

### Giving an exam via email:

1. Send an email to the class with the article. You may want to ask students for a receipt (so you know they've received it).
2. Send the exam along with due date. Again, you may want to ask for a receipt email. Make sure you clarify the formats they can send the exam back in: the body of the email? .doc? .docx? .pdf? .rtf? If you don't tell them, you'll get some formats you cannot open, or Google Docs, which they can continue to edit past the due date.
3. Students send you the final exam via email, or, if you like, deposit them in a dropbox account.
4. Make sure you keep digital copies of all exams.