

Exam4 Procedures

1. Verify your computer date and time. If the date is incorrect, correct the system date in your Control Panel
2. Double click the Exam4 icon to open Exam4
3. Check your network connection by clicking the box next to “Check network connection”
Verify that “Prepare to start new exam” is selected, then click “Next >”
4. The exam proctor in the main exam room distributes exam numbers. Enter your exam number twice as directed on the Exam 4 screen.
Enter your name as “optional / protected info”
Select your exam in both course dropdown boxes
Click “Next >”, then confirm your exam number and course, check the box, and click “✓ OK”
5. Recommended: set optional timing function for 2 minutes shorter than the exam duration.
Exam 4 does NOT shut down typing at the end of allotted time; finishing the exam within the allotted time is your responsibility. Optional timing is not recorded; your actual elapsed time is recorded on your exam log whether or not you use the optional timer.
Optional: Set timing alerts; change font size; change text color; insert answer separators
Click “Next >”
6. No support is provided for technical problems. If you experience technical difficulties, immediately switch to writing in bluebooks. No additional time is provided for technical problems.
Click the “Got it?” box, then “Next >”
7. Enter the appropriate exam mode for your exam:

Extegrity Exam4

EXAM4

Release > 12.2A
Expires > 28 Jun 2013
Check network connection

Maryland Carey Law

5 > Exam Mode

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

Type selected Exam Mode here

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

Check box to confirm Exam Mode is

Exam Mode is reported on exam printouts

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

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8. Check the box to confirm your exam mode and click “Next >” Check box to reconfirm and click “✓ OK”
 9. Wait until proctor announces that you may start work, then click “✓ Begin Exam”
-
10. To end your exam, from the top menu choose “End Exam” > “End Exam Now.” Click the box to confirm and click “OK, end exam”
 11. Click “Submit Electronically”
You should now see the message “Your file has been stored on the server.” Click “I understand” and “✓ OK” to save your submission receipt. Exit Exam4
If you have any difficulty with electronic submission, you may need to reconnect to the network before trying again.
If you cannot submit, give your exam number and envelope to the proctor, then go to IT in room 248 for assistance.