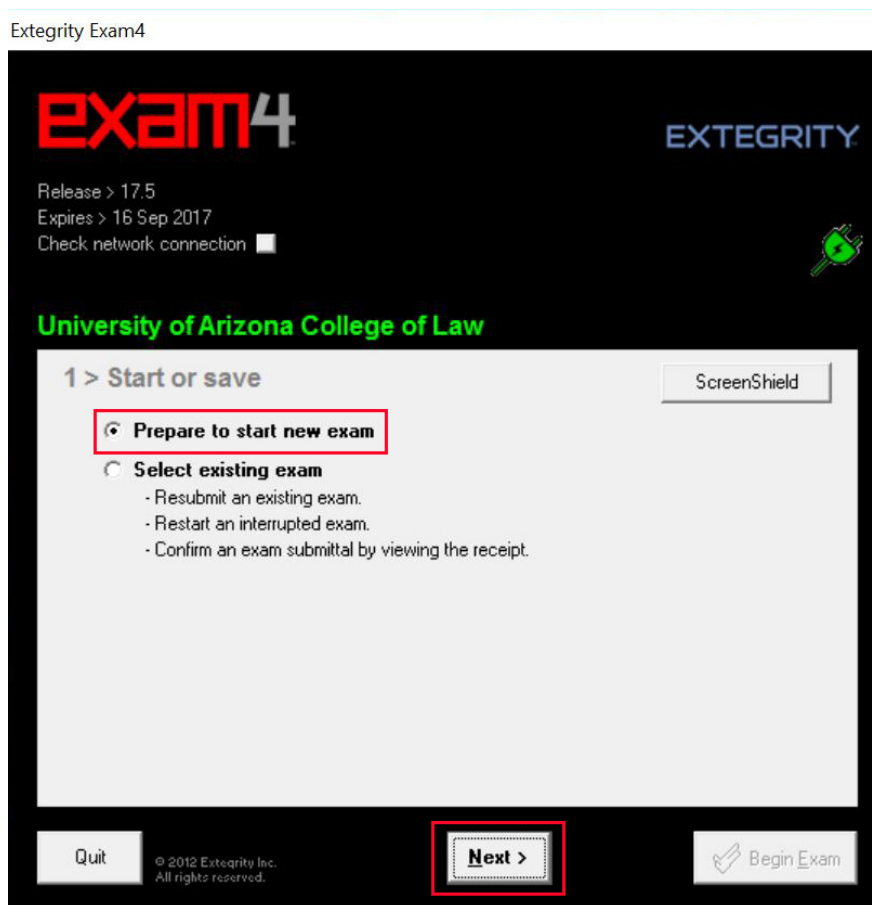


Exam4 Software Documentation

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.

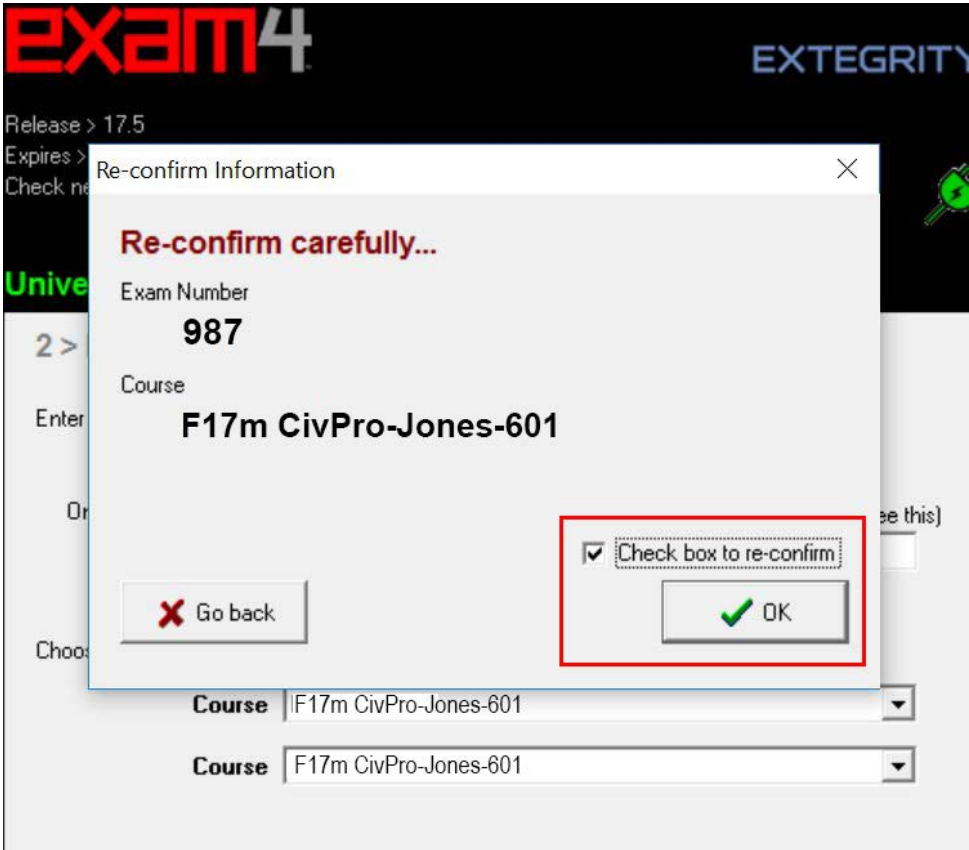
Screen 2 – Identify yourself and select your course

Extegrity Exam4

The screenshot displays the 'Exam4' interface for the University of Arizona College of Law. At the top, it shows the 'EXAM4' logo and 'EXTEGRITY' branding. Below this, it indicates 'Release > 17.5', 'Expires > 16 Sep 2017', and a 'Check network connection' checkbox. The main content area is titled 'University of Arizona College of Law' and '2 > Exam ID; Course'. It prompts the user to 'Enter your Exam Number for this exam.' and provides two input fields, both containing '987'. A 'Your Name (professor does NOT see this)' field contains 'Joey Bagadonuts'. Below, it asks to 'Choose the Course for this exam from both lists.' and shows two dropdown menus, both set to 'F17m CivPro-Jones-601'. At the bottom, there are buttons for 'Quit', '< Back', 'Next >', and 'Begin Exam'.

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

Extegrity Exam4

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University of Arizona College of Law

3 > Exam time; Font size

Set optional countdown timer
(don't worry, it won't shut down).

Hours Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

Set screen font size.

Standard font
 Large font

Set text color and contrast.

Standard (black on white)
 Reduced (black on gray)
 Reversed (white on black)

Auto-insert answer separator for 1 question.

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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

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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 <http://www.exam4.com> website.

Security Check Violation Help
A small number of laptops will fail to pass an initial Exam4 Security Check. If so, an alert popup will indicate a violation number. Record the number, enter it here, then click Help.
If the Security Check elapsed time fails to advance, use violation number 0.

Enter violation number **Leave blank unless you receive a violation #.**

Standard Crash Recovery Procedure
If your computer crashes during the exam, call a proctor immediately.
DO NOT turn off or restart the computer until a proctor verifies the situation.

Got it? Check here.

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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

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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

Check box to confirm Exam Mode is

Exam Mode is reported on exam printouts

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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

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
CLOSED

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

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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

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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

Extegrity Exam4

exam4 EXTEGRITY

Release > 17.5
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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)
NETWORK

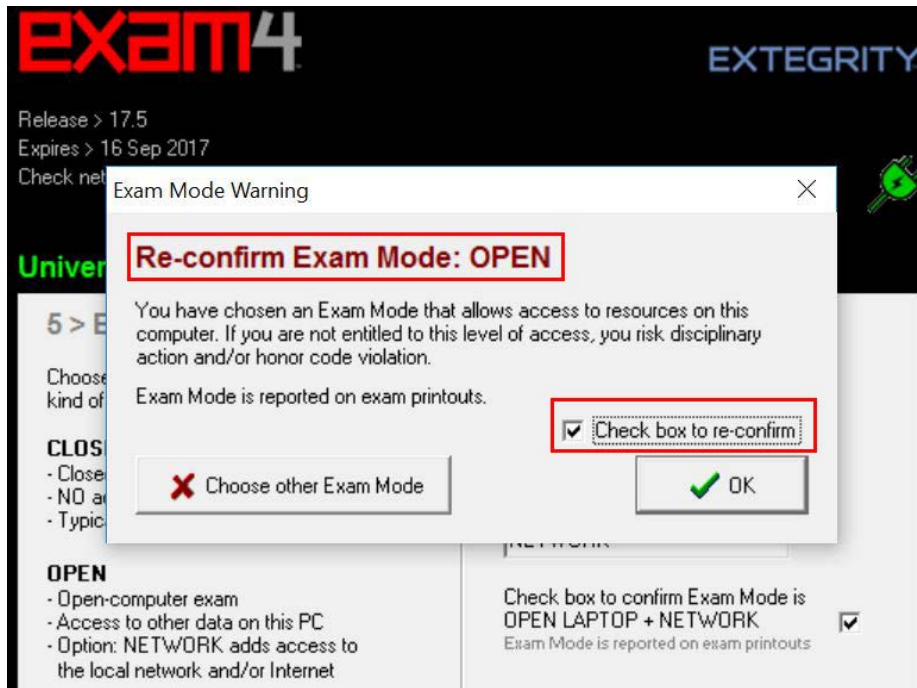
Check box to confirm Exam Mode is OPEN LAPTOP + NETWORK
Exam Mode is reported on exam printouts

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

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!

Extegrity Exam4

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University of Arizona College of Law

6 > Almost ready to begin exam...

Verify the following information.

| Item | Please confirm... |
|------------------------|--------------------------------------|
| Institution | University of Arizona College of Law |
| Exam Number | 9999 |
| Course | Practice Exam |
| Duration | [None entered] |
| Your Name (professo... | Joey Bagadonuts |

All examinees, wait for the instruction to begin your exam.

Wait!

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

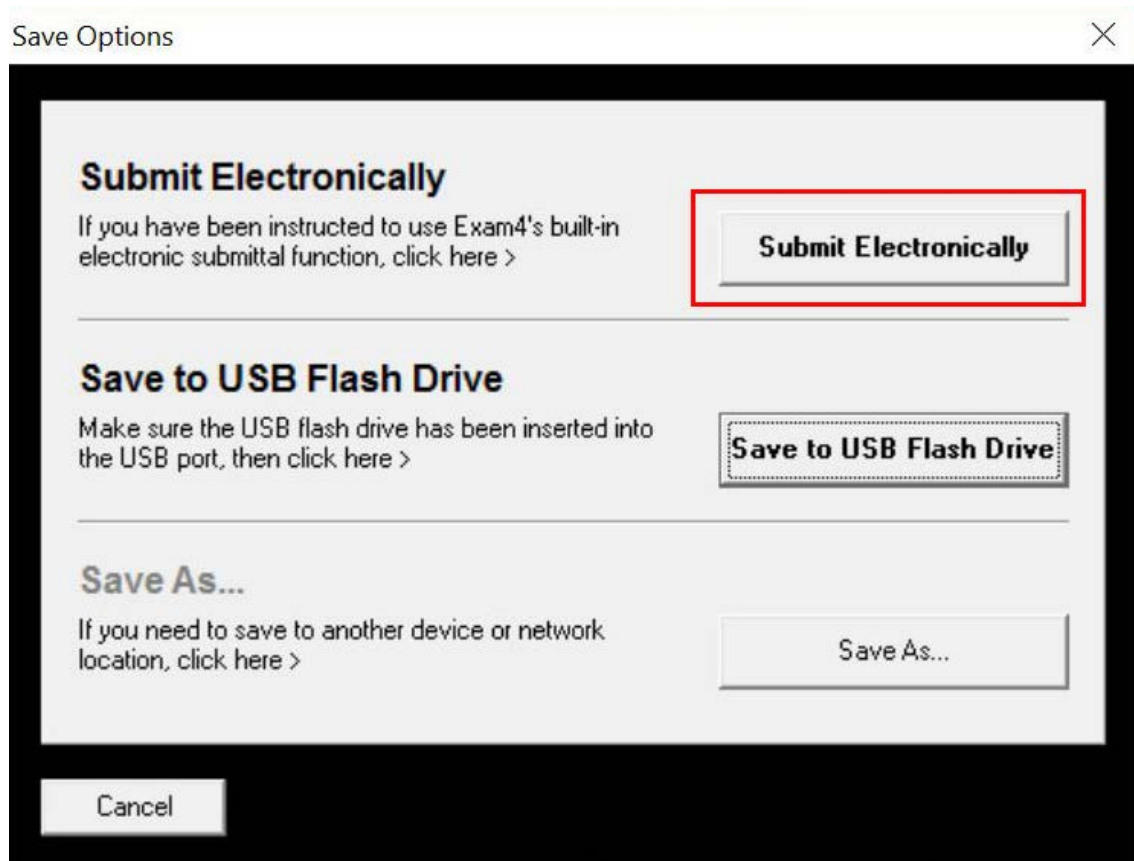
Wait until the proctor in the room tells you to click the “Begin Exam” button.

The exam menus and options



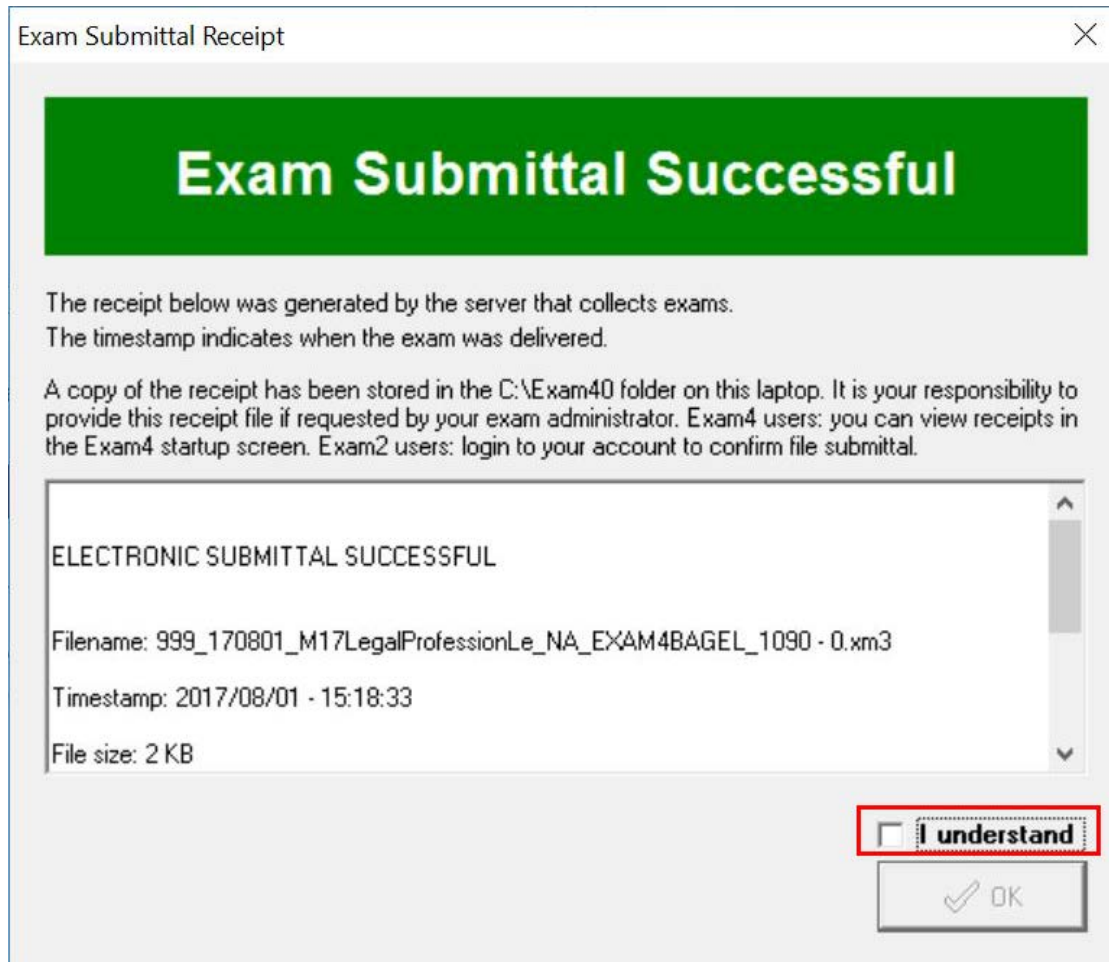
1. Take a practice exam to familiarize yourself with all of the menu options and software features.
2. *Note:* that there is a tool on the right side of the screen that allows you to add answer dividers while taking the exam.

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.