

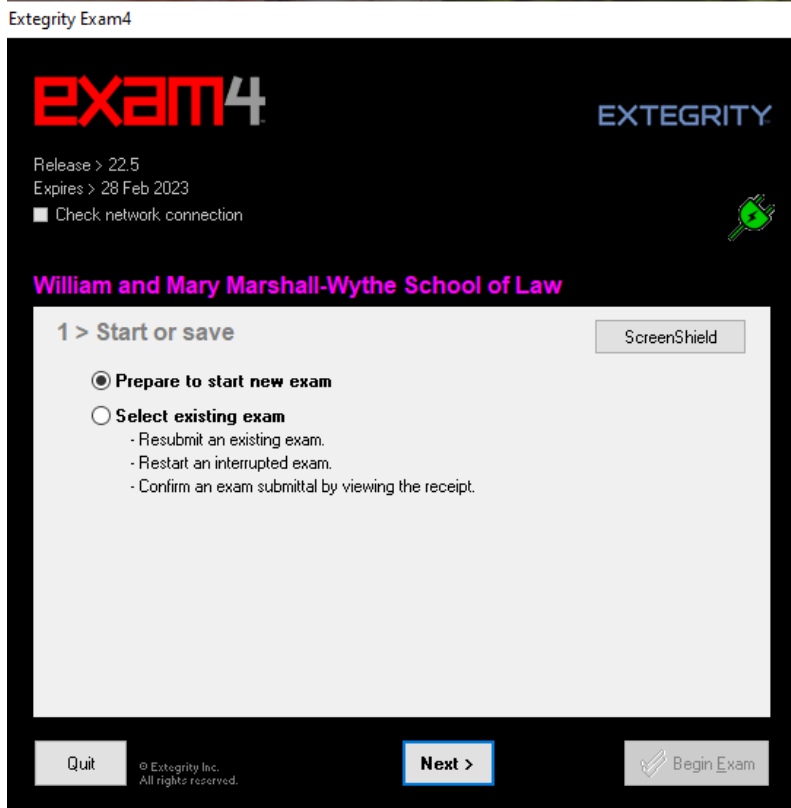
## Instructions For Take-Home Exams Using Exam 4

**Exam Type:** Remote

**Exam Mode:** TAKEHOME

- ✓ All Students are strongly encouraged to read **Exam4 Frequently Asked Questions**.
- ✓ All Students are required to complete **Practice Exam(s)** in each of the exam modes.

1. This tutorial will be helpful when beginning your Practice Exam and when beginning your real exams. Once Exam4 is installed, and you are ready to open Exam4 to begin your Practice Exam or your real exams, begin by clicking on the Exam4 software on your computer.
2. You must check yes to question, “Do you want to allow this app to make changes to your device?”



3. In image 1.0, you are at start-up screen #1. You can select *Prepare to start new exam* or *Select existing exam*.

In most scenarios you are going to click *Prepare to start new exam* unless you are working on a suspended Takehome exam or meet one of the criteria listed below *Select existing exam*.

**Image 1.0**

exam4 EXTEGRITY

Release > 23.1  
Expires > 31 Mar 2023  
☐ Check network connection

William and Mary Marshall-Wythe School of Law

2 > Exam ID; Course or exam title

Anonymous Exam ID  
123456

Protected info (optional)

Anonymous Exam ID (confirm)  
123456

Course  
Torts - April TAKEHOME

Course (confirm)  
Torts - April TAKEHOME

Quit © Extegrity Inc. All rights reserved. < Back Next > Begin Exam

4. At start-up screen #2 in image 2.0, you must enter your Exam ID twice for confirmation.

Protected Info field will help administration locate your exam answers if you entered your Exam ID incorrectly. Students will enter their date of birth MM/DD/YYYY

Select the desired course or practice exam from the drop down menu.

You must make this selection twice for confirmation.

Select Next.

Image 2.0

Re-confirm Information

Re-confirm carefully...

Anonymous Exam ID  
123456


Course  
Torts - April TAKEHOME

Check box to re-confirm ☒

Go back OK

5. A pop-up window will appear. Carefully confirm the exam selection and Exam ID like in image 3.0. Check the box to re-confirm in the bottom corner. Select OK.

Image 3.0

 Exam Preparations✕

Preparations

This space is used for information needed before an exam begins. This may be blank if there is no additional information needed beside the instructions, which are provided when the exam begins.

Due

**Local time 8:00 PM on 19 Mar 2023**  
(Official time 12:00 AM on 20 Mar 2023 UTC)  
Local time accuracy dependent on system settings. Assumes immediate exam start.

Attachment  
Format(s)

**Expected (up to 2 files, max 100 KB each)**  
**.pdf,.doc,.docx,.rtf,.odt,.txt,.zip,.xlsx**

Continue

**Image 4.0**

6. A pop-up window will appear. As noted in Image 4.0, it may or may not have additional instructions for the exam. If there are different file types to be attached, they will be listed here. Not all takehome exams will allow for documents to be uploaded as this is determined by faculty. Select Continue.

Release > 23.1  
Expires > 31 Mar 2023  
■ Check network connection

**William and Mary Marshall-Wythe School of Law**

**3 > Exam time; Font size and contrast**

Set optional countdown timer  
(don't worry, it won't shut down).

0 0  
Hours Minutes

Set optional alert(s).

☐ 5 minutes remain  
☐ 15 minutes remain  
☐ 1 hour remains

**Timer unavailable by administrative request.**

Set font size and contrast

☒ Small ☒ Standard  
☐ Medium ☐ Reduced  
☐ Large ☐ Reversed  
☐ XL

Auto-insert answer separator for 1 question.

1

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

Image 5.0

7. At start-up screen #3, you can now set exam timer, font size, and font contrast preferences seen in image 5.0.

The countdown timer is *optional* for students. If students select this option, and upon the time-limit ending for the exam, the Exam4 software will *not* shut down, but the exam will be recorded as late. Note that you can also set optional alerts.

Students can select the preferred font size and font contrast.

Students can auto-insert answer separators for exam questions. Selecting this option now means that formatting with defined lines will appear once the student starts their exam. Do not worry if you don't know the number of questions as you'll have a chance to enter answer separators during the exam.

Once you've selected your preferences for start-up screen #3, select Next



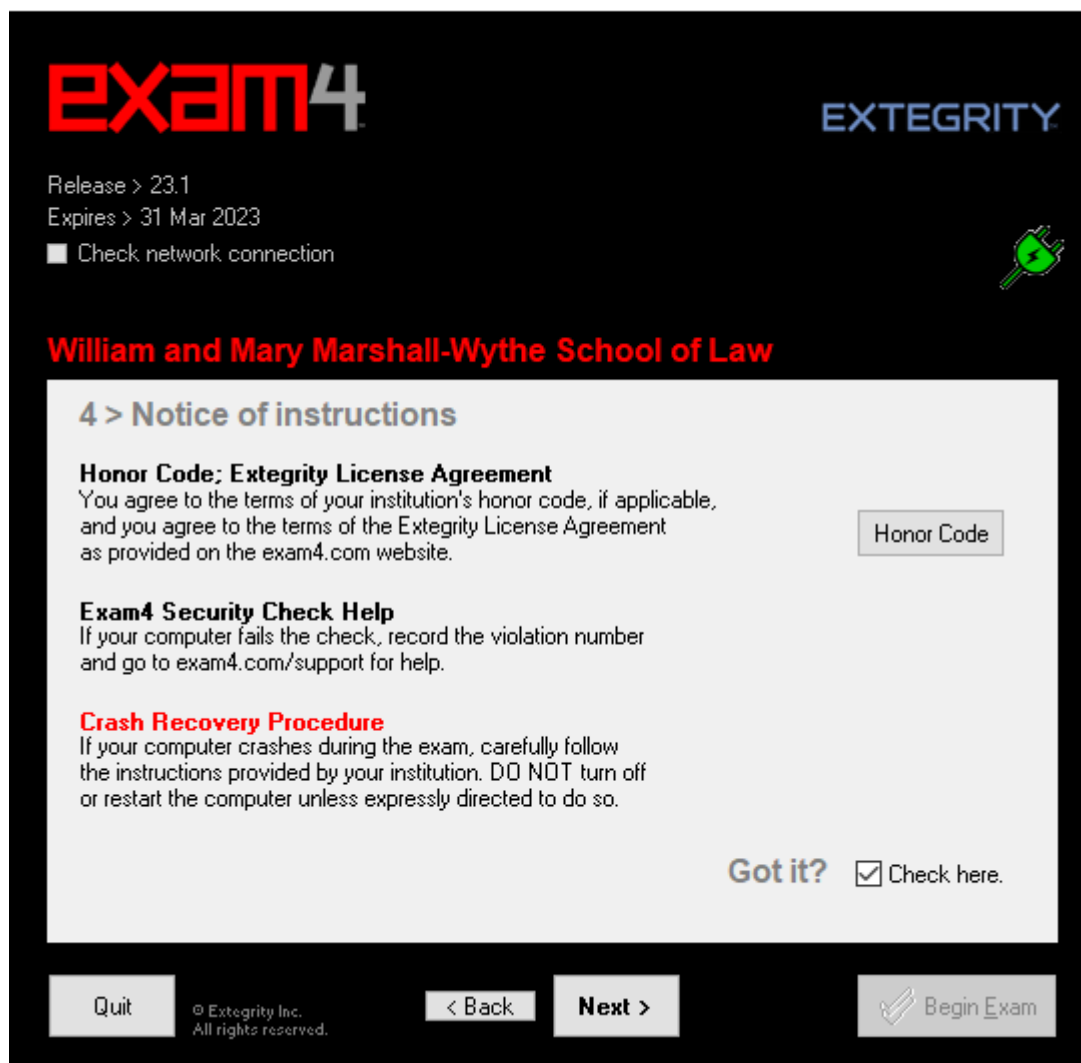


Image 6.0

8. At start-up screen #4, you must read the notice of instructions carefully seen in image 6.0.

Once you've agreed to the Honor Code, and have read the crash recovery procedures provided on our Exam FAQ website, check the box in the bottom right-hand corner. Select Next.

**exam4** EXTEGRITY

Release > 23.1  
Expires > 31 Mar 2023  
☒ Check network connection

**William and Mary Marshall-Wythe School of Law**

**5 > Exam Mode**

Choose an Exam Mode to indicate which kind of exam you are taking.

**CLOSED**

- Closed-computer exam
- NO access to other data on this PC
- Typical for most exams

**OPEN**

- Open-computer exam
- Access to other data on this PC
- Option: NETWORK adds access to the local network and/or Internet

**TAKEHOME**

- Use only for takehome exams

Type selected Exam Mode here  
TAKEHOME

Check box to confirm Exam Mode is TAKEHOME  
Exam Mode is reported on exam printouts ☐

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

9. In image 7.0, start-up screen #5 will confirm Exam Mode. In most scenarios during a real exam, the Exam Mode will automatically load once the correct exam was selected. The example here is for TAKEHOME.

Check Box to confirm Exam Mode and click Next.

Image 7.0

exam4

EXTEGRITY

Release > 23.1

Expires > 31 Mar 2023

☐ Check network connection



William and Mary Marshall-Wythe School of Law

6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	William and Mary Marshall-Wythe School of Law
Anonymous Exam ID	123456
Exam Mode	TAKEHOME
Course	Torts - April TAKEHOME
Duration	[None entered]
Protected info (optio...	[None entered]

Wait for the instruction to begin your exam. **Wait!**

If you are taking a remote exam, follow the written instructions.

Quit

© Extegrity Inc. All rights reserved.

< Back

 Begin Exam

10. Confirm exam details. You can go Back if you need to make changes.

When instruction is provided, or you are ready to take your remote exam, click Begin Exam seen in image 8.0.

Image 8.0

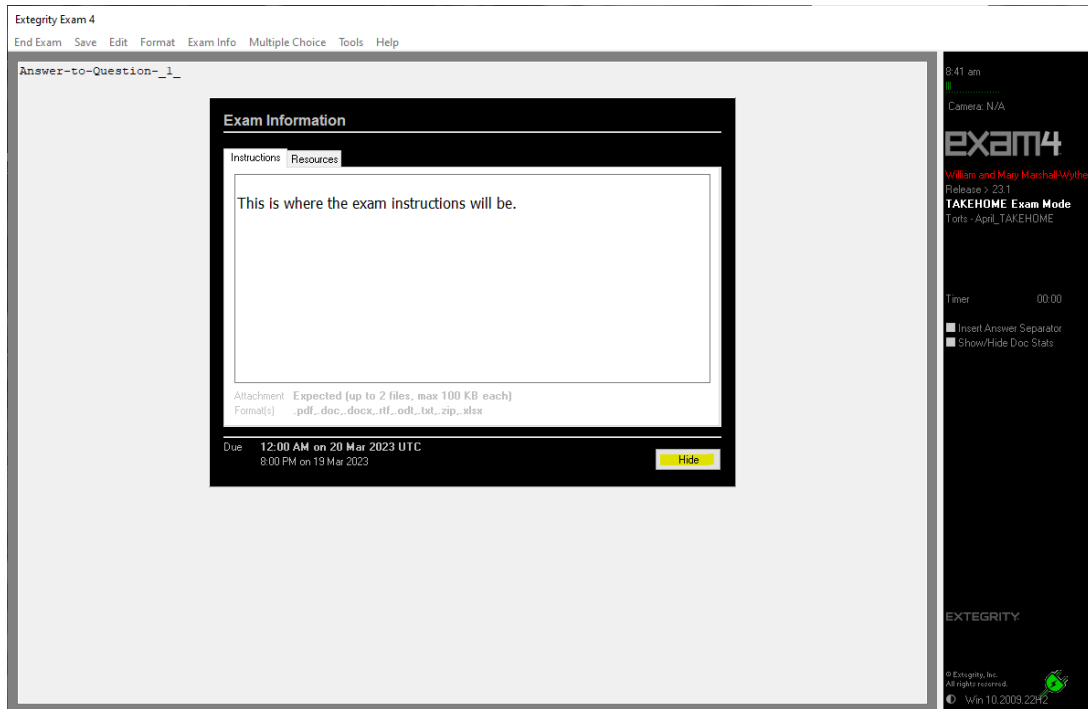


Image 9.0

11. Once your exam has begun, a pop-up window will appear as seen in Image 9.0. This is where your exam instructions will appear. Select hide to close this window.

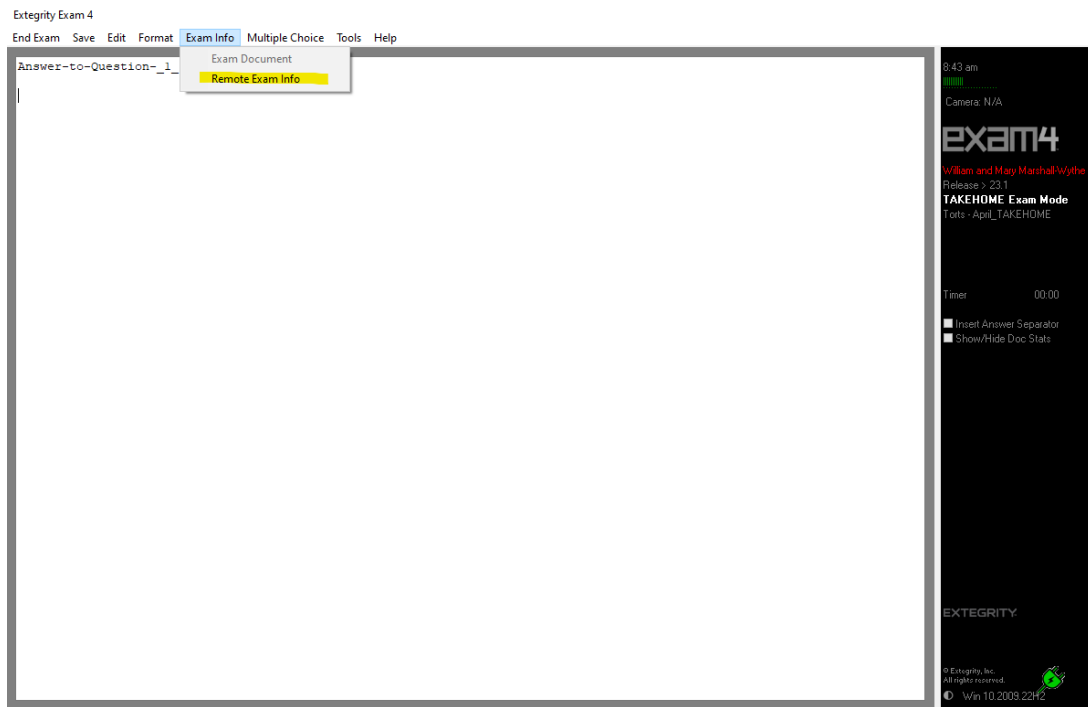


Image 10.0

12. If you selected Hide to close your instructions, you can access them again under Exam Info -> Remote Exam Info.





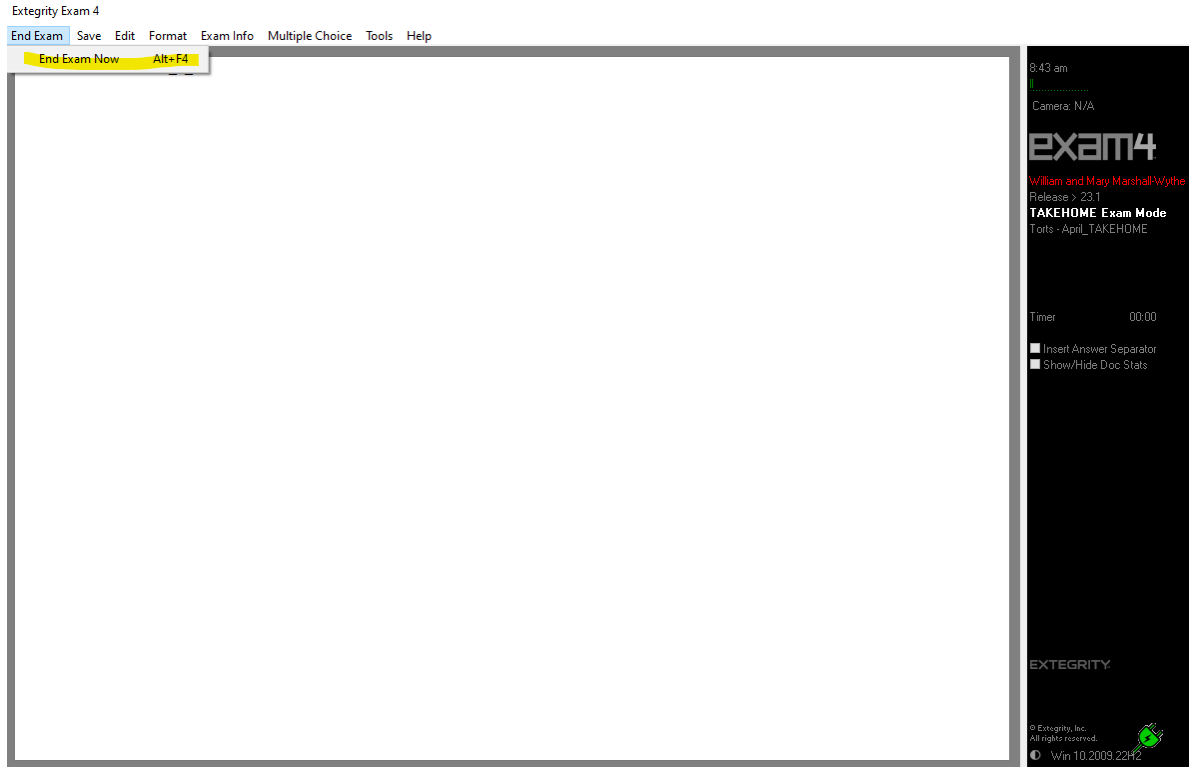


Image 11.0

13. Once you are ready to suspend or submit your TAKEHOME exam, select End Exam -> End Exam now or use the shortcut Alt + F4.

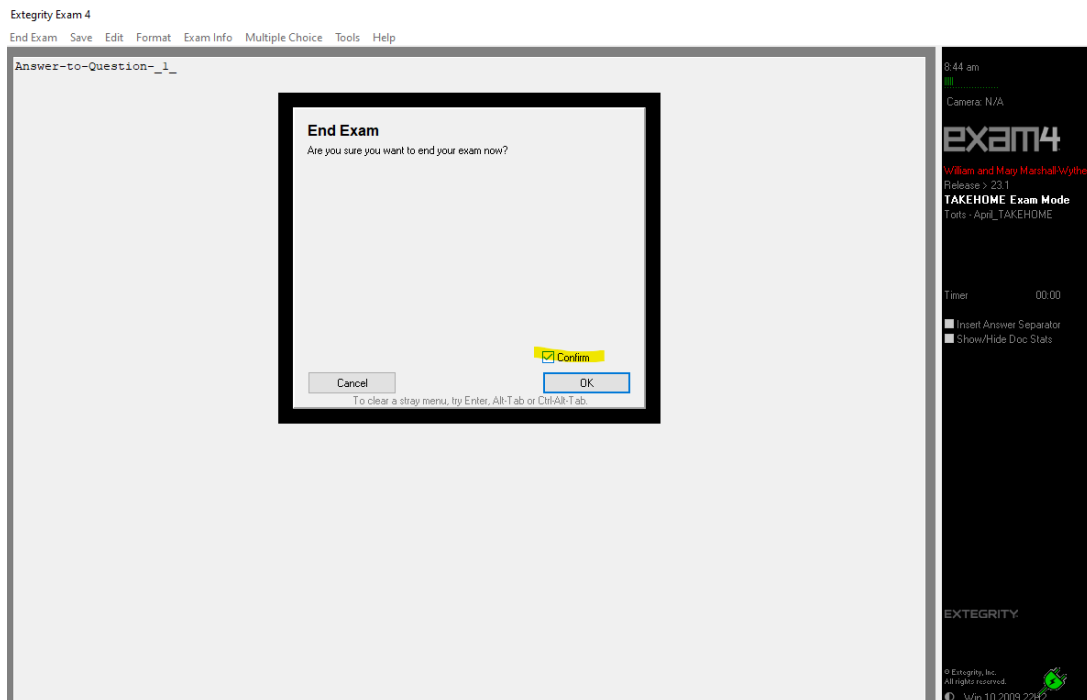


Image 12.0



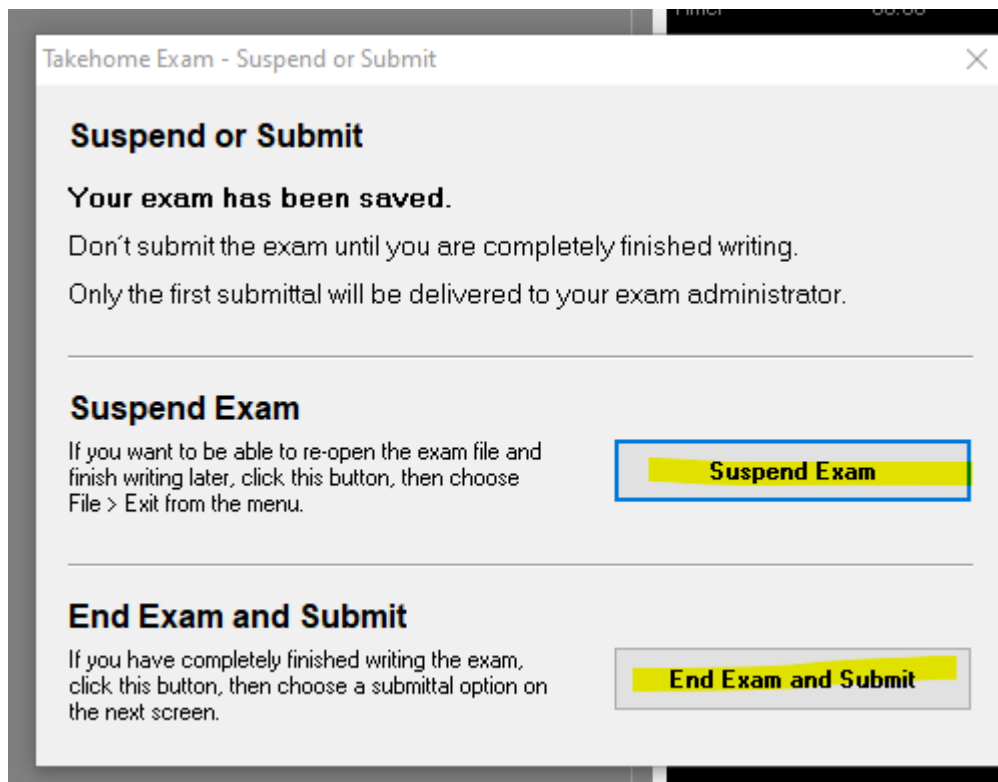


Image 13.0

15. A pop-up window will appear with the options to either Suspend Exam or End Exam and Submit.

If you are not ready to submit your Takehome Exam, select Suspend Exam. This will pause your exam and permit you to resume it later. Your document will be autosaved and you will exit the Exam4 Software.

#### Takehome exam FAQ:

**My takehome exam is 5 hours. Can I work on it 2 hours today, take a break, and use the remaining 3 hours at a later time?**

**Answer:** Once you begin your Takehome exam, in this case, you have 5 hours to complete and submit the exam. The 5 hour limit begins as soon as you begin the exam and will continue running regardless of how many times or how long you choose to suspend the exam. i.e., if you open the exam and suspend it for 4.5 hours, then you will only have 30 minutes to work on the exam and submit it, or it will be counted late.

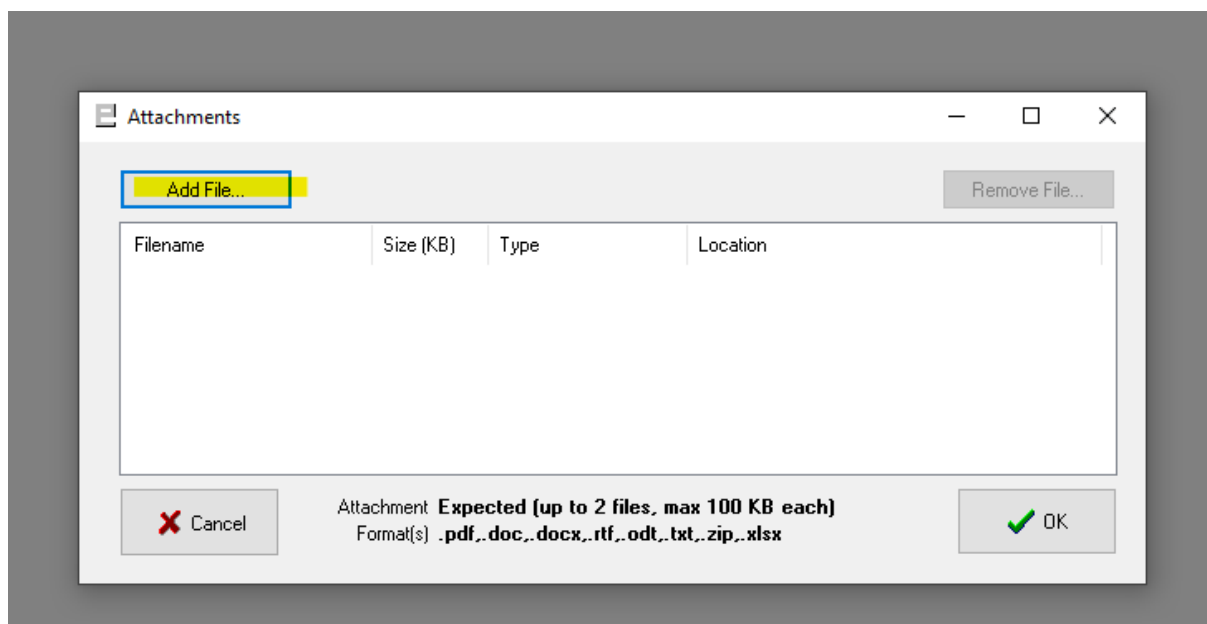
DO NOT SELECT 'END EXAM AND SUBMIT' UNLESS YOU ARE FINISHED.

See below for instructions concerning submission.



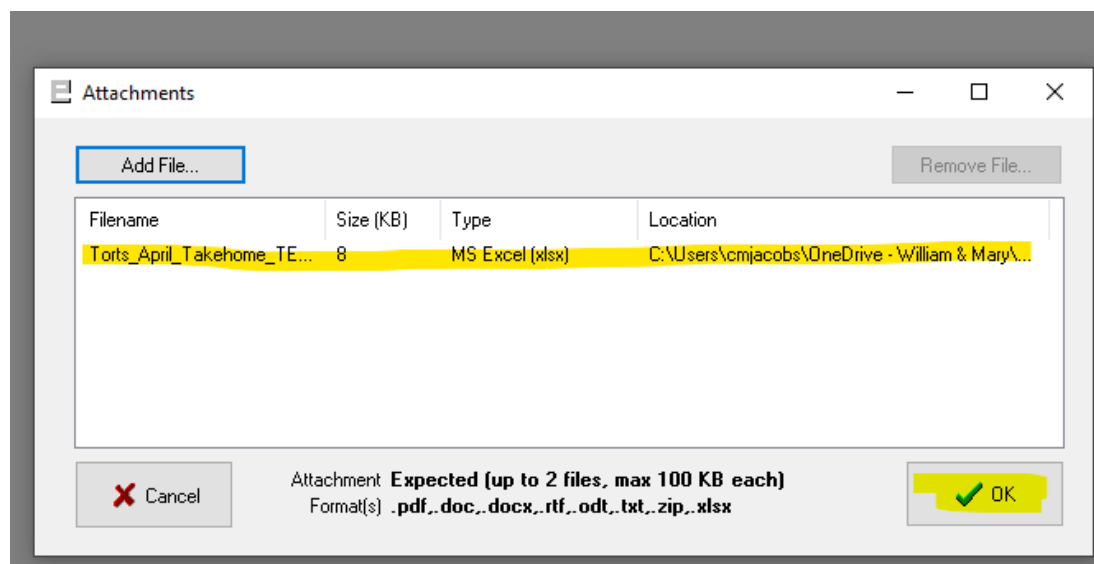
16. If you previously selected ‘Suspend Exam’ on a Takehome exam and are ready to resume and submit, open the Exam4 Software. Once opened, scroll until you find the proper exam, select it, and hit Begin Exam.

Image 14.0



**Image 15.0**

17. Once you've selected 'End Exam and Submit', and *if* your takehome exam faculty have allowed the option for students to upload documents (Word or Excel) a pop-up window will appear. If this applies to your exam, select Add File and select your Exam answers from your computer.



**Image 16.0**

18. Once you have selected your Exam answers, they should appear where the highlighted example does. Confirm it is the correct file(s) and select OK. Note that this window will only appear if your faculty have allowed for document uploads. Otherwise, your exam answers will be typed and retrieved from the exam platform when you restart a suspended exam.

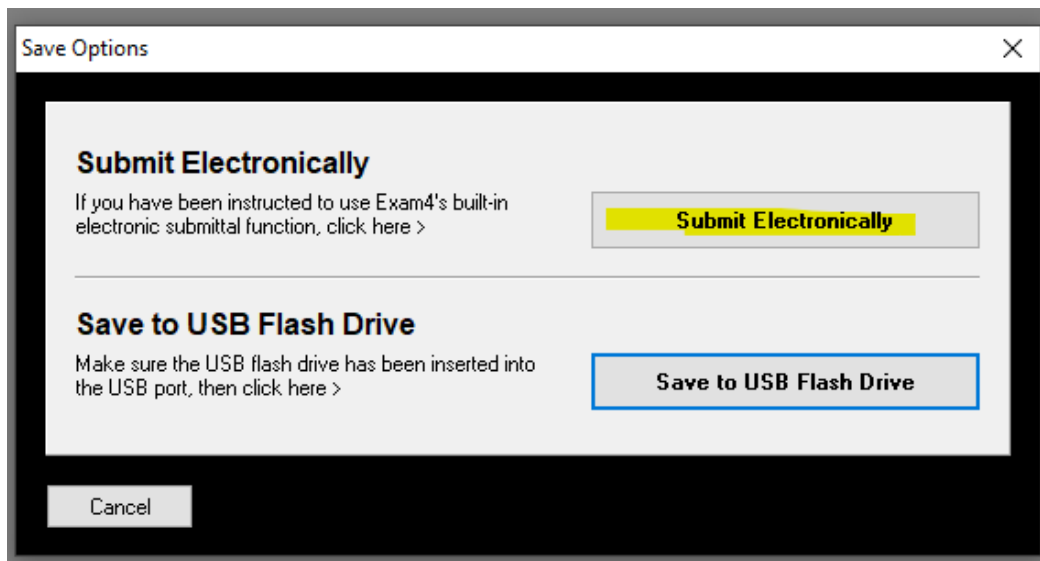
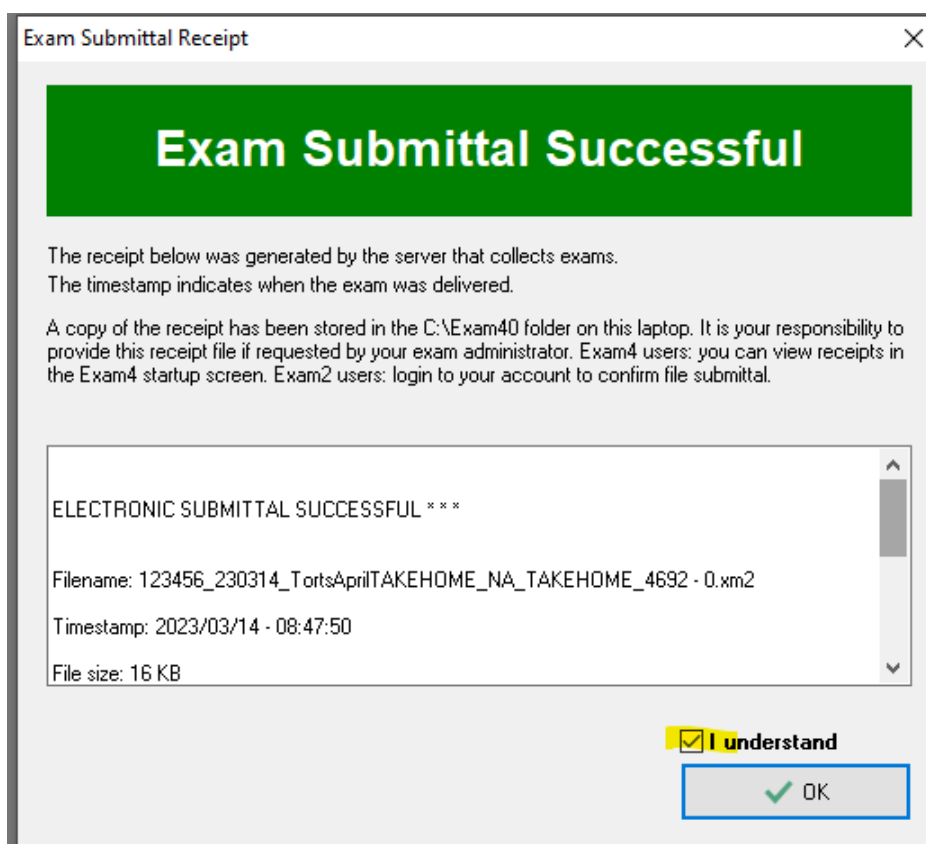


Image 17.0

19. Note the options to Submit Electronically or to Save to USB Flash Drive in image 17.0. Most all will use Submit Electronically.



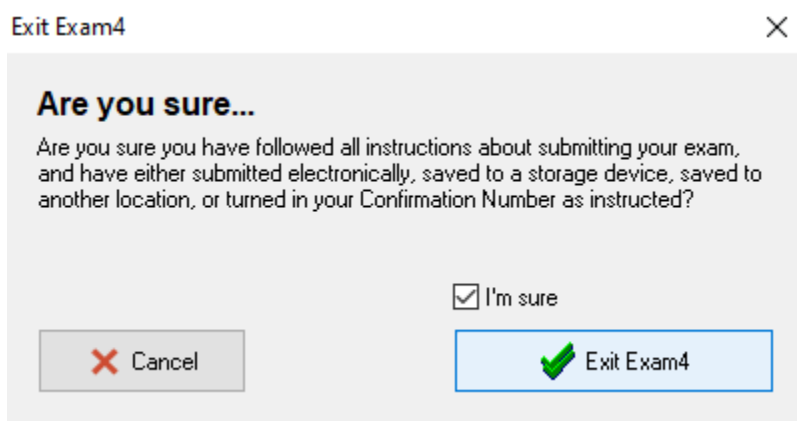
20. Once you select Submit Electronically, students will see Exam Submittal Successful box in image 18.0. They can review their exam information. They must click 'I understand' box and click OK.

Image 18.0



**Image 19.0**

21. After clicking OK, students must click Exit Exam4, then click Exit Exam4 now.



**Image 20.0**

22. Students must then click, "I'm Sure" and click Exit Exam4 to close the software in image 20.0.