your document. For instructions, go to http://libraryanswers.law.pace.edu/faq/164905.
   • **Do not submit a pdf.** Doing so could interfere with and delay the grading of your exam.
9. When you are ready to submit your exam, go back to the "Display Assignment/Quiz" page and click on the Submit Assignment button. (Figure 5)
10. Enter any information that you feel is necessary in the box, but be careful not to provide any identifying information. (Figure 6)
11. Un-check the box that says, "Automatically mark citations in the message text to link to Westlaw." (Figure 6)
12. Browse through your files to find and upload your saved exam with your answers. (Figure 6)
13. Click Submit. (Figure 6)
14. You will then see the page titled, "Assignments & Quizzes," which will have a notation of the day and time you submitted your exam. You can click on the final version to see your submission. (Figures 7 and 8)
15. If you encounter problems submitting your exam you can always contact the Registrar to have them forward your exam to your professor. You can also contact Deborah Heller,

Acting Director of the Law Library, who has some administrative functions in TWEN, at dheller2@law.pace.edu.
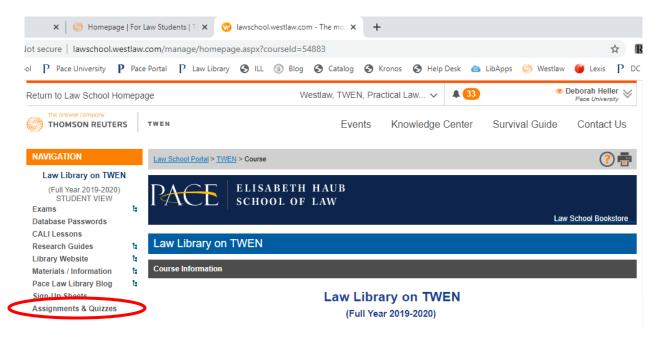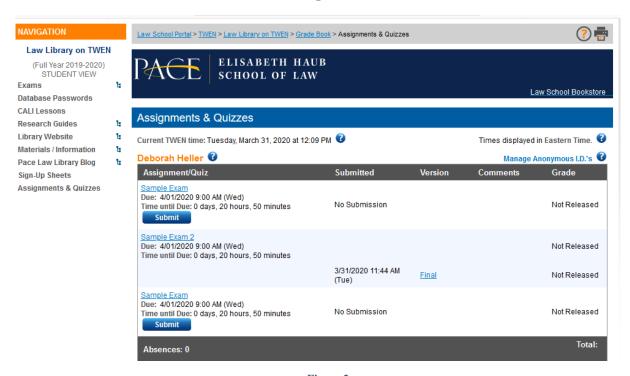
Student TWEN Screen Shots
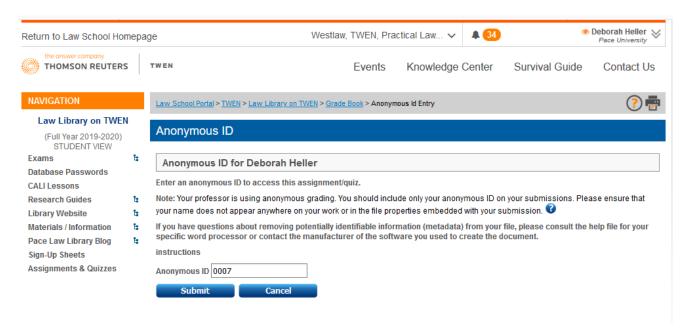

Figure 1

Figure 2

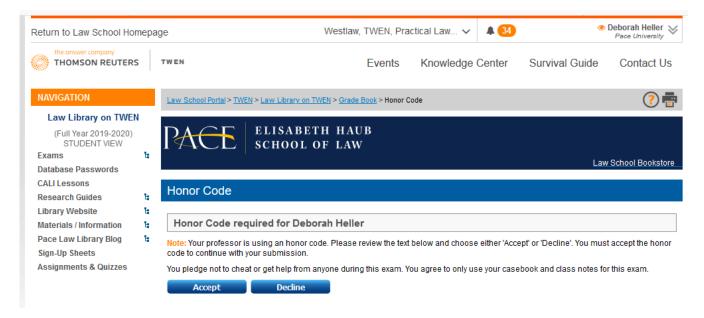Return to Law School Homepage   Westlaw, TWEN, Practical Law... ∨   🔔 34   👁 Deborah Heller ∨
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Sign-Up Sheets
Assignments & Quizzes

Law School Portal > TWEN > Law Library on TWEN > Grade Book > Anonymous Id Entry   ❓🖨

Anonymous ID

Anonymous ID for Deborah Heller

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.

instructions

Anonymous ID [0007]

[**Submit**]   [**Cancel**]

Figure 3

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Law School Portal > TWEN > Law Library on TWEN > Grade Book > Honor Code   ❓🖨

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Honor Code

Honor Code required for Deborah Heller

Note: Your professor is using an honor code. Please review the text below and choose either 'Accept' or 'Decline'. You must accept the honor code to continue with your submission.

You pledge not to cheat or get help from anyone during this exam. You agree to only use your casebook and class notes for this exam.

[**Accept**]   [**Decline**]

Figure 4

3/31/2020

Figure 5

Figure 6

Figure 7

Figure 8