

EXAM ANNOUNCEMENTS AND PROCEDURES**I. ALL STUDENTS**

- 1) All student academic work, including examinations, is governed by the honor code of the School of Law.
- 2) Read only these instructions and the exam administrative instruction page until told to start work.
- 3) You may setup Exam4 to the point within the program where you are told to **WAIT** until instructed to begin. Do not click **Begin Exam** until the proctor gives a start work announcement.
- 4) Mark exam number on blue books, machine-graded answer form, answer sheet, in the Exam4 program and envelope. **Sign your name legibly and print your name only on exam questions cover sheet.**
- 5) Handwriters must return to the primary/exam distribution room and submit the exam to the proctor within the allowable time and according to the clock in the primary/exam distribution room.

Exam4 users must submit their exam answers within the allowable time and then promptly return exam questions and envelope to the proctor. Indicate on the exam questions cover sheet and exam envelope whether the exam was taken electronically (all or in part).

If you take more than the allowed time for your exam, you likely will be subject to penalty. Do not put exam questions in the envelope. Do not seal the envelope.
- 6) Students completing their exams early should turn in their exam materials to Suite 280, Office of Registration and Enrollment/Office of Student Affairs.
- 7) Sign out and in when you leave the room (including students using the handwriting/computer overflow rooms).
- 8) Please respect the need for quiet; turn off cell phones and pagers. Because cell phones must be turned off, they may not be used as timing devices.
- 9) Students may not use iPods and other electronic listening/communication devices during the exam.
- 10) If you need an exam proctor, go to the Office of Registration & Enrollment/Office of Student Affairs (Suite 280).

II. EXAM4 USERS**BEFORE BEGINNING THE EXAM AND FOLLOWING THE STEPS BELOW, YOU MUST CHECK TO BE SURE YOU ARE CONNECTED TO THE NETWORK USING A CABLE AND A LIVE JACK.**

- 1) Double Click on the Exam4 Icon on your computer.
- 2) Check your network connection by clicking on the box beside Check network connection.
- 3) Verify that **Prepare to start new exam** is selected then click the Next button.
- 4) **Enter your Exam ID** – Your exam ID is your exam number and is found on the exam questions page. **Enter your Exam ID** again to confirm. **Enter your name as Optional/protected info.** This information will only be seen by the Technology Department and will be used to confirm your exam number.
Select your Course twice paying close attention to the Instructor's name and whether you take a day or evening section of the course – then **click the Next button.**
- 5) **Set Timing Function – Then Click Next**

For example, for a 3 hour exam, set your timer to 2 hours and 58 minutes, and select all of the time reminders. Exam4 does NOT shut down the typing function at the end of the allotted time for the exam. You should set your personal time prompts so that they allow you to stop writing and end your exam within the allotted time.
If you type for the entire 3 hours of a 3 hour exam and then end your exam, your exam may be late. Most Exam4 users who take the full time allotted for the exam end the exam with one or two minutes remaining to ensure the timely electronic submittal of the exam.
- 6) **Verify the Date and Time on your Computer.** If the date is incorrect, you must exit Exam4 and correct the date in your Control Panel (select Date and Time). You must also disable the Sleep/Standby/Hibernate power saving mode, your firewall, instant messenger software or any Popup control software now – **Then click the Next button.**

(Instructions continued on reverse)

- 7) **Click the Got it? box – Then click the Next button.**

Remember – if there is any problem with your computer, you must begin writing your exam in the blue book. We suggest that you begin writing from the point where your computer stopped, do not waste time trying to fix your computer. **You will NOT be given additional time to fix a computer problem.**

Upon completion of the exam, first hand your exam questions and exam envelope to the proctor, whether or not you had a computer problem. If you had a computer problem, take your computer in its frozen/unusable state to the IT staff in room 248 of the law school where an attempt will be made to recover the typed portion of your exam.

- 8) **Enter the allowed Exam Mode (CLOSED, OPEN, or OPEN with NETWORK) in the text box and then click in the check box to confirm the entered exam mode.** A record of the exam mode you choose will appear in the log file for your electronic exam.

OPEN MODE

Extegrity Exam4

EXAM4 extegrity

Release > 9.2
Expires > 06 Jun 2009
Check network connection

OPEN MODE

University of Maryland School of Law

5 > Exam Mode

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

Type selected Exam Mode here
OPEN

OPEN Exam Mode access
LAPTOP (default)

Check box to confirm exam mode is
OPEN LAPTOP
Exam Mode is noted on exam printouts

If expressly instructed to enter a special Start Code and/or Control Code, click here >

Quit © 2006 Extegrity Inc. All rights reserved. < Back Next > Begin Exam

OPEN WITH NETWORK MODE

Extegrity Exam4

EXAM4 extegrity

Release > 9.2
Expires > 06 Jun 2009
Check network connection

OPEN WITH NETWORK MODE

University of Maryland School of Law

5 > Exam Mode

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

Type selected Exam Mode here
OPEN

OPEN Exam Mode access
LAPTOP (default)

Check box to confirm exam mode is
OPEN LAPTOP + NETWORK
Exam Mode is noted on exam printouts

If expressly instructed to enter a special Start Code and/or Control Code, click here >

Quit © 2006 Extegrity Inc. All rights reserved. < Back Next > Begin Exam

- 9) **Click the Next button** to continue. The information verification page displays what you have entered. Review the recorded information to ensure that you have correctly entered your Exam ID/Number, course, and properly set the timing function. If anything has been entered incorrectly, **click the Back button** to return to the page where you need to make corrections.

- 10) **Click on the Begin Exam button when the exam proctor gives the start work announcement.** This is particularly important if you are using the timing function. It is the student's responsibility to use the timing function properly and to end their exam on time.

- 11) To end your exam, from the menu select **End Exam** and then **select End Exam Now**.

- 12) **Check Confirm** and then **select OK, end exam**.

- 13) **Click on Submit Electronically.** We do not accept exams submitted on USB Flash Drives, floppy drives or CDs.

- 14) You should receive the message: Your file has been stored on the server. **Click the OK button.**

- 15) You should now see a summary of the number of sections. **Check I understand and then click the OK button.**

- 16) You should now see the message: Your file has been successfully stored. **Click the Close button.**

- 17) **Select File and Save Options** from the menu and then **select Exit**.

- 18) **Click on I'm Sure and Exit Exam4.**

- 19) **Check Submitted Electronically** on the outside of the envelope (whether you submitted all or in part electronically) and on the cover sheet of your exam questions. If you had problems using Exam4, return your exam questions and exam envelope to the proctor before taking your laptop to the IT office in room 248.

(Instructions begin on reverse)