

# My WCL Exam Application



## Step 1 – Locating the Exam

Students have several options for accessing the exam application. After logging into **MyWCL**, “Your End of Term Exams” application displays a list of all exams for the courses the student is enrolled in. This is available on the **student’s home page** and the **exam application home page** (which the student can access by clicking Exams from the navigation bar at the top of the page).

This displays basic information about the exam including the dates and times that the exam is available, exam name, time limit and exam status. It only displays exams using **MyWCL**.

## Exam Software

Some professors require secure exam software. Please note that the software does NOT support Windows XP or Windows 8.

**THIS WEEK'S EVENTS** <http://events.wcl.american.edu/VirtualEMS/week.html>

You are currently logged in as - **MyWCL Student**

## My Reminders

Friday - (1 item)	Oct 12th, 2012
05:00 PM	<a href="#">2012-2013 Restricted Scholarship Application</a> (export to iCAL) Financial Aid

## School Announcements

Show Filter Details Current View: My Favorites

Hide? Check to hide.

### Financial Aid

[2012-2013 Restricted Scholarship Application](#) (1)NEW  
Posted October 3rd, 2012

### Office of Diversity Services

[DEAN'S DIVERSITY COUNCIL ANNUAL PROGRAM & DINNER](#) (1)NEW  
Posted October 3rd, 2012

## Opportunities

Show Filter Details Current View: My Favorites

Unassigned, Unassigned

University of Dundee (936-001)

10/2/2012

Enrolled

Unassigned, Unassigned

## Your End Of Term Exams

Date/Time	Exam Details	Availability
10/09/12 6:00PM	Univ of Perugia (937-001)	N/A
10/09/12 9:30PM	Final Exam Scheduled Answers Only Time Limit: 3 Hour(s) 0 Minute(s) Room: 103	
10/07/12 6:00PM	Univ of Perugia (937-001)	START EXAM
10/07/12 9:00PM	Final Exam Scheduled Answers Only Time Limit: 3 Hour(s) 0 Minute(s) Room: 401	
10/07/12 12:00PM	University of Dundee (936-001)	START EXAM
10/14/12 11:55PM	Take Home Exam Self-Scheduled Time Limit: 8 Hour(s) 0 Minute(s) Room: N/A	
10/05/12 12:00AM	University of Dundee (936-001)	CONTINUE EXAM
10/09/12 12:00AM	Take Home Exam Self-Scheduled Time Limit: 3 Hour(s) 0 Minute(s) Room: N/A Notes: There may be notes for your exam. Make sure you read this.	

## Terms to Understand:

1. Self-Scheduled – Student starts the exam at their preference. This is for take home exams\*.
2. Scheduled Answers Only – For in class exams, students will only upload answers.

\*Most of the Academy's Exams are Self-Scheduled

## Step 2 – Access the Exam Site

Availability to start an exam, and the time limit once an exam is started, are specified by the professor.

Provided the exam is available to take (i.e., the exam period has begun), the student will be able to see a green “Start Exam” button. Click the button to access the site for that exam.

If the exam period has not yet started, the student will see a red N/A button.

## Your End Of Term Exams

Date/Time	Exam Details	Availability
10/09/12 6:00PM 10/09/12 9:30PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 103	N/A
10/07/12 6:00PM 10/07/12 9:00PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 401	START EXAM
10/07/12 12:00PM 10/14/12 11:55PM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 8 Hour(s) 0 Minute(s) <b>Room:</b> N/A	START EXAM
10/05/12 12:00AM 10/09/12 12:00AM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> N/A <b>Notes:</b> There may be notes for your exam. Make sure you read this.	CONTINUE EXAM

The exam period for this class has not started yet

These exams are ready to be started

The student has begun this exam and it is ongoing

## Step 3 – Read the Exam Instructions/General Notes

The exam instructions/general notes indicate basic instructions for the exam depending on exam type.

Please pay attention to these instructions as they may contain important information about what information to include on your exam, file formatting, etc.

Also note that supplemental instructions may be available for download with the Exam Materials (described next).

Welcome to the university exam system. If exams have been scheduled, you will find them listed below. If no exams are listed, please check back at a later time or contact the Registrar's office if you feel this is in error.

## Your End Of Term Exams

Date/Time	Exam Details	Availability
10/09/12 6:00PM 10/09/12 9:30PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 103	N/A
10/07/12 6:00PM 10/07/12 9:00PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 401	START EXAM
10/07/12 12:00PM 10/14/12 11:55PM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 8 Hour(s) 0 Minute(s) <b>Room:</b> N/A	START EXAM
10/05/12 12:00AM 10/09/12 12:00AM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> N/A <b>Notes:</b> There may be notes for your exam. Make sure you read this.	CONTINUE EXAM

The exam may contain notes and instructions.



11/18/09 9:00AM  
11/30/09 9:00PM

LAW-999 - (001) - Course Eval Test (999-001)

Demo Exam No. 4

Self-Scheduled

START  
EXAM

**Time Limit:** 90 minutes

**Notes:** This is for demo purposes only. Any additional notes related to the exam could be posted here.

This exam is Self-Scheduled. The student determines when, within the availability window, to start the exam.

The dates and times show the window of availability to start the exam.

The time limit to complete and upload the exam answers is specified here.

**Note:** A student could upload an answer AFTER the time limit has expired. The Registrar's Office Report will show that the answer was filed late. That Office can also see how many students are "in process" of taking the exam at any given time.

Any notes the Registrar's Office would like to add will show here.

**Note:** Instructions that Faculty add to exams should be part of the Exam Materials that are provided by Faculty to the Registrar's Office.

## Step 4 – Agree to the Honor Code

Students must read and agree to the exam honor code by checking the box and clicking “**Start Exam**” before being allowed to download exam materials for the course.

Please note that once the student clicks “**Start Exam**” the exam timer begins to countdown.

Clicking the green **START** button will bring you to the Honor Code screen. Read, confirm, and click Start Exam. The timer will then begin.

[Exam Site](#) ▶

Current Exam Server Time: October 07, 2012 8:26:00 PM EDT

## Step 1. Review Instructions & Exam Information

### General Instructions:

Please download the exam questions to begin the exam. Upload your answers and click "Submit Exam" by the time specified. Penalties for late exams are at the discretion of the instructor.

### Honor Code:

I pledge on my honor that I have not received any information regarding the nature or content of the questions in this examination, that I will not report, directly or indirectly, any matter concerning those questions to any member of the course who has not taken the examination, and that no one has assisted me with the exam. If I am downloading exam questions or materials, I pledge that I will not copy, keep, or share these exam questions with anyone.

I have read, understand and agree to the Honor Code.

**START EXAM**

**Warning: Your time begins when you click "START EXAM"**

## Your Profile

Name: MyWCL Student

Email: mywcl@wcl.american.edu

Exam ID#: 111111

## Exam Information

Course Name: University of  
Dundee (936-001)

Instructor: U. Unassigned

Exam Name: Take Home Exam

Exam Type: Self-Scheduled

Book Type: Open

Grading Type: Exam ID

Room: N/A

Start Date: 10/05/2012 12:00AM

End Date: 10/09/2012 12:00AM

Time Limit: 3 Hour(s) 0 Minute

## **Step 5 – TAKE HOME EXAMS ONLY - Download the Exam Materials**

Exam materials will be available for download on the following page. Students must click the file they wish to download. You will be directed to a page with a link to start the download. Perform this step for each file provided in the exam materials library.

# Downloading the Questions

Current Exam Server Time: October 08, 2012 12:24:07 PM EDT

## Step 1. Review Instructions & Exam Information

### General Instructions:

Please pickup your exam questions from the proctor in the room. At the end of the exam, you must turn in your questions and initial the proctoring sheet next to your name in the appropriate room. All answers must be uploaded and submitted by 5 minutes after the allocated time.

## Step 2. Download Exam Questions

The following items are available for download. Click the title to the right of file icon to download. You will be prompted to click a link to start the document download. If prompted to Open or Save an exam question file select **Save**.

### Exam Questions

 [Exam Questions.pdf](#)



Click the blue question link to advance to the download screen.

## Step 3. Upload Exam Answers

Time Remaining: 35 Minutes, 53 Seconds

Files Submitted

No files submitted for grading!

## Step 4. Submit Exam

You must submit at least one document before being able to complete the exam.

## Your Profile

Name: MyWCL Student

Email: mywcl@wcl.american.edu

Exam ID#: 111111

## Exam Information

Course Name: Univ of Perugia  
(937-001)

Instructor: U. Unassigned

Exam Name: Final Exam

Exam Type: Scheduled  
Answers Only

Book Type: Closed

Grading Type: Exam ID

Room: 103

Start Date: 10/08/2012 9:00AM

End Date: 10/08/2012 1:00PM

Time Limit: 3 Hour(s) 0 Minute  
(s)

# Downloading the Questions -

[Exam Site](#) ▶

## Download Document

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Please click the link below to download this exam document.

If you are prompted to 'Open' or 'Save' the file, click 'Save' and save it to your local machine to work on it.

 [Exam Questions.pdf](#)

[Back to Exam](#)

This is the download screen. Save the questions to your computer.

## Step 6 – TAKE HOME EXAMS ONLY

Once the student has downloaded the exam, he/she may work on the file locally before posting his/her answers. It is not necessary to stay logged into **MyWCL** while taking the exam unless explicitly indicated by the professor in the exam instructions. Please note that the system timer/time remaining will continue to countdown.

## Step 7 – Post Exam Answers

Log back onto **MyWCL**, then navigate to the exam by clicking the “Continue Exam” button from the “Your End of Term Exams” section on the student home page.

Browse to the file on your computer or network to upload. The document will appear in a list directly below the upload part. Perform this step for each file you wish to upload (it is possible to upload multiple files, if necessary).



## Your End Of Term Exams

Date/Time	Exam Details	Availability
10/09/12 6:00PM 10/09/12 9:30PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 103	N/A
10/07/12 6:00PM 10/07/12 9:00PM	Univ of Perugia (937-001) <i>Final Exam</i> Scheduled Answers Only <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> 401	START EXAM
10/07/12 12:00PM 10/14/12 11:55PM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 8 Hour(s) 0 Minute(s) <b>Room:</b> N/A	START EXAM
10/05/12 12:00AM 10/09/12 12:00AM	University of Dundee (936-001) <i>Take Home Exam</i> Self-Scheduled <b>Time Limit:</b> 3 Hour(s) 0 Minute(s) <b>Room:</b> N/A <b>Notes:</b> There may be notes for your exam. Make sure you read this.	CONTINUE EXAM

To upload your answers or check the time remaining, click the green **CONTINUE EXAM** button.

**NOTE** – The clock may drift on some computers. To receive the accurate time, please refresh the page.



Current Exam Server Time: October 07, 2012 9:52:56 PM EDT

## Step 1. Review Instructions & Exam Information

### General Instructions:

Please download the exam questions to begin the exam. Upload your answers and click "Submit Exam" by the time specified. Penalties for late exams are at the discretion of the instructor.

### Exam Instructions:

There may be notes for your exam. Make sure you read this.

### Honor Code:

I pledge on my honor that I have not received any information regarding the nature or content of the questions in this examination, that I will not report, directly or indirectly, any matter concerning those questions to any member of the course who has not taken the examination, and that no one has assisted me with the exam. If I am downloading exam questions or materials, I pledge that I will not copy, keep, or share these exam questions with anyone.

I have read, understand and agree to the Honor Code.

CONTINUE EXAM



Click the CONTINUE EXAM button.

## Your Profile

Name: MyWCL Student

Email: mywcl@wcl.american.edu

Exam ID#: 111111

## Exam Information

Course Name: University of  
Dundee (936-001)

Instructor: U. Unassigned

Exam Name: Take Home Exam

Exam Type: Self-Scheduled

Book Type: Open

Grading Type: Exam ID

Room: N/A

Start Date: 10/05/2012 12:00AM

End Date: 10/09/2012 12:00AM

Time Limit: 3 Hour(s) 0 Minute

### Step 3. Upload Exam Answers

Browse...

Upload File

Time Remaining: 56 Minutes, 10 Seconds

Files Submitted

No files submitted for grading.

### Step 4. Submit Exam

You must submit at least one document before being able to complete the exam.

This shows the time remaining

Click **BROWSE** to find the file saved on your computer. **REMEMBER** to do one last save before uploading.

After finding the file, click **UPLOAD FILE** and wait for the system to load.

## Step 8 – Review and Finalize Your Exam

When done, the student should review the list of files uploaded. Please note that the files will be renamed with student's Anonymous Exam ID and a random number appended to the front of each file uploaded. Once the student is satisfied that all uploaded exam answers are correct, the student clicks the "Submit Exam" button. DO NOT include your name in the file name.

Submissions will be posted and the student will be redirected back to the student's MyWCL home page or exam application home page. The button status for the exam will display as "Review Exam". Students are allowed to access the exam site but will not be allowed to post or change documents that have been posted and finalized.

### Step 3. Upload Exam Answers

Time Remaining: 48 Minutes, 58 Seconds

	Files Submitted
X	111111_f1e8001e_Exam_Answers.docx

### Step 4. Submit Exam

You must upload all your completed materials before clicking Submit Exam.

Uploaded file

Delete Tool

You will see the uploaded the file and the system attached your AGN. **DO NOT** include your name in the file name.  
You may upload multiple documents.  
This **DOES NOT** end the exam. You can click on the file to open and double check the submitted file.  
If you want to replace the file, click the X to delete the file. Then browse/upload the correct file.  
Click the **SUBMIT EXAM** button to complete the exam.

Time Remaining: 40 Minutes, 1 Seconds

Files Submitted



111111\_f1e8001e\_Exam\_Answers.docx

## Step 4. Submit Exam

You have submitted 1 file for grading.

Are you sure you want to finish the exam?

Yes

No



The system prompts you with one last option to check your file. Click YES to end the exam.

10/05/12 12:00AM University of Dundee (936-001)

REVIEW  
EXAM

10/09/12 12:00AM *Take Home Exam*

Self-Scheduled

Time Limit: 3 Hour(s) 0 Minute(s)

Room: N/A

Notes: There may be notes for your exam.

Make sure you read this.

You have completed the exam. Click **REVIEW EXAM** and then click on the blue file link to view the uploaded file. At this point, You **CAN NOT** alter the file or upload a new one.

### Step 3. Upload Exam Answers

Step 3. Upload Exam Answers - FileUploadPart

Files Submitted

[111111\\_f1e8001e\\_Exam\\_Answers.docx](#)

### Step 4. Submit Exam

You have completed this exam.

## Important Information

- Remember to **save the file** before uploading. Select the file and click upload.
- Email [exams@wcl.american.edu](mailto:exams@wcl.american.edu) with any issues.
- **DO NOT** email the exam to your professor directly. This can violate the honor code and blind grading policy.
- The examination that is uploaded is the version of your examination that will be graded. There will not be any exceptions to this policy.
- Mac users – Turn on file extensions prior to uploading.



# Mac Users: Turn on File Extensions

Mac users may receive an error when uploading a file. File extensions must be turned on. To turn on file extensions:

## For All Files:

- You can choose to show all file extensions, overriding the "Hide extension" setting in the "Get Info" window. To do this, click on the desktop to activate the Finder if it is not already active and select "Preferences" from the Finder menu. Then click on the Advanced tab in the Finder Preferences window.
- Finally, check the "Show all file extensions" box. All file extensions will now be visible both on the desktop and in open windows. If you want to hide file extensions again, simply open the Finder Preferences window and uncheck the box.

# Mac Users: Turn on File Extensions

Mac users may receive an error when uploading a file. File extensions must be turned on. To turn on file extensions:

## **Individual Files:**

If you want to show or hide an extension for a single file, first open the file's information window. You can do this by selecting the file and clicking "Get Info" from the File menu. Or you may right-click (Control-click) the file and select "Get Info" from the menu that pops up. Notice the section towards the top of the window that says "Name & Extension." If you would like to hide the file's extension, click the "Hide extension" checkbox. If the file's extension is already hidden and you would like to show it, uncheck the "Hide extension" box.