

To: Doe, Jam

Course: AVERAGE LAW COURSE - Steven Boggs [515B] (CRN: 24601)
Spring 2020 Exam

Exam Number: 101

Rescheduled Date:

Mark your exam number on blue books, exam question cover sheet, exam envelope (if handwriter), in Exam4 program, and on any other materials your professor will see/grade (e.g. scantron sheet).

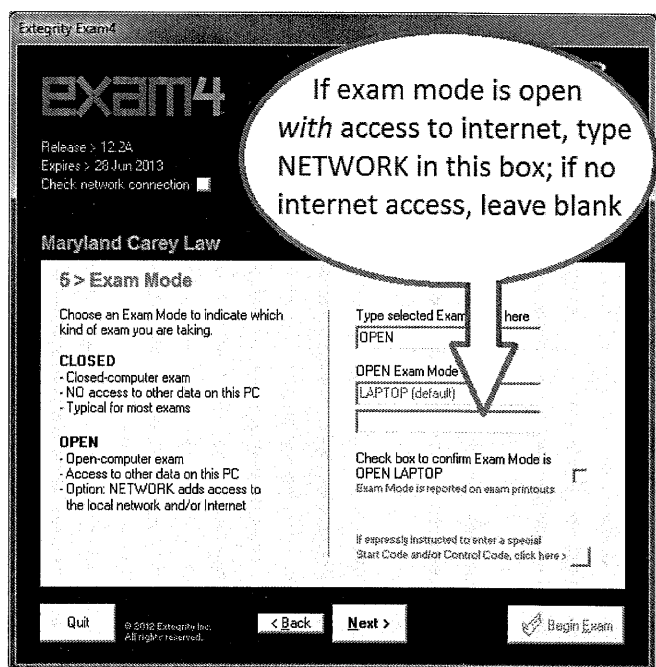
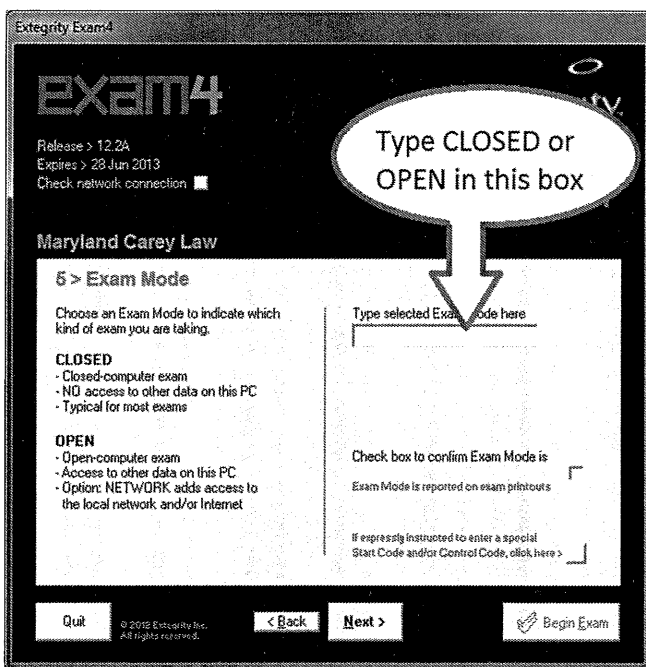
Exam grading is anonymous. DO NOT write or enter your name on anything except the exam question cover sheet. On the cover sheet, write and sign your name and write your exam number.

EXAM ANNOUNCEMENTS AND PROCEDURES

1. All student academic work is governed by the honor code of the School of Law.
2. Read only these instructions and the exam instruction page(s) until told to start work.
3. You may set up 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 your exam number on blue books, exam question cover sheet, your exam envelope (if handwriter), in the Exam4 program, and on any materials your professor will grade like scantrons.
5. Write and sign your name and write your exam number on exam questions cover sheet. **DO NOT write or enter your name on anything except the exam question cover sheet.**
6. You may highlight, write notes and otherwise write on your exam questions once the examination begins. However, you must turn in the exam questions at the end of the exam to your exam proctor.
7. All students leaving the room, including students using overflow rooms (if one has been assigned and is available), must sign out upon departure and sign in upon return.
8. Overflow room students must return to the primary exam room and submit the exam to the proctor within the allowable time. Proctors will announce end time only in the primary exam room. Exam4 software users must end exam in software by the end of the exam time and also upload their answer.
9. Indicate on the exam question cover sheet and exam envelope, if a handwriter, whether the exam was taken electronically (all or in part). Indicate the number of bluebooks enclosed in the envelope.
10. Put only bluebooks and other materials to be graded by the professor into the exam envelope if you handwrote the exam or any part of the exam including scantrons. **If you solely used a computer, no envelope is necessary.** Do not put exam questions in the envelope. Do not seal the envelope.
11. Students completing exams early should turn in their exam materials to the Office of Registration and Enrollment/Office of Student Affairs (Suite 280).
12. Computer users who experience technical difficulties should immediately continue writing in bluebooks and will be provided an envelope. No additional time is provided for technical problems.
13. Please respect the need for quiet; turn off cell phones and pagers. Cell phones must be turned off and may not be used as timing devices.
14. Students may not use iPods or other electronic listening/communication devices during the exam.
15. If you need an exam proctor, go to the Office of Registration & Enrollment/Office of Student Affairs (Suite 280).

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 or initials as “Student Name” [required field as a safeguard for your exam [only Registrar sees]]
Select your exam in both course dropdown boxes (be careful to pick the correct course and instructor)
Click “Next >”, then confirm your exam number and course, check the box, and click “✓ OK”
5. Set optional timing function for 2 minutes shorter than the exam duration. Student who exceed the time allotment by any amount will be reported to the professor after initial grading is complete for possible grade adjustment.
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. IT will be stationed in the library during exams.
Click the “Got it?” box, then “Next >”
7. Enter the appropriate exam mode for your exam:



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 **immediately** click “✓ Begin Exam”
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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”. If successful, the font will change from blue to black which indicates you have ended the 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, turn in your exam to the proctor in the exam room, then go to IT at the library front desk for assistance.