

# Exam Processing Form

Date: \_\_\_\_\_

Please fill out this form and return the form *with your exam* to T.I.P.S. (LRC 232). Exams may also be emailed to [frenz@lclark.edu](mailto:frenz@lclark.edu) or [amarion@lclark.edu](mailto:amarion@lclark.edu). No exam will be accepted without this completed form. (See the online form at: [https://law.lclark.edu/departments/law\\_faculty\\_resources/text\\_and\\_image\\_production\\_services/](https://law.lclark.edu/departments/law_faculty_resources/text_and_image_production_services/))

## STANDARD OR DEFAULT INSTRUCTIONS FOR ESSAY QUESTIONS & PRINTING:

Professor: \_\_\_\_\_ Class Name: \_\_\_\_\_

- Scheduled Exam** Date(s) Scheduled: \_\_\_\_\_ **Contact Info:** \_\_\_\_\_
- Unscheduled Exam** Available during reading period: Yes  No  (preferred email, and/or telephone/cell number)

**Length of Exam:** \_\_\_\_ (In minutes)  **Secure**  **Non-secure**  **Non-secure & Blocking Internet**  **Not using ExamSoft**

- Use Default Essay Template:** The Examsoft DEFAULT Template is one "essay question window," spell check, cut & paste, and calculator are enabled. There will be no page breaks between questions. Students must identify the question they are answering as they type the exam. NOTE: If you want multiple essay question windows, multiple choice questions, to disable cut & paste or calculator, character counts, or other options, you MUST use the OPTIONAL CHOICES. (See below for other essay options and M/C questions.)
- Use Standard Printout:** If you want your exam printed out and with the following defaults check here. (See below for other options.)  
The Default Exam is printed single-sided, 1" margins, Times New Roman 12 pt, double-spaced, no page breaks between questions, with Cover Sheet showing Student ID#, Class/Professor, Total Character/Word Count for the exam.
- Use Standard Delivery:** If you want your exam printed out and with the following defaults check here. (See below for other options.)  
The Default Delivery: Only student responses are returned to professors (no envelopes or exam materials) as a hard copy printout. Multiple Choice will be delivered as an Excel spreadsheet. (Registrar keeps all materials for reference.) Choose optional delivery if you want PDF or RTF documents instead of a hard copy printout, or all exam materials returned to you.

## EXAM DISTRIBUTION

- Use ExamSoft Paperless Exam Delivery  Provide a hard copy of the questions to students in addition to the electronic version.

To use this option you must submit your exam to TIPS at least seven working days before your exam becomes available.

- Use Hard copy exam (unless specified above student responses will be collected using an ExamSoft Template.)  
Students are given exam questions in envelopes labeled with the exam, professor and the student exam #. All exams are stored in the Registrar's Office prior to distribution.

### Number of hard copies needed:

Extra copies for professor \_\_\_\_\_ For students \_\_\_\_\_ (number will be confirmed with Registrar's Office) TOTAL \_\_\_\_\_

### Additional items to be distributed with hard copy exam:

- Paper Attachments to exam (i.e. chart, table) please list: \_\_\_\_\_

**Other Instructions:** \_\_\_\_\_

Blue Books are placed in all exam rooms. The Registrar's Office also has a supply.

## OPTIONAL OR SPECIAL INSTRUCTIONS FOR ESSAY AND MULTIPLE CHOICE QUESTIONS:

- Disable Calculator.
- Disable Cut & Paste.
- Essay Questions:** (using ExamSoft template for student responses only)  
If you do NOT want to use the Default Essay Template, state the number of questions, i.e. 1, 2, 5, 10, etc. The exam template will have that many "question windows." This allows the exam to be printed showing a character count (page or line limit) for each question. (For page to character count conversion see information on the back.) Used mostly for Character limits for each question.

**Number of Question Windows:** \_\_\_\_\_

- Multiple Choice Questions:** (using ExamSoft template for student responses only) You may have up to 200 questions. **NOTE:** Essay Question Windows will appear at the end of the exam after the Multiple Choice Questions if you have both types of questions (e.g. If you have 30 MC questions, the essay will be question 31).  
**No. of M/C Questions:** \_\_\_\_ **No. Of M/C Answer Choices:** \_\_\_\_ (maximum number of answer choices or "distractors" up to 10 per question)

## OPTIONAL OR SPECIAL EXAM PRINT-OUT & DELIVERY OPTIONS:

- Custom formatting: font, font size, spacing, margins: \_\_\_\_\_
- Show if answer exceeds \_\_\_\_\_ number of characters.  Show if answer exceeds \_\_\_\_\_ number of words.

### The following options require multiple essay question windows:

- Print character count for each question.  Print word count for each question.  Print & collate by question window.
- Put page breaks between question windows.  Print unanswered questions.
- Deliver exams as PDF & deliver via:  Email address: \_\_\_\_\_
- Return exams with student responses AND all materials.

Scanned to PDF:  Electronic File  Copied by: \_\_\_\_\_ Packaged by: \_\_\_\_\_ SofTest Password: \_\_\_\_\_ Not using ExamSoft:

Password and/or Limit(s) added to exam instructions: \_\_\_\_\_ Special Printing/Return Instructions Added to List: \_\_\_\_\_

STANDARD OR DEFAULT INSTRUCTIONS

OPTIONAL OR SPECIAL INSTRUCTIONS

## Character Count Conversion Table

*All conversions are estimates only*

### Page and Line Limits in Exams Using Character Counts

This character count DOES count spaces and returns. This is because that is what will automatically appear on the student screen while the student is typing the exam.<sup>1</sup>

10 pages double-spaced = 22,000 characters

12 pages double-spaced = 26,400 characters

15 pages double-spaced = 33,000 characters

1 line with 1" margins = 100 characters

5 lines, double-spaced = 500 characters

10 lines, double-spaced = 1000 characters

### Page Limits in Exams Using Word Counts

Examsoft counts words by counting the "space" characters. Every space = one word. That means "supercalifragilisticexpialidocious" is the same as "1 ." A conversion of words per line or page is much less exact than a conversion of characters. However, a reasonable average from a few exams is:

330 words per double-spaced page with 1" margins.

One must choose **EITHER** a character count or a word count. It will be confusing and difficult for a student to attempt to monitor both, and depending on word length, different people can hit the character limit before they hit the word limit, or vice versa. The character count gives the least variation since everyone has the same character limit no matter the length of the words.

### Blue Book Conversions

Transcribing into blue books the same exams used to determine the word and character equivalencies above, gives the following conversion:

10 double-spaced Examsoft pages = 12 single-spaced blue book pages

12 double-spaced Examsoft pages = 14 single-spaced blue book pages

15 double-spaced Examsoft pages = 18 single-spaced blue book pages

### General

**Check the character count on the cover sheet** to see if the student stayed within the limit.

The printed exam may have more pages than the amount set as the limit. When exams are printed, additional information is included in the exam that is not included in the student's character count. The exam may contain information noting the start of a question, or additional empty lines may be created by a student hitting the return bar, or there may be additional lines or spaces created by the student hitting the space bar.

---

<sup>1</sup> Students typing an exam in ExamSoft do not see the text broken down into pages. Instead, ExamSoft provides a "character count" as the student types the exam. This conversion table is based on "page to character" equivalencies assuming Times New Roman, 12 pt font, double-spaced, with 1" margins. The conversion is based on hand-counting actual characters in several final exams printed by the TIPS staff.