

Exam4 – Practice Test

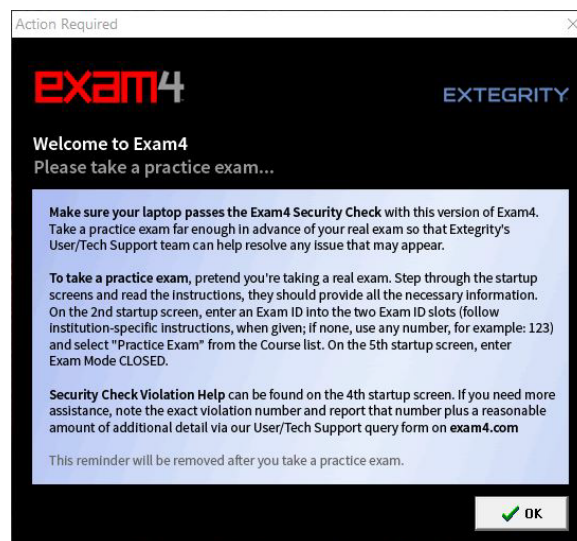
Once you have downloaded the software, take a practice exam all the way through the exam submission process to verify the software is working properly. Be sure to choose “Practice Exam” for the course and use your correct exam number for the current semester issued by the Law Registrar. Exam numbers from past semesters will not work. **Do not type any material in your practice exam that you wish to review later because it cannot be retrieved from the software.**

Things To Do Before An Exam:

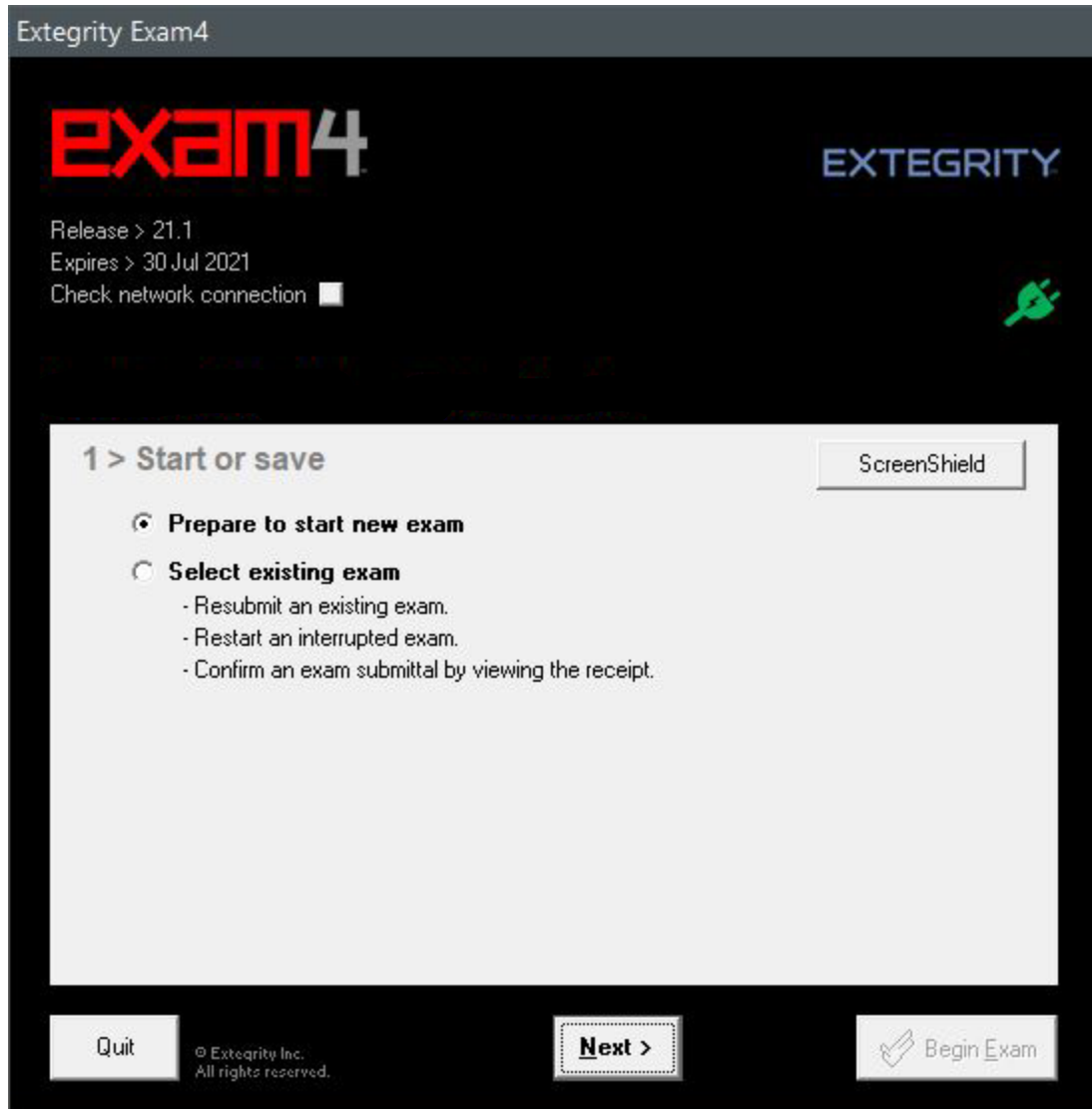
- Verify your [operating system is compatible with Exam4](#) and ensure that your Windows Updates and Apple Software Updates are current (excluding any unsupported operating systems).
- Verify your power cord and battery function properly. Replace any faulty laptop power cords or batteries well before exams begin as the Law Center does not have spares available.
- Verify your laptop is connected to the Internet (eduroam wireless network on campus) and disable any third-party firewall software to avoid problems submitting your exams electronically.

Running a Practice Test

1. The first thing you need to do is [download the software](#). Once installed, Open Exam4 and you will see the welcome screen below. Read the instructions here and click the “OK” button to proceed.



2. The “Start or save” screen is displayed next. To start a new exam, leave **“Prepare to start new exam”** marked and click the **“Next”** button. To submit an exam that has already been taken or to **“View Exam Submittal Receipt,”** mark the **“Select existing exam option”** and click the **“Next”** button.



3. The “Exam # and Course” screen is displayed next. Enter the Exam ID number issued to you by the Registrar’s office and click the drop down menus and choose the exam you are taking. To successfully begin an exam in Exam4, you must **enter the correct exam number** and **choose the correct course**. You are required to enter the Exam ID and select the course twice to verify the exam is started with the correct information.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 30 Jul 2021
Check network connection ☐

2 > Exam ID; Course or exam title

| | |
|---|---|
| Exam # <input type="text"/> | Protected info (optional) <input type="text"/> |
| Exam # (confirm) <input type="text"/> | |
| Course <input type="text"/> | |
| Course (confirm) <input type="text"/> | |

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

4. Verify the Exam ID (**Exam ID issued to your by the Registrar's Office**) and Course are correct, check the box labeled **"Check box to re-confirm"** and then click the **"OK"** button. **Please note the 9999 Exam # pictured below is only an example. You MUST use your Exam # for the current semester issued by the Law Registrar.**

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 30 Jul 2021
Check network connection ☐

Re-confirm Information X

Re-confirm carefully...

Exam # **9999**

Course **Practice Exam-Remote**

Enter your unique anonymous Exam # issued by the Law Registrar!

☒ Check box to re-confirm

© Extegrity Inc. All rights reserved.

5. The “Preparations” screen is displayed next. This is where any necessary preparations that need to be done before beginning the exam will be listed. Click the “Continue” button.

Extegrity Exam4

 EXTEGRITY

 Takehome Preparations

Preparations

This is where exam preparations would be.

Due

21:35:49 on Jun 3, 2021 UTC
4:35:49 pm on Jun 3, 2021 (Note: local time may be inaccurate and depends on system settings)

Attachment
Format(s)

None Permitted

Continue

Quit

© Extegrity Inc.
All rights reserved.

< Back

Next >

 Begin Exam

6. The “Exam time and Font Size” screen is displayed next. Set the optional countdown timer, any optional alerts that notify you when the corresponding amount of time remains on the exam, your preferred font size, and the number of answer separators you would like automatically entered. Entering answer separators will allow you to get word counts on each answer in addition to a total word count. **Please note the optional countdown timer is informational only. It will not cause the exam to automatically end.** Click the “Next” button.

Extegrity Exam4

exam4

EXTEGRITY

Release > 21.1

Expires > 30 Jul 2021

Check network connection ☐

00:00:00

00:00:00

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

Set font size and contrast

☒ Small

☐ Medium

☐ Large

☐ XL

☒ Standard

☐ Reduced

☐ Reversed

Auto-insert answer separator for 1 question.


1

Quit

© Extegrity Inc.
All rights reserved.

< Back

Next >

 Begin Exam


7. The “Notice of Instructions” screen is displayed next. Take note of the instructions shown and click the “Got it?” checkbox and then click the “Next” button.

Extegrity Exam4

exam4

EXTEGRITY

Release > 21.1
Expires > 30 Jul 2021
Check network connection ☐



License

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.

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


8. The “Exam Mode” screen is displayed next. Type “**CLOSED**” for an in-class exam where notes and Internet access are forbidden or “**TAKEHOME**” for a take-home exam. Click the checkbox to confirm the exam mode. Click the “**Next**” button.

Extegrity Exam4

exam4

EXTEGRITY

Release > 21.1
Expires > 30 Jul 2021



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


Check box to confirm Exam Mode is
CLOSED ☒
Exam Mode is reported on exam printouts

Quit

© Extegrity Inc.
All rights reserved.

< Back

Next >

 Begin Exam

9. The “Almost ready to begin exam...” screen is displayed next. Verify that all of your settings are correct and click the “**Begin Exam**” button when you are ready to start the exam. After clicking the “Begin Exam” button, the software will go full screen and a security check will start. The security check only happens in CLOSED mode exams. The security check shuts off Internet access and blocks access to files and programs on your computer. If this security check runs longer than 5 minutes or fails, notify Law ITS.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 30 Jul 2021
Check network connection ☐


6 > Almost ready to begin exam...

Verify the following information.

| Item | Please confirm... |
|--------------------------|----------------------|
| Institution | nter |
| Exam # | 9999 |
| Exam Mode | CLOSED |
| Course | Practice Exam-Remote |
| Duration | [None entered] |
| Protected info (optio... | [None entered] |

Wait for the instruction to begin your exam. Wait!

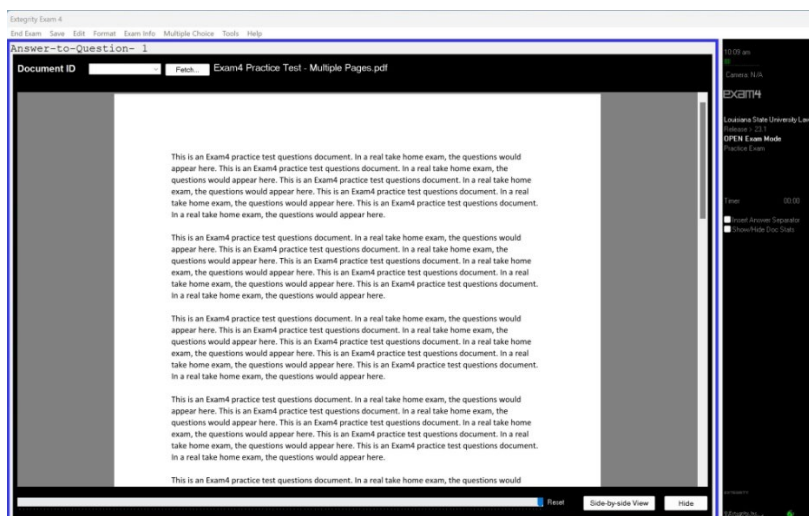
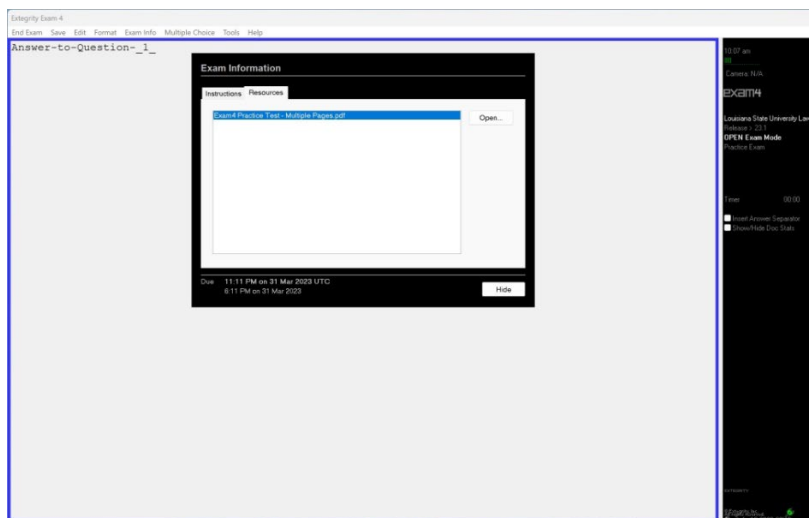
If you are taking a remote exam, follow the written instructions.

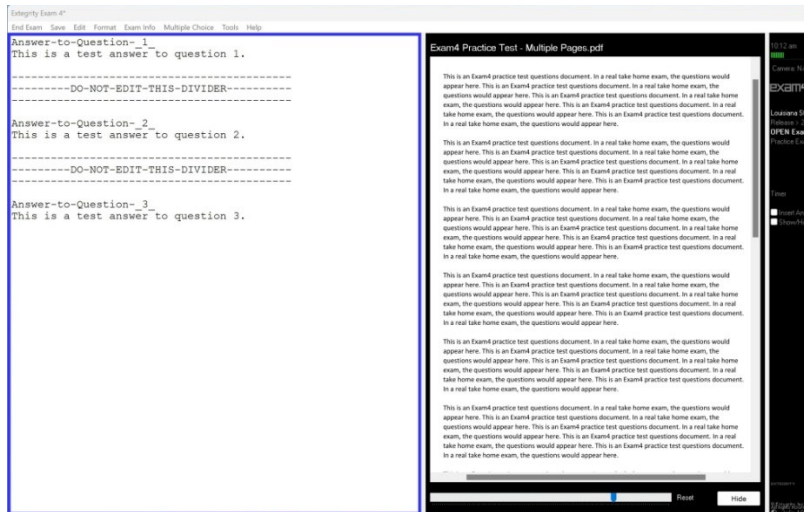
Quit © Extegrity Inc. All rights reserved. < Back  Begin Exam

After the security check passes (CLOSED exam mode), the software will begin the exam and display the “Exam Information” screen (screenshots below). Two tabs labeled “Instructions” and “Resources” which contain important information are displayed here.

Take Home Exams:

The “Instructions” tab will display any exam instructions that the faculty member has provided. The “Resources” tab will contain a PDF with the exam questions and any other resource files that faculty member has included. You can open the exam questions by clicking on the “Resources” tab, clicking on the exam questions file, and then clicking the “Open” button.





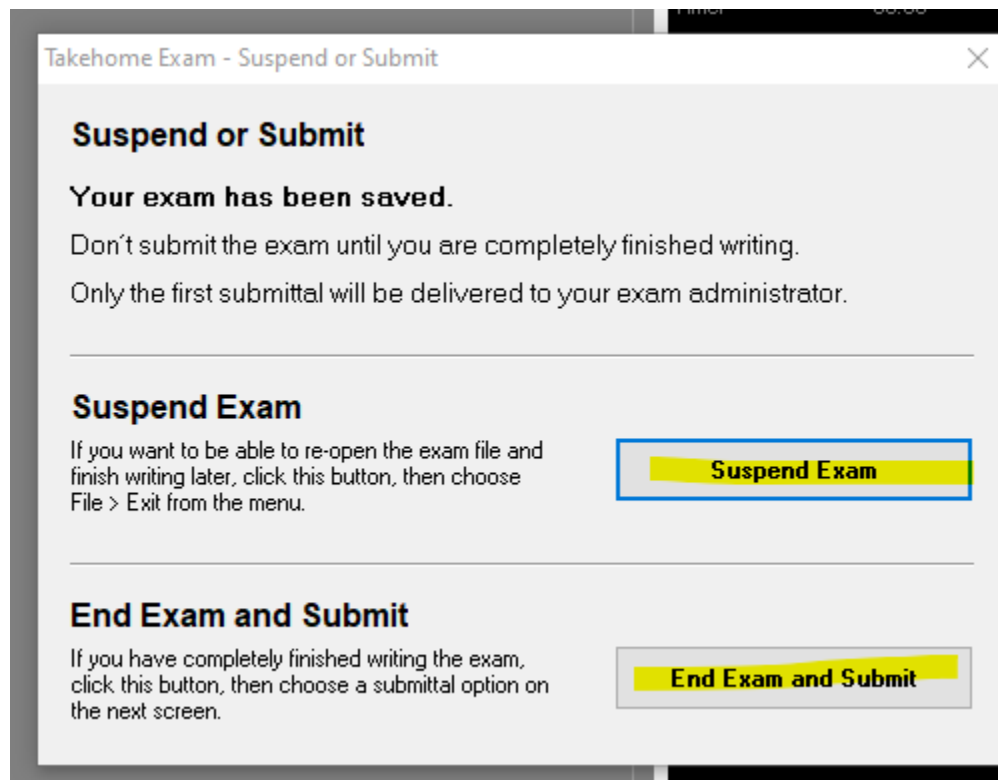
10. In TAKEHOME mode only, you can “suspend” the exam and exit Exam4 if you need to take a break. To do so, click the “End Exam” menu at the top left and choose the “End Exam Now” option. A dialog box will ask you to confirm this by checking the “Confirm” box and clicking the “OK” button. In the “Suspend or Submit” dialog box that is shown next, you will need to click the “Suspend Exam” button. Once you have done so, you can then exit Exam4 by clicking the “Exit Exam4” menu at the top left.
11. To resume the exam when you are ready, reopen Exam4 and choose “Select existing exam” and click the exam in your list that you want to resume. Next, click the “Begin” button to pick up where you left off. Please note that suspending the exam in Exam4 will **not** pause the duration of the time allowed to complete the exam.

12. When you are **completely done** typing your exam and are **ready to submit it**, click “End Exam” and then click “End exam now” in the menu bar. Check the box labeled “Confirm” and then click the “OK” button. In the box that shows up, select “Submit Electronically” which will submit the exam file to the Law Center Exam4 server. You will receive a confirmation box indicating your exam has been saved. A copy is also kept on your hard drive. Check the “I understand” box and then click the “OK” button. Click the “Exit Exam4” menu and then “Exit Exam4 Now.” On the box that pops up, select the “I’m sure” box and then click “Exit Exam4.”

Take Home Exams:

Once you have ended AND submitted a take home exam, you may not reopen it to make changes and submit it again. Doing so will create a duplicate exam file and will cause problems with exam processing. Before submitting your exam, please ensure that you are completely finished entering responses and that the exam is a complete and final version.





13. 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:

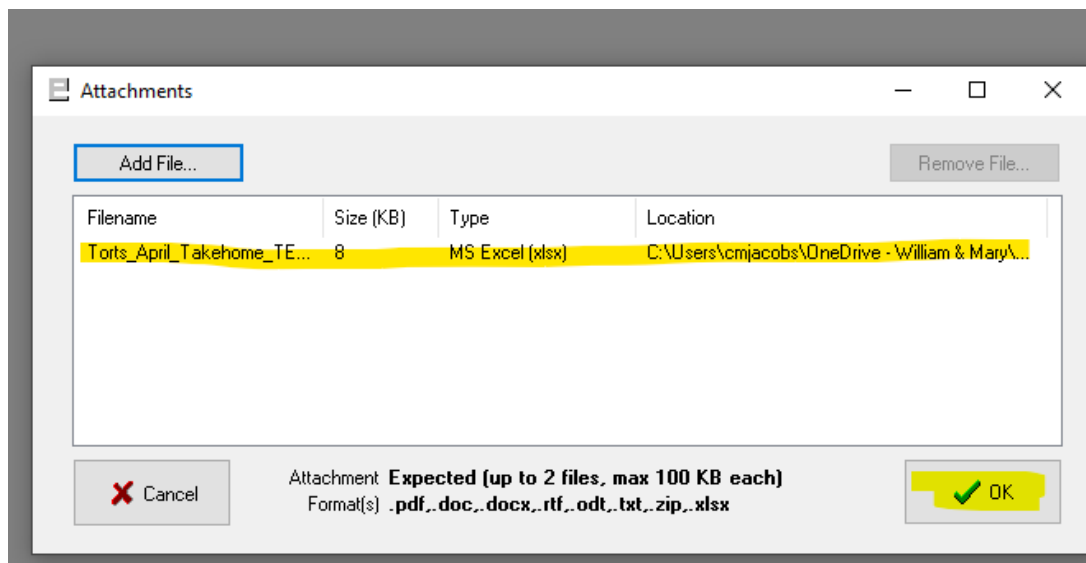
My takehome exam is 5 hours. Can I work on it 2 hours today, take a break, and use the remaining 3 hours at a later time?

Answer: Once you begin your Take-home 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.

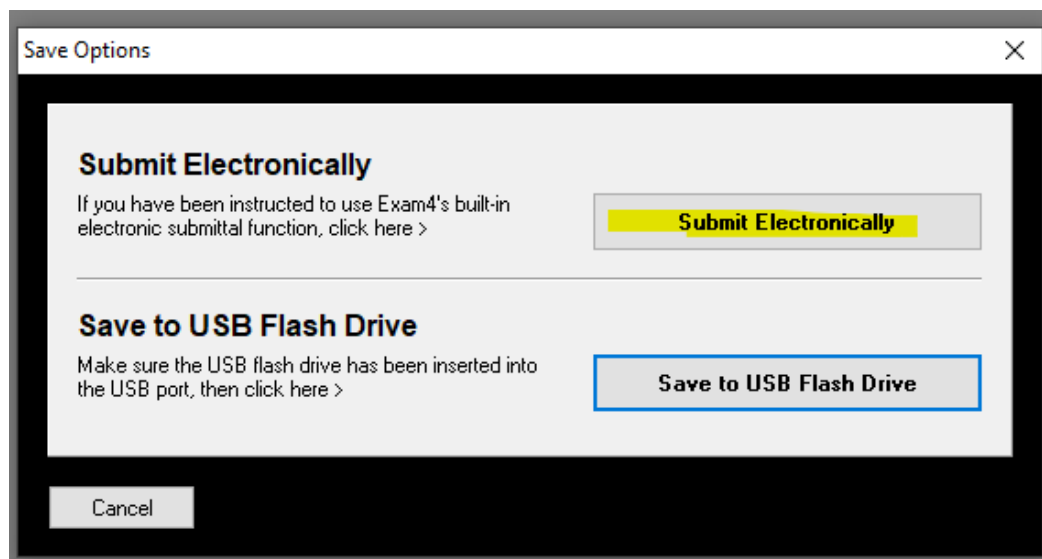
DO NOT SELECT 'END EXAM AND SUBMIT' UNLESS YOU ARE FINISHED.

See below for instructions concerning submission.

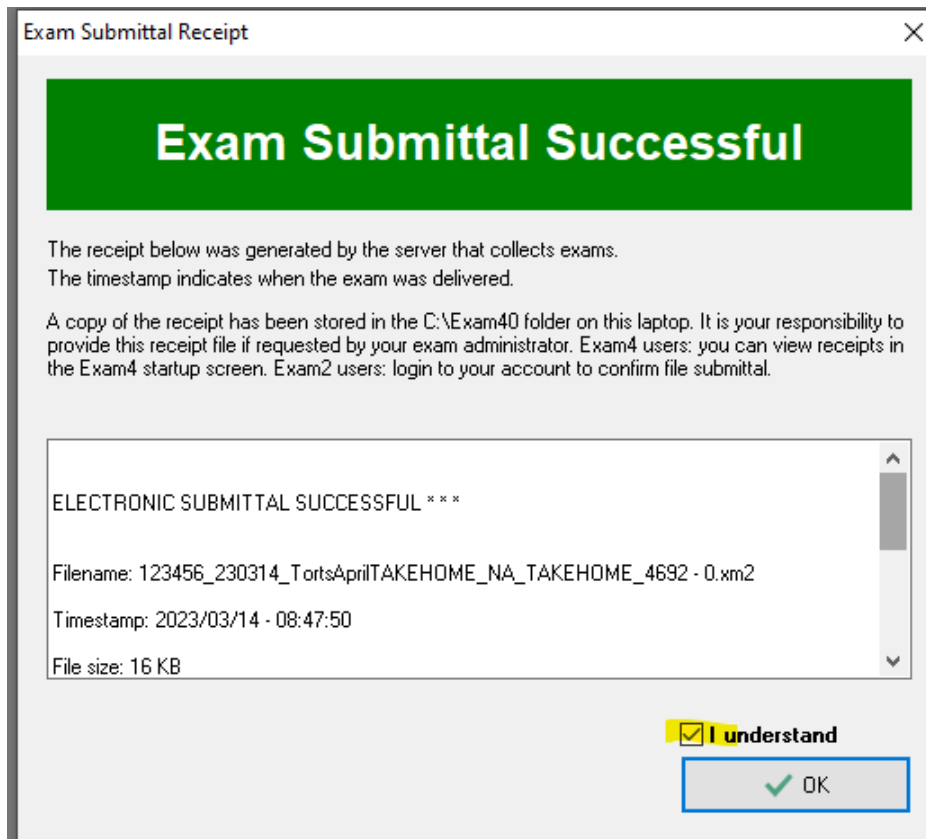
14. Once you've selected 'End Exam and Submit', you will be prompted to add an attachment. Click Add File and select your Exam answers from your computer.



15. Once you have selected your Exam answers, you should see the filename in the dialog box. Confirm it is the correct file(s) and select OK.



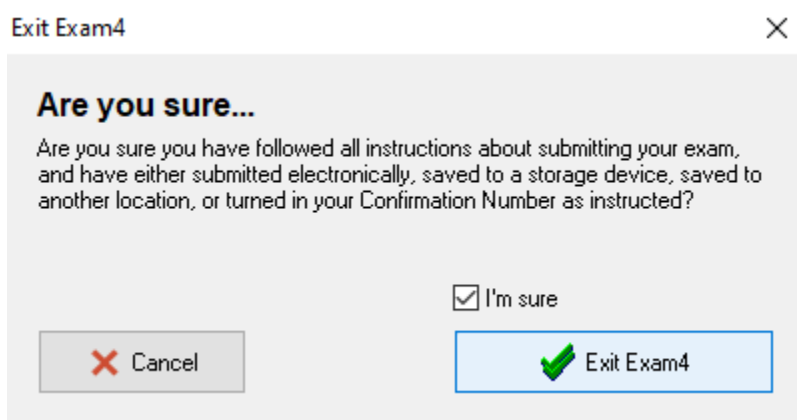
16. Click Submit Electronically.



17. Once you select Submit Electronically, you will see the Exam Submittal Successful box in image above. You must select 'I understand' and click OK.



18. After clicking OK, click Exit Exam4, then click Exit Exam4 now.



19. Click, 'I'm Sure' and click Exit Exam4 to close the software.

