

**Instructor** : **Professor Thaddeus Pope**  
**Course Title** : **Bioethics & Law**  
**Section** : **Law 9558, Section 1**  
**Format** : **Take Home**  
**Total Time for Exam** : **72 hours**  
**Total Number of Pages** : **13 Pages**

**Reference Materials Allowed**

Open Book (all reference materials allowed)

**Take-Home Exam Instructions**

1. Please know your **correct Spring 2013 exam number** and include this number at the top of each page of your exam answer (for example, in a header). To locate your exam number, go to [www.hamline.edu](http://www.hamline.edu) and follow the steps below. A graphic guide to locating your exam number is attached to these instructions.  
  
Click on Logins in the header.  
Go to Piperline  
Log in to the secure area  
Enter your Student ID and PIN  
Click Student Services  
Click Registration  
Click Student Detail Schedule  
Select the appropriate term from the drop down menu  
Exam Numbers are listed below Total Credit Hours at the top of the page
2. Confirm that you are using and have typed the **correct exam number** on your exam document.
3. You may download the exam from the course TWEN site any time after 12:01 a.m. on Monday, April 29, 2013. All exams must be submitted within 72 hours of download. But, in any case, all exams must be submitted by the end of the final exam period, i.e. by 11:59 p.m. on Monday, May 13, 2013. Therefore, you will want to download your exam no later than 11:59 p.m. on Friday, May 10, 2013, to ensure that you have the full allowed 72 hours to complete your exam.
4. Write your answers to BOTH parts of the exam in a word processor. Save your document as a **single PDF file** before uploading to TWEN. Use your exam number as the name for the PDF file.

**Instructions Specific to This Examination****GENERAL INSTRUCTIONS:**

1. **Honor Code:** While you are taking this exam, you are subject to the Hamline University Code of Conduct. You may not discuss it with anyone until after the end of the entire exam period. It is a violation of the Honor Code to share the exam questions. Shred or delete the exam questions immediately upon completion of the exam. They will be reposted after the end of the exam period.
2. **Competence:** Accepting this examination is a certification that you are capable of completing the examination. Once you have accepted the examination, you will be held responsible for completing the examination.

3. **Exam Packet:** This exam consists of **13 pages**, including these instructions but excluding the appendix of graphics on getting an exam number and submitting on TWEN. Please make sure that your exam is complete.
4. **Identification:** Write your exam number on the top of each page of your exam answer.
5. **Anonymity:** The exams are graded anonymously. Do not put your name or anything else that may identify you (except for your exam number) on the exam. **Failure to include your correct exam number will result in a 10-point deduction.**
6. **Total Time:** Your completed exam is due within 72 hours of downloading it. If your exam is uploaded more than 72 hours after downloading the exam, your exam grade will be **lowered by one point** for every minute in excess of the 72 hours. If the timestamp on your uploaded exam indicates that you have exceeded the 72-hour limit by more than 15 minutes, the situation may be referred for a Code of Conduct investigation and potential discipline. Please save sufficient time to successfully upload your exam.
7. **Timing:** The exam has been written as a three-hour exam. A student could write basically complete answers to all the questions in three hours. But since this is a take-home exam, you will want to take some extra time (perhaps two hours) to outline your answers and consult your course materials. You will also want to take some extra time (perhaps two hours) to revise and polish your answers, such that you will not be submitting a “first draft.” In short, while this is a 72-hour take home, you really need not spend more than six hours on this exam.
8. **Scoring:** There are 150 total points on the exam. The final exam comprises 50% of your overall course grade, 150 of the 300 total course points.
9. **Open Book:** This is an OPEN book exam. You may use any written materials, including, but not limited to: any required and recommended materials, any handouts from class, PowerPoint slides, class notes, and your own personal or group outlines.
10. **Additional Research:** While you may use any materials that you have collected for this class, you are neither expected **nor are you permitted** to do any online or library research (e.g. on Lexis, Westlaw, Google, Bing, reference materials) to answer the exam questions.
11. **Format:** The exam consists of two parts:  
PART ONE comprises 25 multiple choice questions worth 2 points each, for a combined total of 50 points.  
PART TWO comprises four short essay questions worth a combined total of 100 points.
12. **Grading:** All exams will receive a raw score from zero to 150. The raw score is meaningful only relative to the raw score of other students in the class. Your semester course letter grade is computed by summing the midterm, final, and quiz scores. I will post an explanatory memo and a model answer to TWEN a few weeks after the exam.

#### **SPECIAL INSTRUCTIONS FOR PART ONE:**

1. **Numbered List of Letters:** In your exam document create a vertical numbered list (1 to 25). Next to each number type the letter corresponding to the best answer choice for that problem.
2. **Ambiguity:** If (and only if) you believe the question is ambiguous, such that there is not one obviously best answer, neatly explain why immediately after your answer choice. Your objection must (i) identify the ambiguity or problem in the question and (ii) reveal what your answer would be for all possible resolutions of the ambiguity. I do **not** expect this to be necessary.

**SPECIAL INSTRUCTIONS FOR PART TWO:**

1. **Submission:** In your exam document create clearly marked separate sections for each of the four problems:  
Short Answer 1                      Short Answer 3  
Short Answer 2                      Short Answer 4
2. **Outlining Your Answer:** I strongly encourage you to use at least one-fourth of the allotted time per question to outline your answers on scrap paper before beginning to write. Do this because you will be graded not only on the substance of your answer but also on its clarity and conciseness. In other words, organization, precision, and brevity count. If you run out of insightful things to say about the issues raised by the exam question, stop writing until you think of something. Tedious repetition, regurgitations of law unrelated to the facts, or rambling about irrelevant issues will negatively affect your grade.
3. **Answer Format:** This is important. Use headings and subheadings. Use short single-idea paragraphs (leaving a blank line between paragraphs). Do not completely fill the page with text. Leave white space both between sections and paragraphs.
4. **Answer Content:** Address all relevant issues that arise from and are implicated by the fact pattern and that are responsive to the “call” of the question. Do not just summarize all the facts or all the legal principles relevant to an issue. Instead, apply the law you see relevant to the facts you see relevant. Take the issues that you identify and organize them into a coherent structure. Then, within that structure, examine issues and argue for a conclusion.
5. **Citing Cases:** You are welcome but not required to cite cases. While it is sometimes helpful to the reader and a way to economize on words, do not cite case names as a complete substitute for legal analysis. For example, do not write: “Plaintiff should be able to recover under A v. B.” Why? What is the rule in that case? What are the facts in the instant case that satisfy that rule?
6. **Cross-Referencing:** You may reference your own previous analysis (e.g. B’s claim against C is identical to A’s claim against C, because \_\_.” But be very clear and precise what you are referencing. As in contract interpretation, ambiguity is construed against the drafter.
7. **Balanced Argument:** Facts rarely perfectly fit rules of law. So, recognize the key weaknesses in your position and make the argument on the other side.
8. **Additional Facts:** If you think that an exam question fairly raises an issue but cannot be answered without additional facts, state clearly those facts (reasonably implied by, suggested by, or at least consistent with, the fact pattern) that you believe to be necessary to answer the question. Do not invent facts out of whole cloth.

**Exam Misconduct**

The Code of Conduct prohibits dishonest acts in an examination setting. Unless specifically permitted by the exam or proctor, prohibited conduct includes:

- Discussing the exam with another student
- Giving, receiving, or soliciting aid
- Referencing unauthorized materials
- Reading the questions before the examination starts
- Exceeding the examination time limit
- Ignoring proctor instructions

## Multiple Choice Questions

- 25 Questions worth 2 points each = 50 total points.
- Mark the letter of the best answer in a vertical list in your exam document.

1. After years of planning and consultation, the Organ Procurement and Transplantation Network (OPTN), the government-chartered body responsible for allocating cadaveric organs in the United States, has proposed a new regime to address “misalignments” and make better use of the scarce supply of kidneys. Rather than simply giving kidneys to the patients who have been waiting the longest, the new system will instead allocate the highest-quality kidneys to the people for whom a transplant promises the most years of additional life. The OPTN is doing this because:
  - A. Many people who receive kidneys from deceased donors gain only a few years of life, because those recipients were relatively old and in poor health to begin with
  - B. Younger recipients who receive kidneys from older decedents often outlive their new organs, eventually returning to the waiting list for a second transplant
  - C. Both A and B
  - D. Neither A nor B
  
2. The “Oregon Plan” is an attempt to provide greater access to healthcare services (number of people served) by prioritizing services. So, instead of rationing medical care by excluding certain members of the population from having any access, Oregon attempted to ration care according to a priority list of services. To which health insurance programs does the priority list apply?
  - A. Medicare
  - B. Medicaid
  - C. Private insurance
  - D. Both A and B
  - E. All of the above
  
3. 500 patients need Treatment A at a cost of \$1000 per patient. Treatment A extends the life of each patient (already in perfect health) by five years. What is the cost effectiveness of Treatment A?
  - A. \$100 / QALY
  - B. \$200 / QALY
  - C. \$250 / QALY
  - D. \$1000 / QALY

4. Who determines whether and when you will be added to National Transplant Waiting List of all people waiting for a transplant?
- A. OPTN/UNOS
  - B. Your transplant program, if they determine that you are a suitable transplant candidate
  - C. Nobody, because listing is basically automatic. Suitability factors only into your position on the list, not whether/when you are on the list
  - D. None of the above
5. Kidneys are allocated primarily on the basis of:
- A. Severity of illness and other medical factors, such as blood type
  - B. Length of time a person has been on the wait list
6. Livers are allocated primarily on the basis of:
- A. Severity of illness and other medical factors, such as blood type
  - B. Length of time a person has been on the wait list
7. Waiting time for an organ can vary dramatically from one of the 58 OPO regions to another. To increase her chances, can a patient simultaneously be “listed” at transplant centers in two different OPO regions?
- A. Yes
  - B. No
8. How does the OPO learn of the potential availability of an organ?
- A. The hospital must notify the OPO of a patient’s imminent death
  - B. The hospital must notify the OPO once it determines either that the imminently dying patient is a registered donor or that the patient’s family is willing to consent
  - C. The family of the donor must notify the OPO
  - D. The OPO will receive notification from the OPTN/UNOS list system
9. Must a kidney from a living related donor be listed and matched on the OPTN/UNOS waiting list?
- A. Yes
  - B. No

10. Which of the following conditions are legitimate reasons to conclude that you are NOT a candidate for a transplant?
- A. Severe neurologic limitations likely to affect your ability to care for your transplant
  - B. Personality, social or psychological disorders that affect your ability to follow your treatment plan
  - C. Being over 70 years old
  - D. Having inadequate financial resources that may interfere with your ability to afford medication and follow-up care
  - E. Lack of family or social support that could affect your ability to care for your transplant
  - F. All of the above
11. Who determines whether a donor organ is acceptable, such that it will be matched and transported to the recipient's transplant center?
- A. OPTN/UNOS
  - B. The recipient's transplant center
  - C. The recipient's OPO
12. All cadaveric organs are allocated according to a ranking that prioritizes patients who have the most medically urgent need for the organ.
- A. True
  - B. False
13. All cadaveric organs are allocated according to a ranking that is designed to maximize the number of QALYs produced.
- A. True
  - B. False
14. Chandler in Duluth makes the following agreement with Phoebe in Saint Paul. If Phoebe donates a kidney to Chandler's wife, Monica; then Chandler will donate a kidney to Phoebe's husband, Ross. (Chandler and Monica are not compatible; Phoebe and Ross are not compatible.) Does this violate NOTA?
- A. Yes
  - B. No

14. Chandler in Duluth makes the following agreement with Phoebe in Saint Paul. Chandler will donate an organ to Phoebe for \$12,000. Does this violate NOTA?
- A. Yes
  - B. No
15. Whether or not Chandler or Phoebe violates NOTA in Question 14, would the Mayo Clinic violate NOTA by performing the transplant pursuant to the agreement in Question 14? Assume that Phoebe pays for the transplant with cash.
- A. Yes
  - B. No
16. Which of the following is an example of how the Principle of Respect for Persons (autonomy) can be applied to a study employing human subjects?
- A. Determining that the study has maximized benefits and minimized risks
  - B. Ensuring that the selection of subjects includes people from all segments of the population
  - C. Providing detailed information about the study and obtaining the subject's consent to participate
  - D. Using innovative or experimental procedures
17. How long is an investigator required to keep consent documents, IRB correspondence, and research records?
- A. Until data analysis is complete
  - B. Until the study is closed
  - C. As long as the investigator is at that institution
  - D. For a minimum of three years after completion of the study
18. According to federal regulations, which of the following best describes when expedited review of a new, proposed study may be used by the IRB?
- A. The study includes only research subjects that are healthy volunteers
  - B. The study involves no more than minimal risk and meets one of the allowable categories of expedited review specified in federal regulations
  - C. The study is required for a student research project
  - D. The study does not require informed consent or survey instruments

19. Amendments involving changes to IRB approved protocols do NOT need prior IRB approval if:
- A. The investigator keeps careful records of all changes and includes them in the final report
  - B. They only involve changes to the consent form
  - C. The changes must be immediately implemented for the health and wellbeing of the subject
  - D. They are eligible for review using expedited procedures
20. IRB continuing review of an approved protocol must:
- A. Include copies of all signed consent forms
  - B. Be conducted by a convened IRB
  - C. Occur only when the level of risk changes
  - D. Occur at least annually
21. As part of a research study, a physician plans to review medical records of the next 50 of her patients who require magnetic resonance imaging (MRI) scans for clinical treatment. The physician will review the medical records, and write down the clinical indication for the scans, any existing injuries, current prescriptions, as well as other clinical data. The clinical indication for the scans and the other clinical data will be collected in the medical records for treatment purposes as part of standard clinical care. The physician will use a coding system to be able to identify the patient's information; however, the "key" to the coding system will be stored separately from the data in a locked cabinet that only she will have access to. Which of the following is true?
- A. The study is human subject research which is eligible for expedited review
  - B. The study is human subject research which must be reviewed by the full IRB
  - C. The research does not meet the federal definition of human subject research
  - D. The study is human subject research which is eligible for exemption
22. A faculty member wants to measure the effectiveness of a new psychological assessment instrument before including it in his new textbook. She plans to conduct a pilot test by administering both the new instrument and an established instrument and then compare the results. Which of the following populations might be most vulnerable to undue influence to participate in her research?
- A. Senior faculty in her department
  - B. Students taking one of her courses
  - C. Members of her professional society
  - D. Members of her community organization



23. An investigator is recruiting subjects for a study of a new antidepressant drug. The investigator has targeted a population of patients who might clearly benefit, but who are also institutionalized for a variety of psychiatric conditions. The patients are in a controlled environment and it is believed there would be little problem recruiting subjects for the study. Which of the following issues of vulnerability should be of most concern to the IRB?
- A. The patients may have experience participating in research
  - B. The patients are institutionalized
  - C. The patients have clinical depression, which is a difficult disease to treat
  - D. The patients are probably illiterate

24. An investigator planning to study behavioral changes during alcohol intoxication will pay subjects \$750 for 6 hours of testing that includes drinking a moderate level of alcohol and completing several written questionnaires. She plans to recruit college students taking his courses, as well as economically disadvantaged and homeless people.

Which of the following is the most important for the investigator to address before submitting the protocol to the IRB?

- A. Literacy of homeless subjects
  - B. Forms of advertising for subject recruitment
  - C. Potential undue influence or coercion of subjects
  - D. Method of payment to subjects
25. A group of elderly men, whose government disability benefits are the sole source of income, is approached regarding an experimental research study. The study involves using different therapeutic interventions in men with colon cancer. The study involves more than minimal risk, but offers substantial financial incentives that are equal to two months of disability benefits. The IRB will be most concerned about the possibility of:
- A. Undue influence on the subjects
  - B. Conflict of interest
  - C. Inaccuracy of data
  - D. Inadequacy of research design

# Essay Questions

- There are four short essay questions, worth a combined total of 100 points.
- The Essays are worth 15, 15, 30, and 40 points respectively.

## Short Essay Question 1

- 15 points
- Limit your answer to 1000 words.

Compare the regulatory composition requirements for the OPTN/UNOS Board of Directors with the regulatory composition requirements of an IRB. Specifically, identify and explain two ways in which the composition requirements of either one are better designed than the other to produce fairer, more circumspect, less conflicted, or less biased results.

## Short Essay Question 2

- 15 points
- Limit your answer to 1000 words.

In November 2005, the Centers for Medicare & Medicaid Services (CMS) announced that Medicare would not cover bariatric surgery for beneficiaries over age 65, because evidence of the risks was inconclusive. CMS noted the “paucity of randomized control trials (RCTs), non-randomized control trials (NRCTs), and good quality data for the population over age 65.” But CMS said that coverage would be extended, if the beneficiary was in a clinical trial. This was part of CMS’ “coverage with evidence development” program. Payment for bariatric surgery would be made only for those beneficiaries who “volunteer” for clinical trials.

Assume that OHRP regulations apply to the “clinical trial” research on geriatric bariatric surgery. Analyze this program under the regulations and any other relevant human subject research materials from class.

## Short Essay Question 3

- 30 points
- Limit your answer to 1500 words.

Assume the accuracy of the following medical facts. Approximately 10 million radiographic procedures using iodinated contrast agents are performed in the United States every year. Until recently, agents having a relatively high osmolality, called “high osmolar contrast agents” (HOCAs), have been used for these procedures. They have excellent diagnostic properties but can cause discomfort and adverse reactions due either to the high osmolality or to allergic reactions. The side effects and reactions range from (1) a sensation of heat and mild flushing, to (2) nausea and vomiting, to (3) severe circulatory or respiratory collapse.

Although HOCAs have been considered safe and effective by the medical community and by the Food and Drug Administration for decades, the possibility of reactions led investigators to search for alternative agents that have lower risks. Eventually, researchers identified a new set of agents that have lower risks, “low osmolar contrast agents” (LOCAs). LOCAs cause fewer reactions related to osmolality. They also cause fewer allergic reactions.

The following table summarizes these advantages. Across any patient population receiving HOCA contrast agents, 3.2% ill suffer mild reactions, 0.3% will suffer moderate reactions, and 0.1% will suffer severe reactions. If LOCAs instead of HOCAs were used, all these rates of reactions would be lower as indicated in column 4.

Reaction	QALY Gain from avoiding reaction (total per patient)	HOCA % reaction rate	LOCA % reaction rate	Difference: If patient given HOCA instead of LOCA, risk raised by %
Mild	0.05	3.2%	0.80%	+ 2.40%
Moderate	0.1	0.3%	0.09%	+ 0.21%
Severe	0.6	0.1%	0.004%	+ 0.096%

Unfortunately, LOCAs cost 15 times as much as do HOCAs. Specifically, LOCAs cost approximately \$100 more than HOCAs per patient. Of course, since LOCAs produce fewer adverse reactions, there is a savings from not having to deal with those reactions (e.g. cleaning up vomit). The savings works out to be about \$10 per patient. Thus, the net increase in cost of LOCAs over HOCAs is \$90.

You are a health economist for a health system. Every year, the system performs procedures using contrast agents for 40,000 members. The CEO has asked you whether the system should adopt a guideline recommending use of LOCAs instead of HOCAs. She wants to know whether the lower risks of LOCAs are worth their extra costs.

In making your recommendation, please separately identify: (1) the total cost to the system of switching to LOCAs, (2) the total QALYs gained by switching, and (3) the cost per QALY. Does your recommendation depend on what else you could spend the savings (by using HOCAs)?

## Short Essay Question 4

- 40 points
- Limit your answer to 2000 words.

You are the business manager of Kyzerr HMO - Saint Paul Region. It is nearing the end of the financial year, when you discover that \$60,000 of the Pharmacy budget for the year has not been spent. The surplus cannot be saved until next year. If not spent, the surplus must be returned to the national corporate office. To find the best way of spending this money you sent a memo to your practice pharmacists and physicians, requesting details of groups of patients who might be treated using the surplus funds. You received the following six suggestions:

**Suggestion 1:** Five children between the ages of 4 and 12 years are waiting to receive the newer antiepileptic drugs. The children come from mixed family backgrounds but all are finding that their quality of life is affected by their epilepsy. In particular, their educational achievement is suffering. The cost of providing the newer drugs to all five children for a year is \$14,350 and the total expected gain (for all 5) in quality adjusted life years is estimated to be 0.05 per year.

**Suggestion 2:** The patient concerned is a working mother aged 42 years with two children aged 11 and 5 years. Her husband died 6 years ago from prostate cancer. She has bravely fought her brain tumor but it has recurred after standard therapy and the doctors are now saying the only hope is treatment with phemozolomide. However, phemozolomide is not currently provided by Kyzerr outside of clinical trials. There are currently no clinical trials of phemozolomide in the area that she could participate in. The cost for five cycles of treatment is \$60,000 and the benefits are unknown.

**Suggestion 3:** Kyzerr currently has two drug addicts seeking a supervised methadone program. One is aged 19 years and has been addicted since he was 15 years old. The other is 24 years old and has been an addict for only two years after experiencing personal problems. Both are unemployed due to an inability to hold down a job. The financial cost of treating the two patients is \$15,000 and it is believed the benefits (total for both) would be 0.134 QALYs, if they successfully kick their habit.

**Suggestion 4:** Three patients have unstable angina and are facing a high risk of death or myocardial infarction (heart attack). All three are highly successful business people, aged between 50 and 60 years, with stressful jobs managing a large number of employees. Without treatment with certain class three inhibitors they are likely to die within a month. All three could afford the treatment themselves but argue they shouldn't have to pay because they have contributed significant amounts of premium dollars over their working lives. All three smoke and the probability of them giving up is low. Two of the three plan to retire and go on extended foreign holidays. The financial cost of treatment for all three is at a slightly reduced cost of \$15,000, due to the pharmacist being able to negotiate a discount with suppliers. The anticipated benefits are estimated to be 18 QALYs for treating all three.

**Suggestion 5:** One male patient aged 88 years is suffering from ALS (Lou Gehrig's disease) a progressive degenerating disease leading to impaired speech, swallowing, and breathing. There is no cure for the condition but quality of life can be improved for the short period of life remaining by taking Riluzole. The patient desperately wants to be able to attend his granddaughter's wedding in three weeks, in a reasonable health state which he believes this drug will help him achieve. The financial cost is \$30,000 and the expected benefits are 0.09 QALYs.

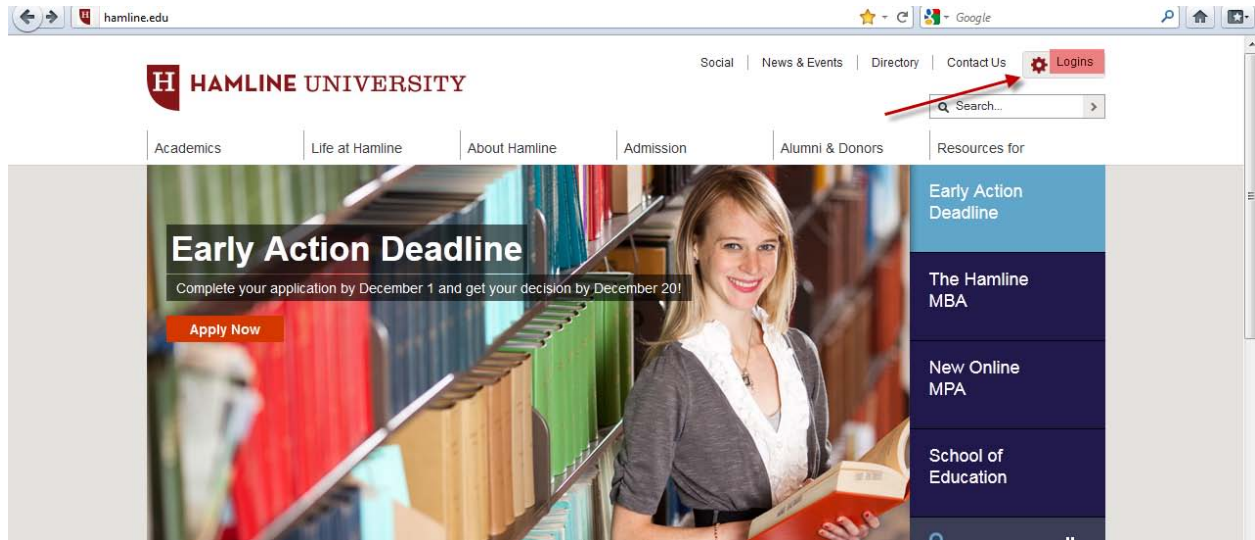
**Suggestion 6:** One 25 year old with metastatic breast cancer would benefit from treatment with raxanes. Although she doesn't have any children she does have a husband and is an active volunteer across a number of local charities. The cost of treatment would be \$30,000 (enough for the first two cycles to see if the patient starts to respond) and the anticipated benefits either 0 or 15 QALYs depending on whether the treatment is successful or not (about 1 in five women gain benefit from treatment).

1. Argue which Suggestions should be covered subject to the budget constraint. For example, you could fund Suggestion 2 and no others. Or you could fund both 5 and 6. Note that suggestions cannot be partially implemented. If a suggestion states that 3 people need treatment, then all three must receive the treatment or no one does.
2. Also, if you identified an additional budget surplus (say another \$40,000), which Suggestions would you fund next?

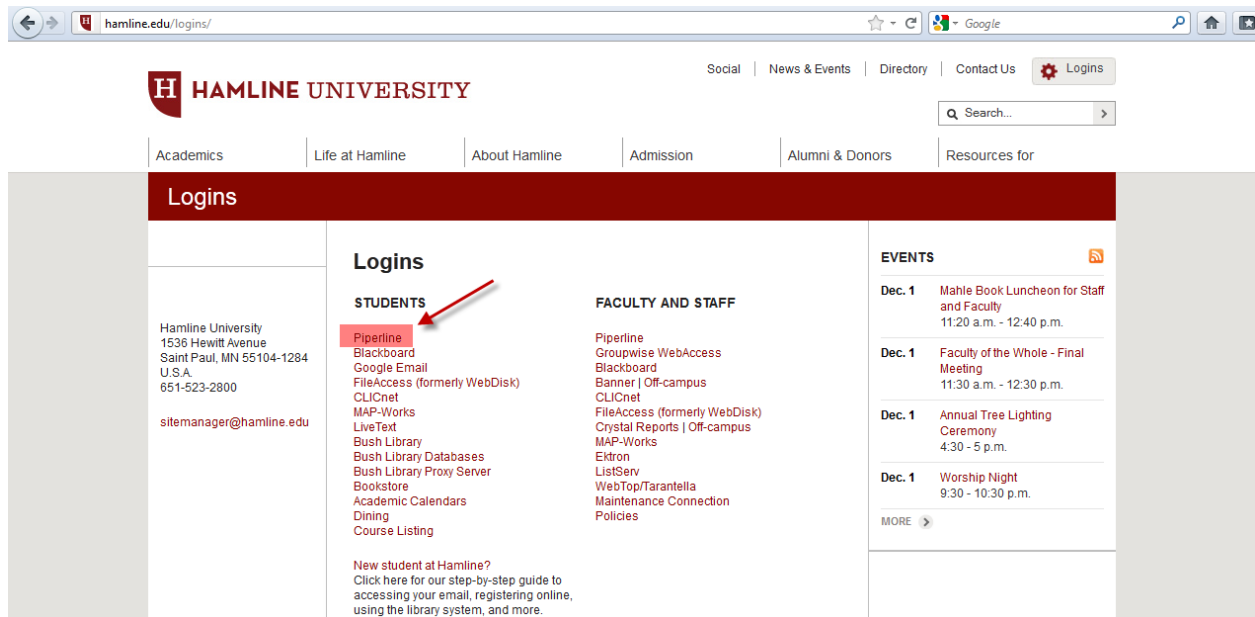
# END OF EXAM

# How to Find Your Final Exam Number via Pipeline

1. Go to [www.hamline.edu](http://www.hamline.edu)
2. Click on the “Logins” button on the top of the right hand corner of the page.



3. Click on “Pipeline.”



4. Enter your **Hamline ID Number** (this is the seven digit number starting with a nine) and your **PIN**. Click **“Login.”** Remember that this is case sensitive. (If this is your first time logging into Pipeline, you will be taken to a page where you will create a new password.)

hamline.edu https://pipeline.hamline.edu/pls/prod/twbkwbis.P\_WWWLogin

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### User Login

Please enter your Hamline ID Number and your Personal Identification Number (PIN). Case is sensitive, so be sure to type your PIN exactly as created. Do not include dashes or other punctuation. When finished, click Login.

To ensure successful navigation throughout the system, please use the available links. When you are finished, please Exit and close your browser to protect your privacy.

**Never** share your PIN with anyone!

Hamline ID Number:

PIN:

RELEASE: 8.4.2

5. Click **“Student Services.”**

hamline.edu https://pipeline.hamline.edu/pls/prod/twbkwbis.P\_GenMenu?name=bmenu.P\_MainMnu&msg=WELCOME+<b>

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[Student Services](#) [Financial Aid Services](#) [Employee Services](#) [Personal Information](#) [Additional Services](#)

[HELP](#) [EXIT](#)

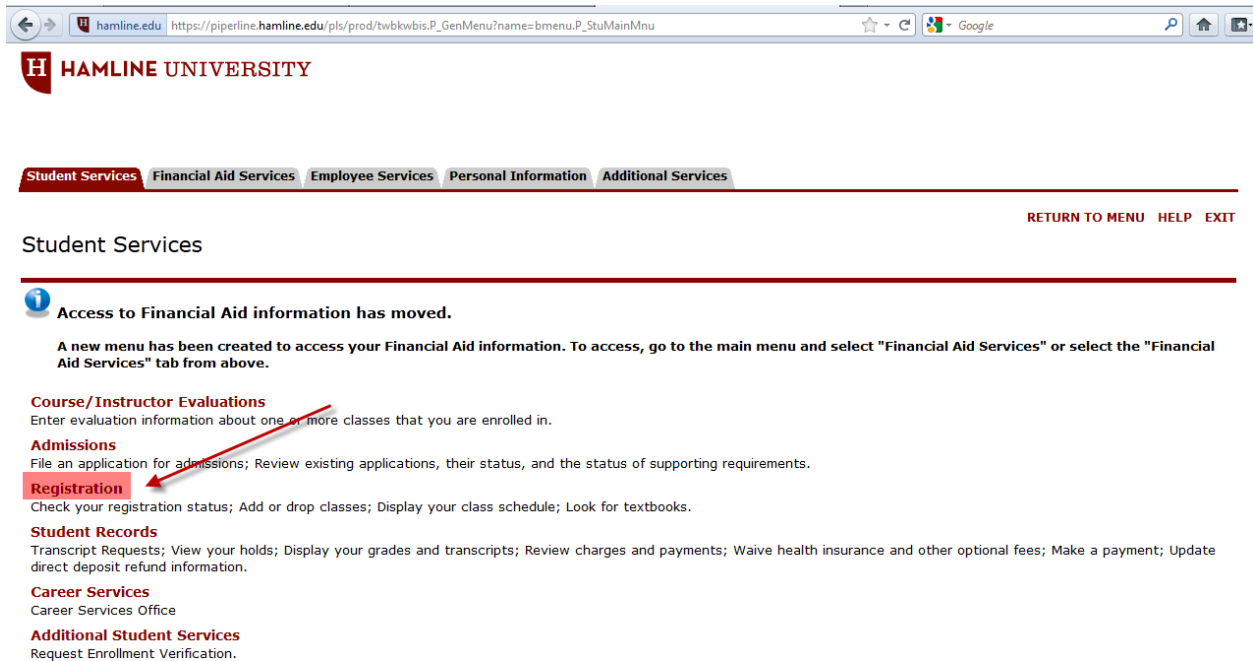
### Welcome, to the Hamline Pipeline System! Last web access on

**Services for Admitted Students**  
Pay your deposit; Waive health insurance and other optional fees; Provide immunization documentation; Update your address and contact information; View your financial aid award; Use Roommate Finder

**Student Services**  
Register; View your academic records and Financial Aid; View account info; Waive health insurance and other optional fees; Perform Course/Instructor Evals; Request Enrollment Verification; Request a Transcript; Update direct deposit refund information; Look for textbooks.

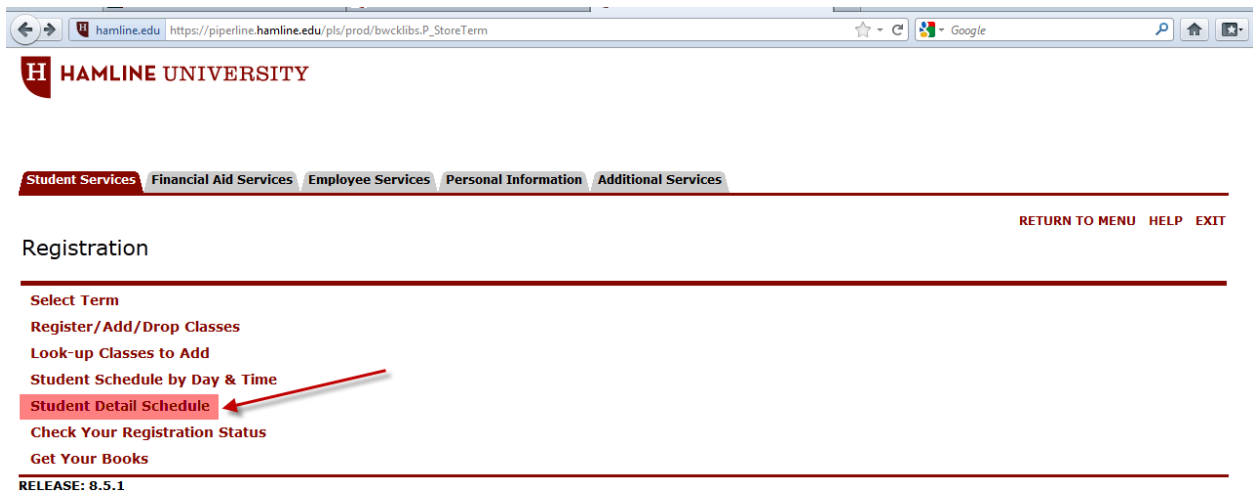
**Financial Aid Services**  
Review the status of your financial aid applications; Check status of document requirements; Review loans.

## 6. Click “Registration.”



The screenshot shows the Hamline University website. At the top, there is a navigation bar with the following tabs: **Student Services**, **Financial Aid Services**, **Employee Services**, **Personal Information**, and **Additional Services**. Below the navigation bar, the page title is "Student Services". A message states: "Access to Financial Aid information has moved. A new menu has been created to access your Financial Aid information. To access, go to the main menu and select 'Financial Aid Services' or select the 'Financial Aid Services' tab from above." Below this message, there are several service categories listed: **Course/Instructor Evaluations**, **Admissions**, **Registration** (highlighted with a red box and a red arrow pointing to it), **Student Records**, **Career Services**, and **Additional Student Services**. The URL in the browser address bar is [https://pipeline.hamline.edu/pls/prod/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](https://pipeline.hamline.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu).

## 7. Click “Student Detail Schedule.”



The screenshot shows the Hamline University website. At the top, there is a navigation bar with the following tabs: **Student Services**, **Financial Aid Services**, **Employee Services**, **Personal Information**, and **Additional Services**. Below the navigation bar, the page title is "Registration". A list of options is displayed: **Select Term**, **Register/Add/Drop Classes**, **Look-up Classes to Add**, **Student Schedule by Day & Time**, **Student Detail Schedule** (highlighted with a red box and a red arrow pointing to it), **Check Your Registration Status**, and **Get Your Books**. At the bottom of the page, the text "RELEASE: 8.5.1" is visible. The URL in the browser address bar is [https://pipeline.hamline.edu/pls/prod/bwcklib.P\\_StoreTerm](https://pipeline.hamline.edu/pls/prod/bwcklib.P_StoreTerm).

## 8. You will then need to select the appropriate term from a drop-down menu (Fall 2011).



9. Your **Final Exam Number** will be located under the **Total Credit Hours** at the top of the page.

hamline.edu https://pipeline.hamline.edu/pls/prod/bwskfshd.P\_CrseSchdDet

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Student Services Financial Aid Services Employee Services Personal Information Additional Services

RETURN TO MENU HELP EXIT

Student Detail Schedule: Fall 2011  
Dec 07, 2011 01:05 pm

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Total Credit Hours: 8.000  
**Exam Numbers:** Mid: Final: [redacted]

**Civil Procedure I - LAW 9111 - 3**  
Associated Term: Fall 2011  
CRN: 12930  
Status: \*\*Web Registered\*\* on May 04, 2011  
Assigned Instructor:  
Grade Mode: Normal Grading Mode

Make sure that you are looking under the appropriate "Associated Term" (Fall 2011). You will find your assigned anonymous number under "Total Credit Hours" next to "Final."

*Everyone needs their final exam number to take the exam.*

*You will use the same exam number for all of your exams.*

## TWEN – View as a Student

1. Log on to Westlaw as normal ([www.lawschool.westlaw.com](http://www.lawschool.westlaw.com)).
2. Select the TWEN tab.
3. Under your log-in information in the upper left corner, select the option to view as a student.

The screenshot shows the Westlaw website interface. In the top left corner, under the 'WELCOME' section, there is a 'View as:' dropdown menu with 'Faculty' selected and 'Student' highlighted. A callout box points to the 'Student' option with the text: 'To view the page as a student, click the radial button next to "Student." Some items may no longer be viewable from the "student" view (i.e., exams not released, editing fields, etc.)'. The main content area shows a 'Drop Box' with a table of assignments. The table has columns for Assignment Title, Due Date, Status, Properties, Points Possible, Weight, and Actions. One assignment is listed: 'LRW III - Transactional Final Exam' with a due date of 4/30/2012 6:00 PM and a status of 'Completed' (indicated by a green checkmark).

Assignment Title	Due Date	Status	Properties	Points Possible	Weight	Actions
<input type="checkbox"/> LRW III - Transactional Final Exam	4/30/2012 6:00 PM	✓	I HD AN	100.00	N/A	<a href="#">Enter Grades</a> <a href="#">Edit</a>

4. Once an exam has hit the time and date on which it should become available, students will then be able to see it in the "Assignment Drop Box."

lawschool.westlaw.com/gradebook/assignmentdropbox.aspx?courseid=131720

Westlaw

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CUSTOMER SUPPORT >>> View full calendar

Westlaw > TWEN > Legal Research and Writing III > Grade Book > Assignment Drop Box

Assignment Drop Box

Current TWEN time: Thursday, April 05, 2012 at 10:53 AM Times displayed in Central Time.

Megan Koltes Manage Anonymous ID's

Assignment/Quiz	Submitted	Version	Comments	Grade
<a href="#">LRW III - Transactional Final Exam</a> Due: 4/30/2012 6:00 PM (Mon) Time until Due: 25 days, 7 hours, 6 minutes <input type="button" value="Submit"/>			No Submission	Not Released
Absences: 0				Total:

WELCOME  
Megan Koltes Hamline University School of Law  
View as: Faculty Student  
SIGN OFF >>> View full calendar School Contacts >

NAVIGATION  
Legal Research and Writing III (Spring 2012) STUDENT VIEW  
Assignment Drop Box  
CALI Lessons  
Course Materials  
E-Mail Options  
Forums  
Quizzes  
Sign-Up Sheets  
Syllabus  
Web Links

5. The student will be prompted to type in his/her anonymous I.D. to access the exam.

lawschool.westlaw.com/Gradebook/AnonymousIdEntry.aspx?courseId=131720&assignmentId=79039&returnUrl=AssignmentDisplay

Westlaw

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CUSTOMER SUPPORT >>> View full calendar

Westlaw > TWEN > Legal Research and Writing III > Grade Book > Anonymous Id Entry

Anonymous ID

Anonymous ID for Megan Koltes

Enter an anonymous ID to access this assignment.

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.

Anonymous ID

WELCOME  
Megan Koltes Hamline University School of Law  
View as: Faculty Student  
SIGN OFF >>> View full calendar School Contacts >

NAVIGATION  
Legal Research and Writing III (Spring 2012) STUDENT VIEW  
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E-Mail Options  
Forums  
Quizzes  
Sign-Up Sheets  
Syllabus  
Web Links

6. If the exam is a timed exam, the student will be given instructions stating as such. (The exam does not boot students out after the maximum amount of time; rather, the TWEN time stamps when a student accesses an exam and when a student submits an exam.)

The screenshot shows the Westlaw interface for a timed assignment. The breadcrumb trail is: Westlaw > TWEN > Legal Research and Writing III > Grade Book > Timed Assignment. The page title is "Timed Assignment". A "Timed Assignment Notification for Megan Koltes" is displayed, containing a note: "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." Below the note, the instructions state: "Instructions: This is a timed exam. You have 24 hours to complete this exam beginning from the time you access the exam." There are "Start" and "Cancel" buttons. A callout box points to the instructions with the text: "The instructions for time limits will appear here."

7. The student will be able to access the exam by downloading the attached file.

The screenshot shows the Westlaw interface for an assignment drop box. The breadcrumb trail is: Westlaw > TWEN > Legal Research and Writing III > Grade Book > Display Assignment. The page title is "Assignment Drop Box". The assignment is titled "LRW III - Transactional Final Exam" and is due on Monday, April 30, 2012 at 6:00 PM. The page is divided into "Grading Information" and "Submission Information". The "Grading Information" section includes: Points Possible: 100.00, Grades have not been released, and This assignment requires anonymous submission. The "Submission Information" section includes: Resubmissions are currently allowed, Submissions are allowed after the due date, and Honor code acceptance is required for submission. Below this information, there is an "Attached Files" section with a link to "Swift.Exam.Drafting.Final.Spring12.docx". A "Time Elapsed since Started" section shows "0 days, 0 hours, 17 minutes". At the bottom, there are "Submit Assignment" and "Return to Drop Box" buttons. Two callout boxes provide instructions: "Students will be able to attach their answers/essay/letter and submit it on TWEN." (pointing to the "Submit Assignment" button) and "Students can access the exam by clicking on the attached file to download." (pointing to the "Swift.Exam.Drafting.Final.Spring12.docx" link).

8. The student will be able to attach their submission by clicking "Submit Assignment" and attaching their submission on the following webpage by clicking "Browse."

The screenshot shows the 'Assignment Drop Box' interface. Key elements include:

- Header:** Hamline University School of Law, View as: Faculty/Student, SIGN OFF, View full calendar, School Contacts.
- NAVIGATION:** Test - Current (Spring 2012) STUDENT VIEW, Assignment Drop Box, Calendar, Course Materials, Customized Polling, Syllabus, Wiki, Document Quizzes, E-Mail Options, Forums, Legal News, Live Discussion, Quizzes, Sign-Up Sheets, Web Links.
- Assignment Details:** Submit Your Assignment, Testing Submission Process, View Assignment Details, Due on Tuesday, April 10, 2012 at 2:54 PM, Time Elapsed since Started: 0 days, 0 hours, 0 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.
- Message to course administrator(s):** I have attached my final draft of my exam.
- Upload your submission:** Note: The combined attachment(s) may not exceed 3 megabytes. Includes a 'Browse' button.
- Buttons:** Submit, Cancel.

**Callouts:**

- Students can see how much time has elapsed since they began the exam (pressed "Start") to figure how much time they have remaining before submitting.
- By clicking on the "Browse" button, students may select a final version of their exam from their computer and attach it.
- After attaching the answered exam or completed essay, students can click "Submit."

9. After submitting the attached exam/essay, students can view the time stamps on their assignment on the proceeding webpage. This will show when the student first hit the "Start" button and when the student hit the "Submit" button. (This is crucial for timed tests.)

The screenshot shows the 'Assignment Drop Box' submission history page. Key elements include:

- Header:** Westlaw, HOME, WESTLAW NEXT, WESTLAW, TWEN, LAW SCHOOL EXCHANGE™, MY ePRODUCTS, BOOKSTORE, CUSTOMER SUPPORT, View full calendar.
- WELCOME:** Megan Koltes, Hamline University School of Law, View as: Faculty/Student, SIGN OFF, View full calendar, School Contacts.
- NAVIGATION:** Test - Current (Spring 2012) STUDENT VIEW, Assignment Drop Box, Calendar, Course Materials, Customized Polling, Syllabus, Wiki, Document Quizzes, E-Mail Options, Forums.
- Assignment Drop Box:** Current TWEN time: Tuesday, April 10, 2012 at 2:52 PM, Times displayed in Central Time.
- Table:**

Assignment/Quiz	Submitted	Version	Comments	Grade
Testing Anon ID Due: 1/28/2012 8:00 AM (Sat) Time until Due: 0 days, 0 hours, 0 minutes				Not Released
	1/27/2012 8:24 AM (Fri)	Final		Not Released
Test2 Due: 1/28/2012 8:00 AM (Sat) Time until Due: 0 days, 0 hours, 0 minutes				Not Released
Testing Submission Process Due: 4/10/2012 2:54 PM (Tue) Started: 4/10/2012 2:51 PM (Tue) Time until Due: 0 days, 0 hours, 1 minute				Not Released
Submission Duration: 0 days, 0 hours, 1 minute	4/10/2012 2:52 PM (Tue)	Final		Not Released
Absences: 0				Total:

**Callout:** After submitting the finished exam/essay, students will be brought to a page where they can view the time stamps on their exam.