Instructions To Begin & End Exams Using Exam 4

> **Exam Type:** In-Person or Remote
>
> **Exam Mode**: CLOSED, OPEN LAPTOP, OPEN LAPTOP + NETWORK.
>
> (See separate instructions for TAKEHOME exams).
>
> ✓ 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 the question, "Do you want to allow this app to make changes to your device?"
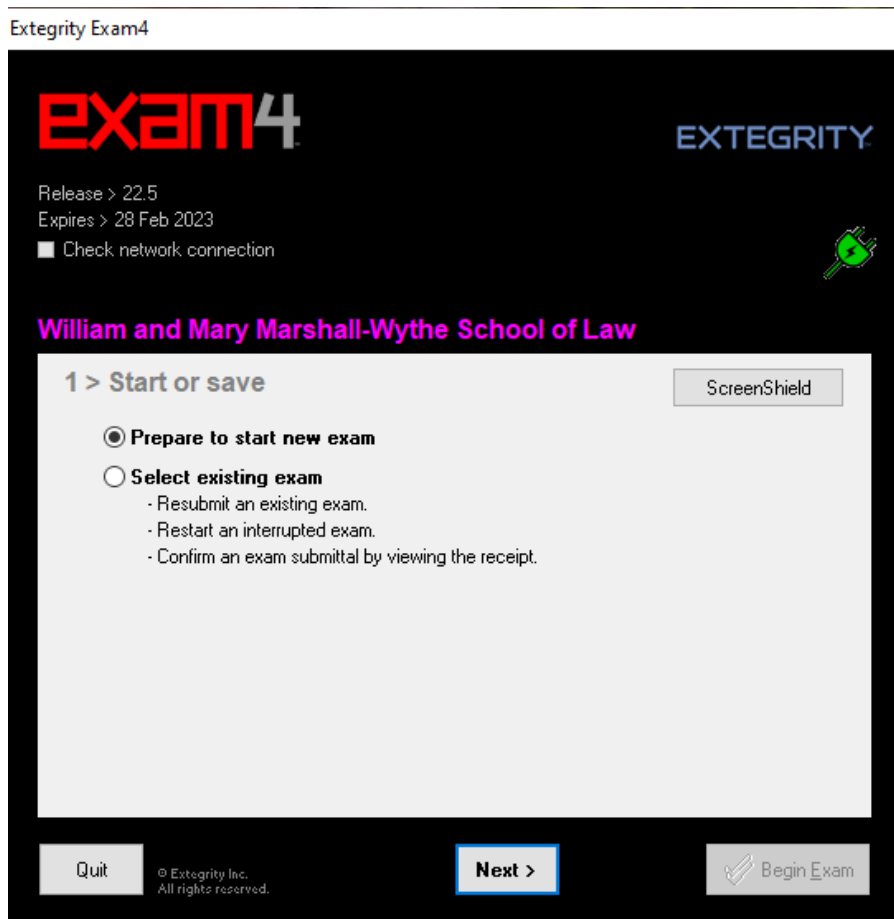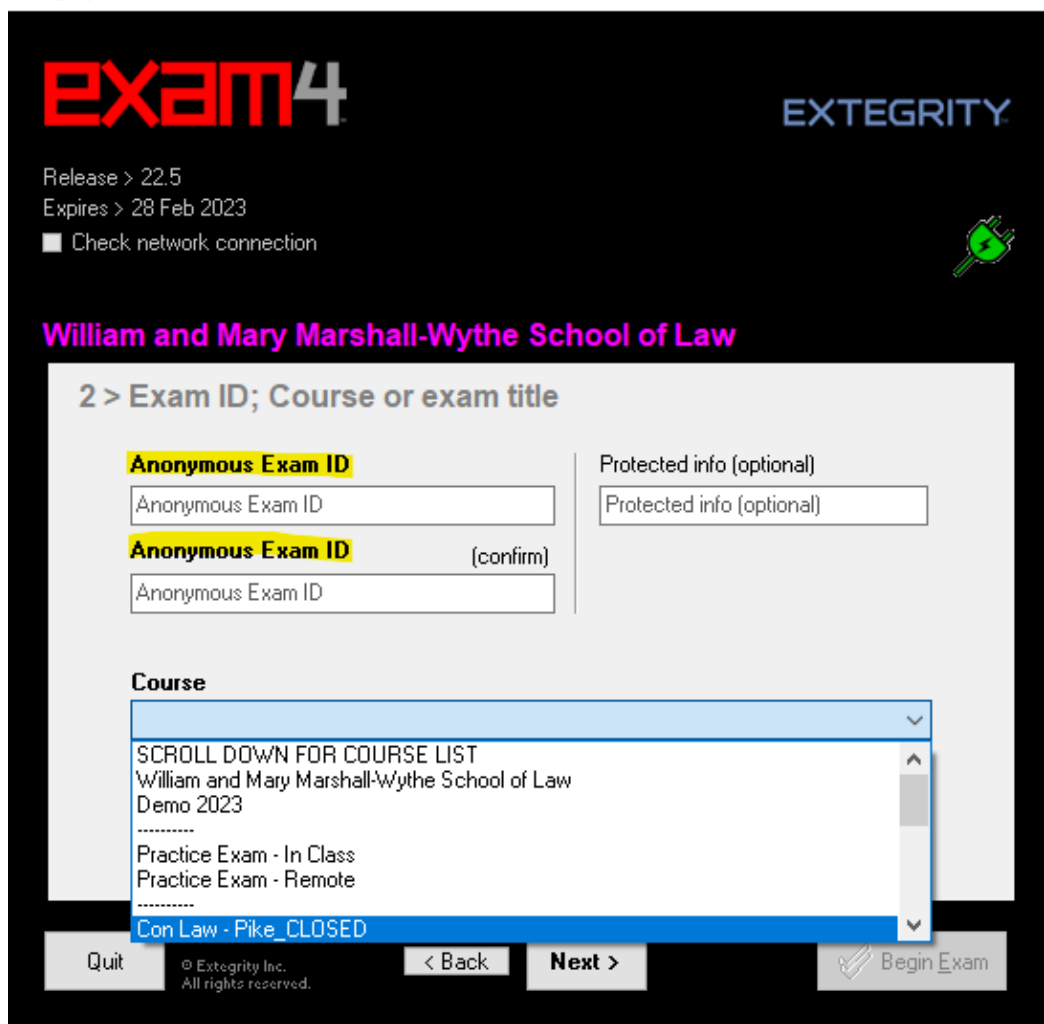

Image 1.0

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 (see separate tutorial) or meet one of the criteria listed below *Select existing 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.

Click Next.

Image 2.0

5. A pop-up window will appear. Carefully confirm the exam selection and Exam ID like in image 3.0 and check the box to re-confirm. Then select OK.
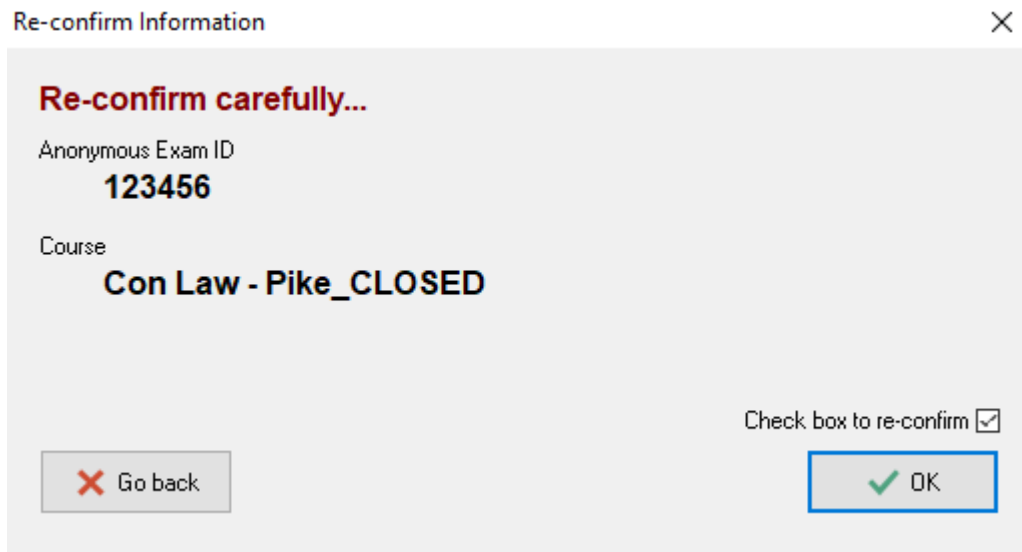

Image 3.0

6. At start-up screen #3, you can now set exam timer, font size, and font contrast preferences seen in image 4.0.

The countdown timer is *optional* for students. Note the timer is *not available* for *CLOSED* exams pictured here.

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.
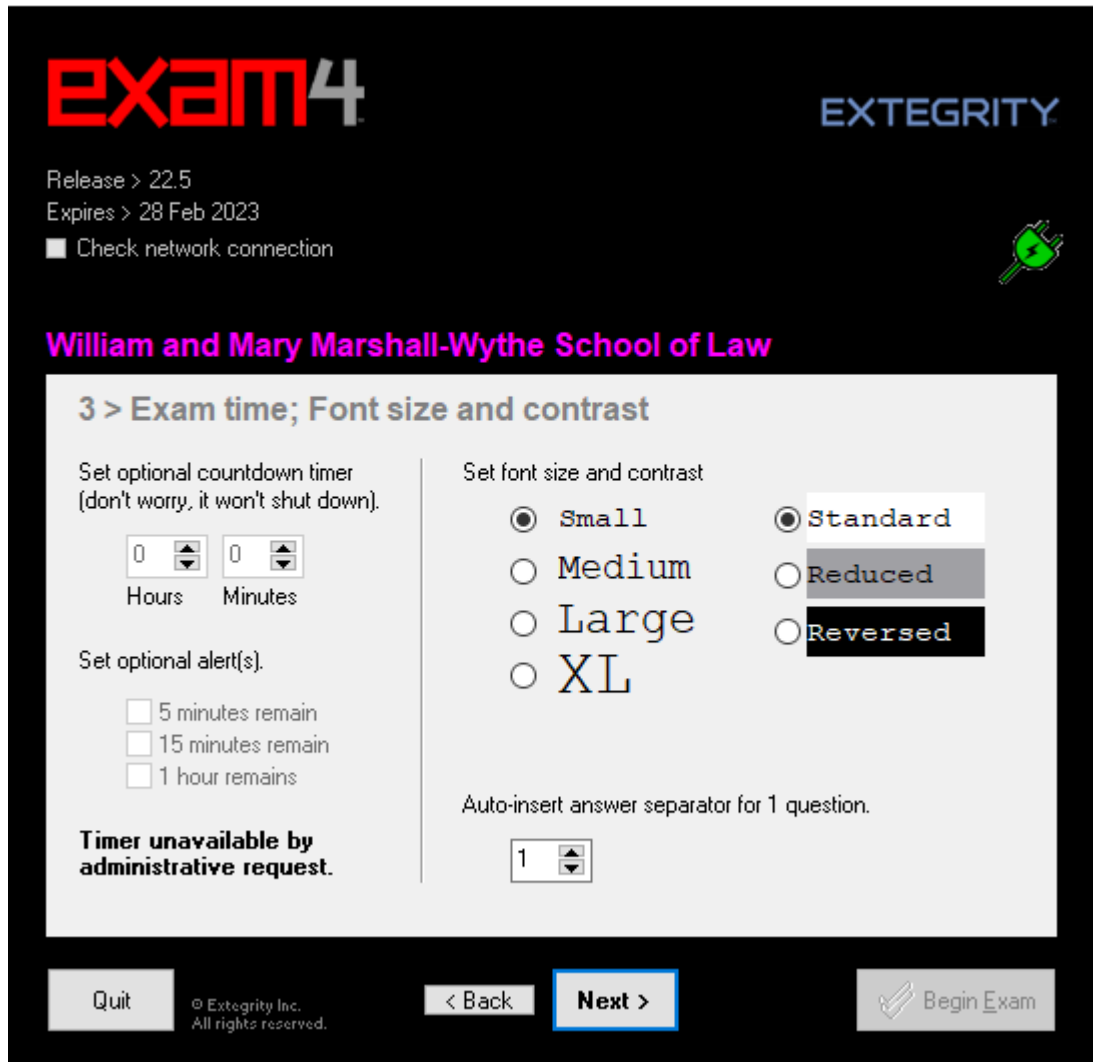
Students can select the preferred font size and font contrast.

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.

Extegrity Exam4

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■ Check network connection

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3 > Exam time; Font size and contrast

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

[0] ⬆⬇ Hours   [0] ⬆⬇ 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

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.

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4 > Notice of instructions

Honor Code; Extegrity License Agreement
You agree to the terms of your institution's honor code, if applicable,
and you agree to the terms of the Extegrity License Agreement
as provided on the exam4.com website.

Honor Code

Exam4 Security Check Help
If your computer fails the check, record the violation number
and go to exam4.com/support for help.

Crash Recovery Procedure
If your computer crashes during the exam, carefully follow
the instructions provided by your institution. DO NOT turn off
or restart the computer unless expressly directed to do so.

Got it?   ☑ Check here.

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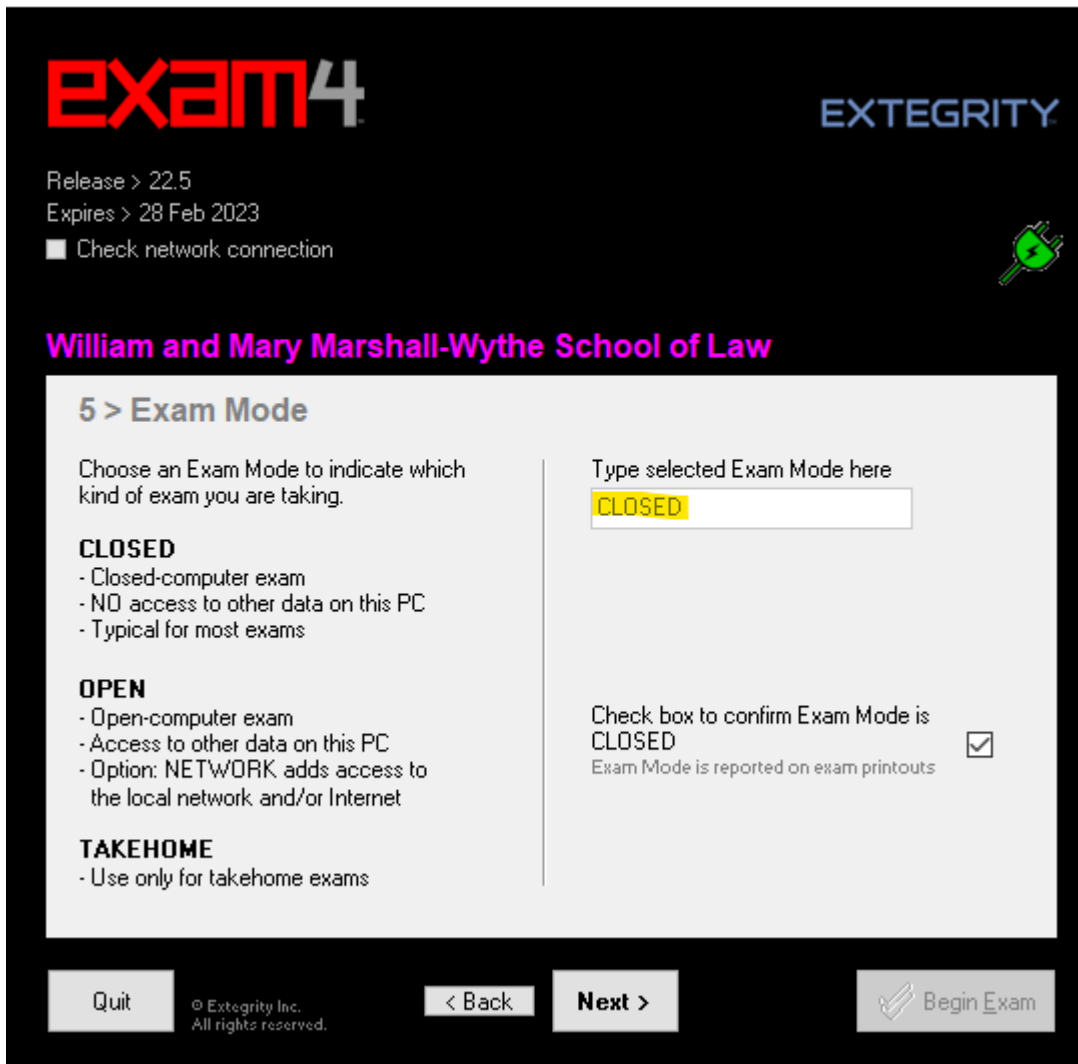All rights reserved.   < Back   Next >   ✓ Begin Exam

Image 5.0

7. At start-up screen #4, you must read the notice of instructions carefully seen in image 5.0.

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

Extegrity Exam4

8. In image 6.0, 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 CLOSED.

During the Practice Exam, students can type the Exam Mode. Students are encouraged to take multiple Practice Exams so they can test all the different Exam Modes on their computer's hardware and their functionality, so you know what to expect on exam day.

Check Box to confirm Exam Mode and click Next.

Image 6.0

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LAW SCHOOL

WILLIAM & MARY
LAW SCHOOL

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

If taking an In-Person exam, wait for the proctor to provide instruction to begin your exam.

When instruction is provided, or you are ready to take your remote exam, click Begin Exam seen in image 7.0.

Image 7.0

10. **You are now in your exam or Practice Exam. Screenshots are not permitted with Exam4 software, so it is crucial that students take multiple Practice Exams to get comfortable with all Exam Modes.**

11. To End Exam, **click:** End Exam. Select: End Exam Now.

12. Confirm. Click OK.

13. Note the options to Submit Electronically or to Save to USB Flash Drive in image 8.0.

Most all will use Submit Electronically.

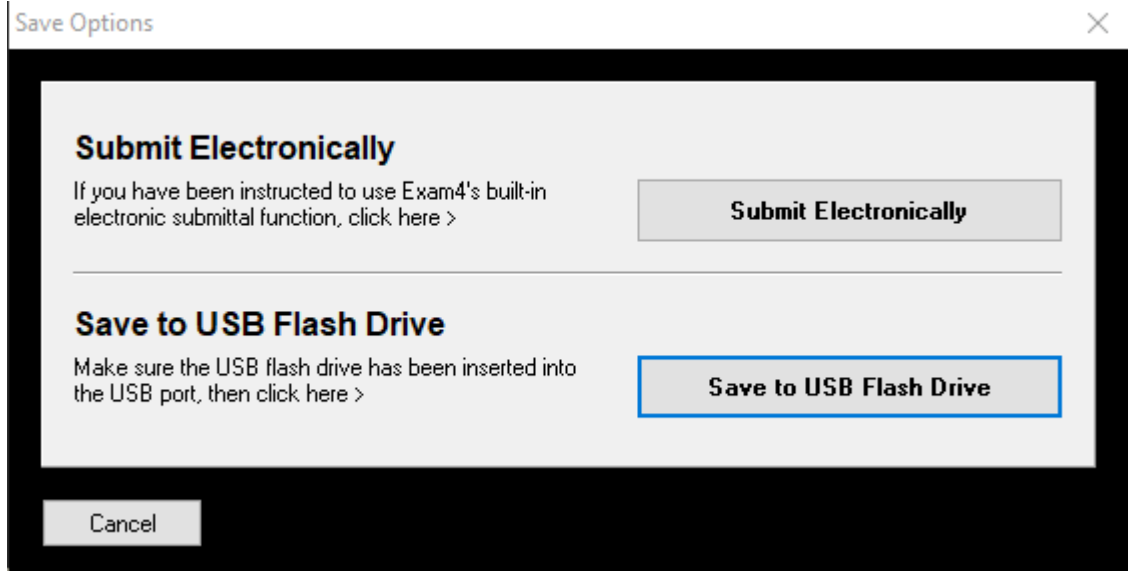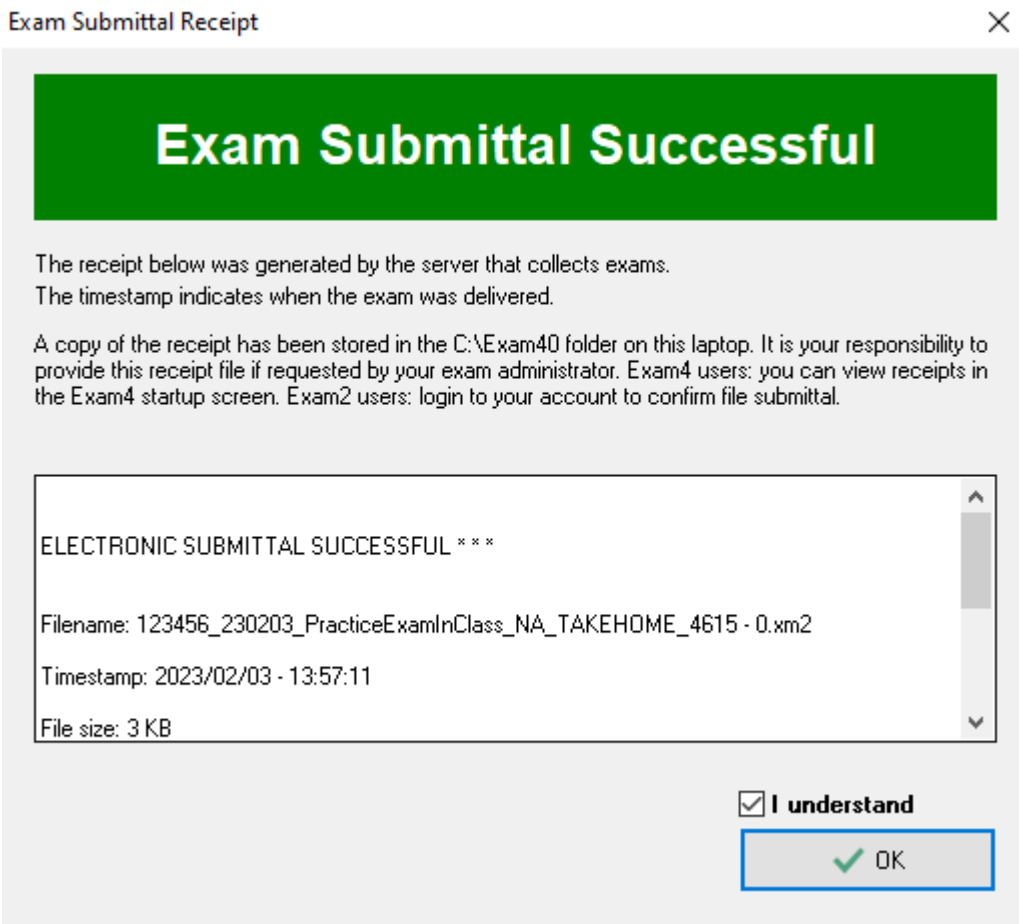Please note that once this screen pops up, your answers will be hidden by a blue screen.

Save Options   ✕

Submit Electronically
If you have been instructed to use Exam4's built-in electronic submittal function, click here >

Submit Electronically

Save to USB Flash Drive
Make sure the USB flash drive has been inserted into the USB port, then click here >

Save to USB Flash Drive

Cancel

Image 8.0

Exam Submittal Receipt   ✕

Exam Submittal Successful

The receipt below was generated by the server that collects exams.
The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

ELECTRONIC SUBMITTAL SUCCESSFUL * * *

Filename: 123456_230203_PracticeExamInClass_NA_TAKEHOME_4615 - 0.xm2

Timestamp: 2023/02/03 - 13:57:11

File size: 3 KB

☑ **I understand**

✓ OK

14. Once you select Submit Electronically, you will see Exam Submittal Successful box in image 9.0.

You can review your exam information. You must click 'I understand' box and click OK.

After clicking OK, you must click Exit Exam4, then click Exit Exam4 now.

You must then click, "I'm Sure' and click Exit Exam4 to close the software in image 10.

Image 9.0

Exit Exam4 ✕

Are you sure...

Are you sure you have followed all instructions about submitting your exam, and have either submitted electronically, saved to a storage device, saved to another location, or turned in your Confirmation Number as instructed?

☑ I'm sure

✕ Cancel   ✔ Exit Exam4

Image 10.0