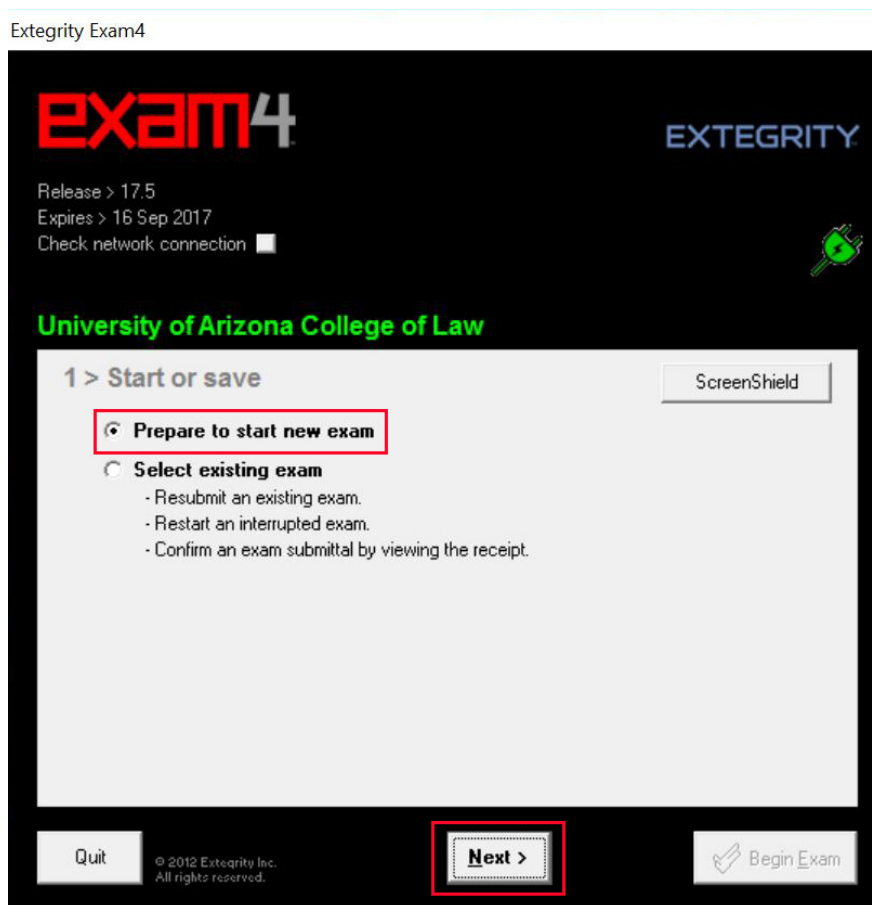# Exam4 Software Documentation

Launch Exam4 after you have registered and downloaded the software. The software will run you through a series of screens to prepare the software for your exam.

Screen 1 – Start a New Exam

Select the "Prepare to start new exam" option unless you are resubmitting an existing exam, restarting an interrupted exam, or confirming an exam submittal by reviewing the receipt.
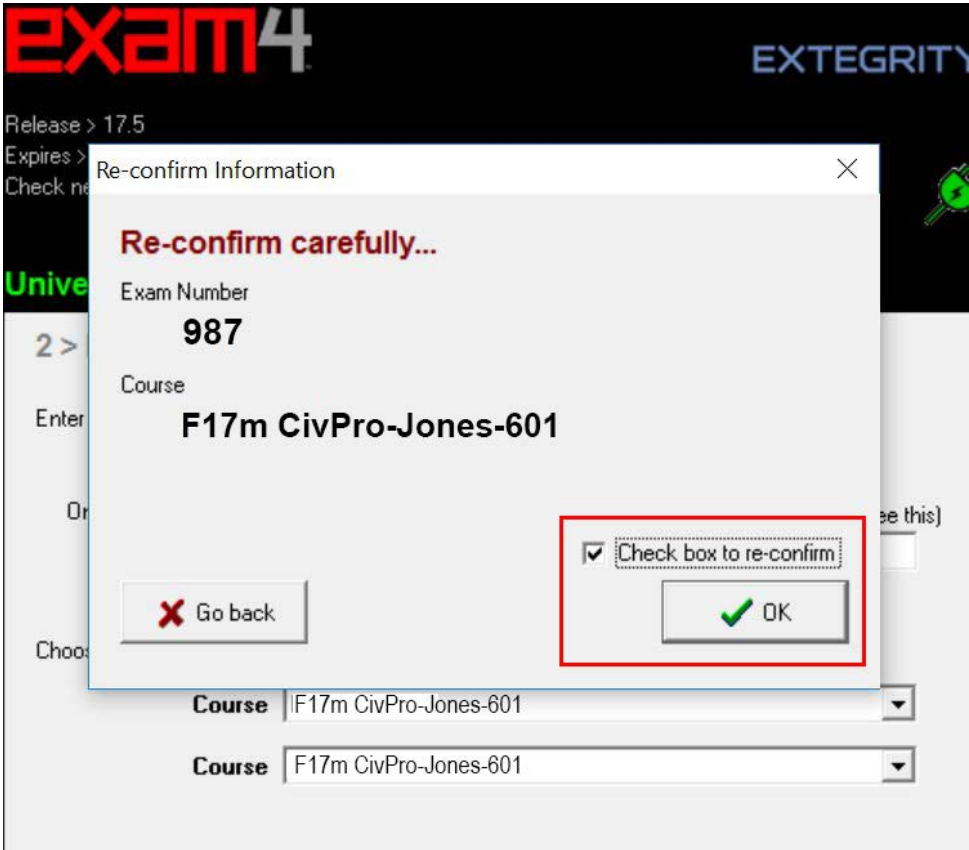
Screen 2 – Identify yourself and select your course

1. Enter your 3 digit Exam number – twice.
2. Enter your name.
   Note: your name does not appear on your exam so your instructor will not see it. This will allow for administrative cross-referencing in the event that you enter an incorrect Exam Number.
3. Select the course for which you will be taking an exam or select the Practice Exam if you are trying out the software.

Screen 3 – Confirm your Exam Number & Course Name

Screen 4 – Exam Time, Font, & Answer Separator Settings

1. Set a timer that will run in the software while taking your exam.
2. Set a 5 minute, 15 minute and/or a 1 hour alert to notify you as you approach the end of your exam time.
3. Adjust the font size & color for your answer.
4. Pre-populate the answer sheet to have the correct number of answer dividers (eg. enter "3" if your exam has three essay questions). You can add answer dividers after you start the exam.

Screen 5 – Notice of Instructions

1. Leave the violation number field blank unless you receive a violation number.
2. Check the "Got it?" check box.

Screen 6 – Select the Exam Mode

If the security settings are not already built into the exam software for your exam, it will be your responsibility to enter them as you start the software. The exam proctor will provide the correct exam security settings in the classroom in the half hour before the exam begins. It is an Honor Code violation to take an exam using the incorrect code.

CLOSED = no access to files on your laptop hard drive or the Internet

OPEN + LAPTOP = access to files on your laptop hard drive, no access to the Internet

OPEN + LAPTOP + NETWORK = access to files on your laptop hard drive and access to the Internet

CLOSED Exam Mode

CLOSED = no access to files on your laptop hard drive or the Internet

1. Type in the word "CLOSED"
2. Check the Exam Mode confirmation checkbox

OPEN + LAPTOP Exam Mode

Extegrity Exam4

exam4 ®   **EXTEGRITY**

Release > 17.5
Expires > 16 Sep 2017
Check network connection ▣

University of Arizona College of Law

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

OPEN

OPEN Exam Mode access

LAPTOP (default)

Check box to confirm Exam Mode is
OPEN LAPTOP   ☑
Exam Mode is reported on exam printouts

Quit   © 2012 Extegrity Inc.   < Back   Next >   Begin Exam
All rights reserved.

OPEN + LAPTOP = access to files on your laptop hard drive, no access to the Internet

1. Type in the word "OPEN".
2. "LAPTOP" will automatically populate the 2nd field.
3. Leave the 3rd field blank.
4. Check the Exam Mode confirmation checkbox

OPEN + LAPTOP + NETWORK Exam Mode

OPEN + LAPTOP + NETWORK = access to files on your laptop hard drive and access to the Internet

1. Type in the word "OPEN".
2. "LAPTOP" will automatically populate the 2ⁿᵈ field.
3. Type in the word "NETWORK' in the 3ʳᵈ field.
4. Check the Exam Mode confirmation checkbox

Confirm the Exam Mode
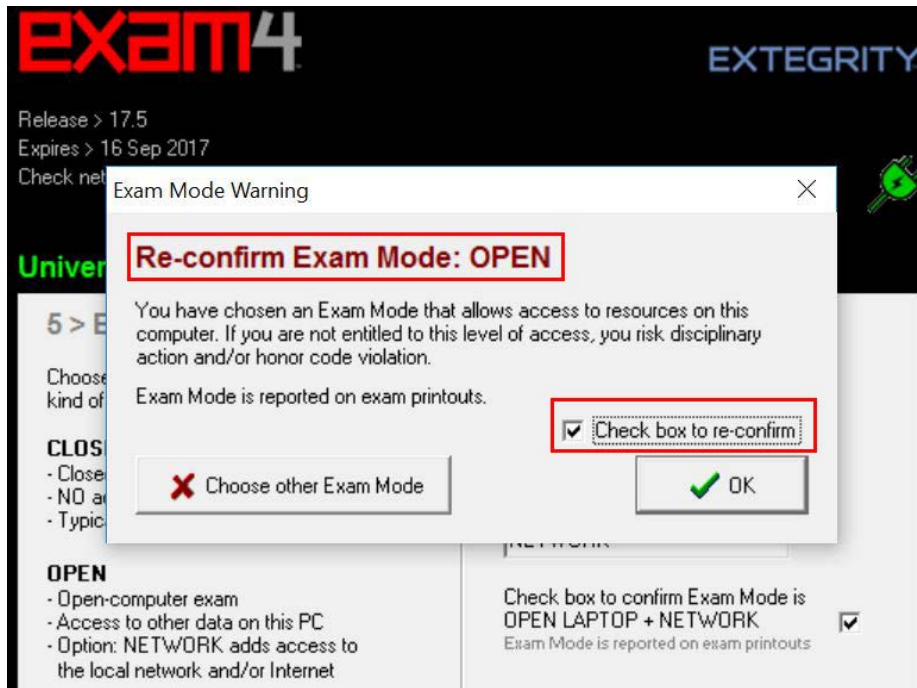
You are ready to begin the exam but…Wait!

Wait until the proctor in the room tells you to click the "Begin Exam" button.

The exam menus and options

1. Take a practice exam to familiarize yourself with all of the menu options and software features.
2. *Note:* that there is a tool on the right side of the screen that allows you to add answer dividers while taking the exam.

End of Exam: Submit Electronically
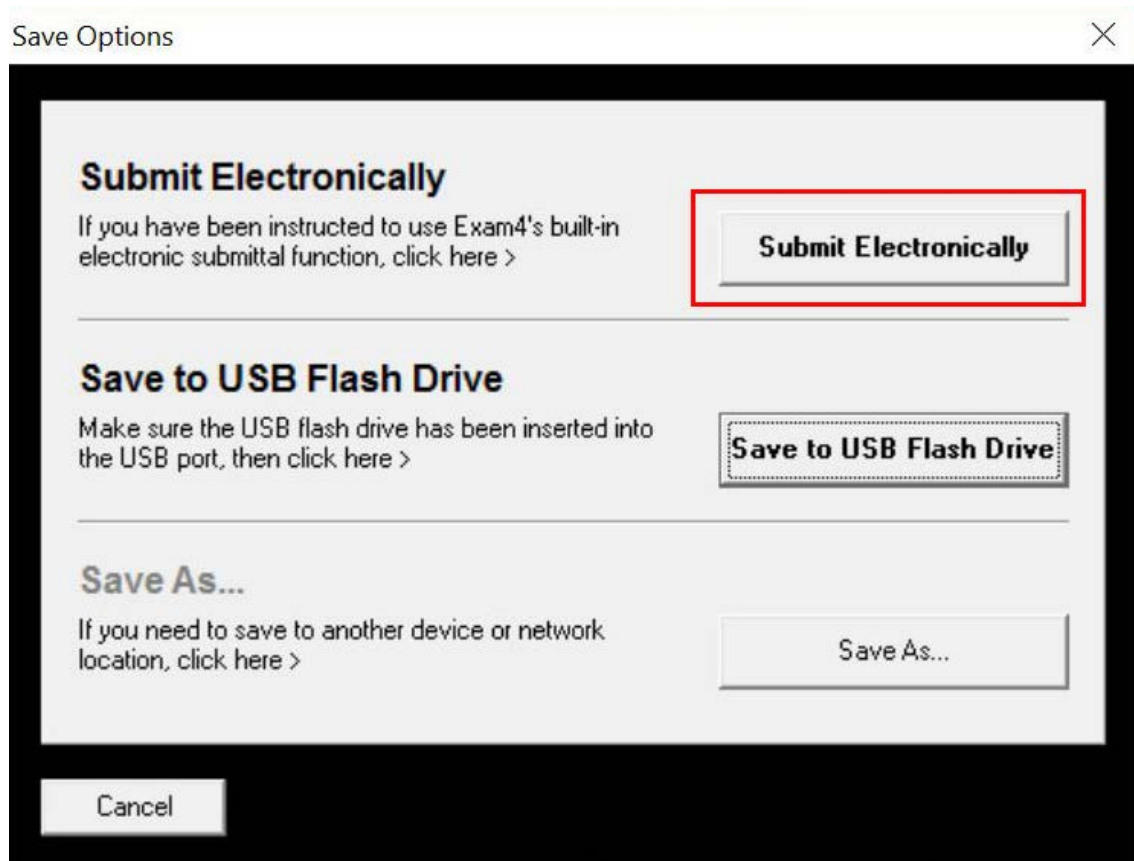
Click the "Submit Electronically" button once you have ended your exam.

Exam Submittal Receipt
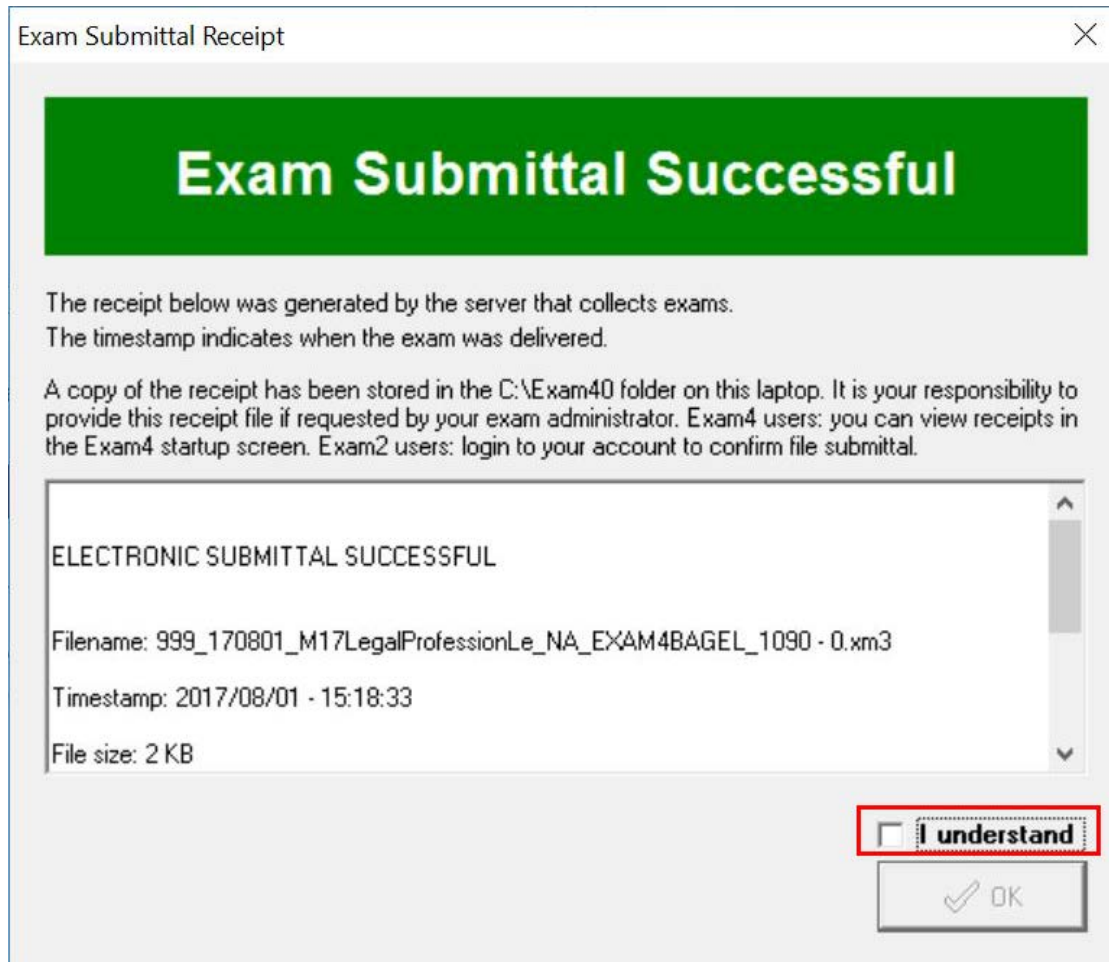
You will receive the above screen as an electronic receipt once your exam has successfully uploaded to the server.