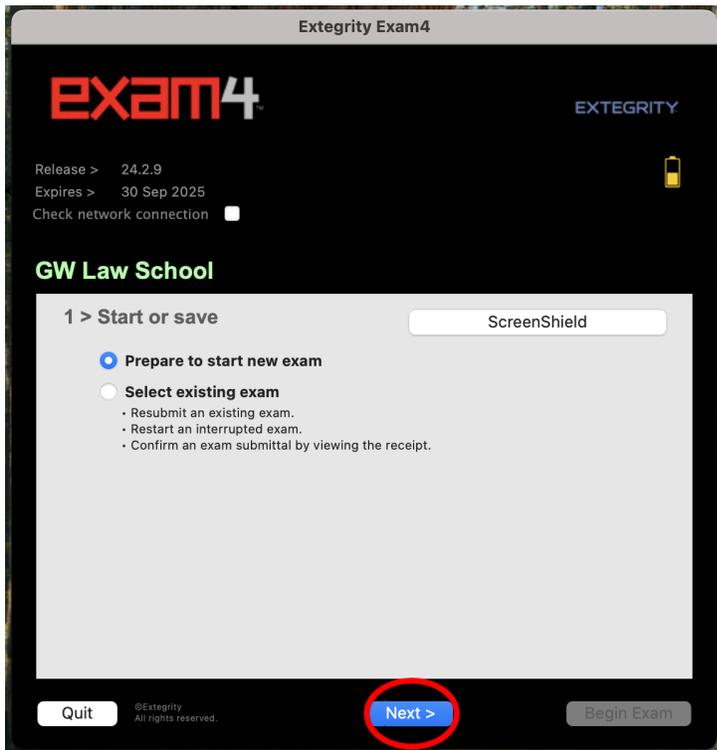


Exam4 Practice Take-Home Exam How-To Guide

****Note:** this guide was based on the operation of a Mac computer. Exam4 should function largely the same on a PC as on a Mac, but there might be slight variations on the display and prompts.******

Launch the Exam4 program.



Select "Prepare to start new exam" and click the "Next" button.

Extegrity Exam4

exam4 EXTEGRITY

Release > 24.2.9
Expires > 30 Sep 2025
Check network connection

GW Law School

2 > Exam ID; Course or exam title

Exam ID
TEST5

Protected info (optional)

Exam ID (confirm)
TEST5

Course
Practice Exam Take-Home

Course (confirm)
Practice Exam Take-Home

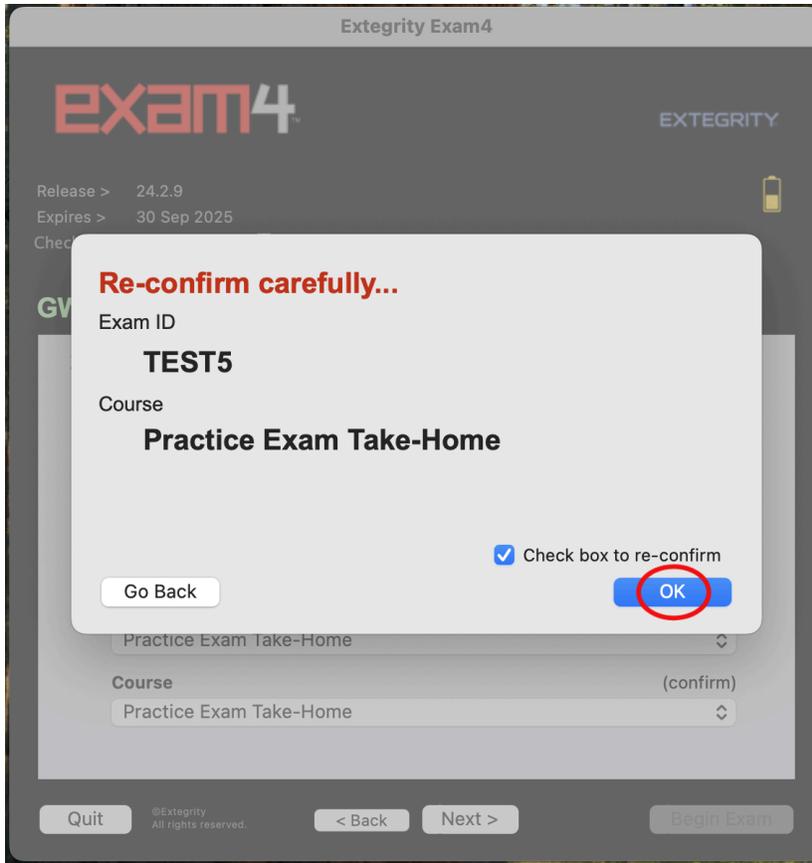
Quit ©Extegrity All rights reserved. < Back **Next >** Begin Exam

Enter your Exam ID in both the “Exam ID” and “Exam ID (confirm)” text fields. Note—you must use the Exam ID that has been assigned to you for the current exam period in order to run a practice exam. For the purposes of this guide, I am using TEST5 as the Exam ID, but you must use your own.

Select “Practice Exam Take-Home” from both the “Course” and “Course (confirm)” dropdown menus.

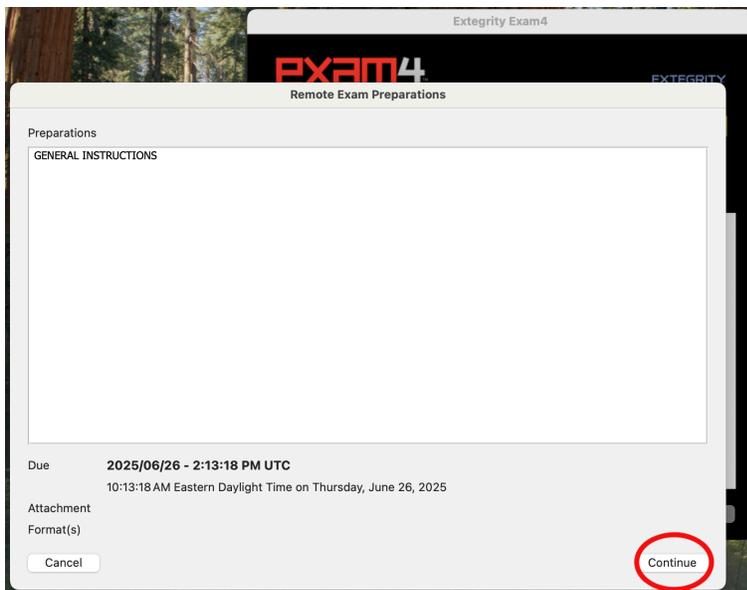
Click the “Next” button.

The following screen will prompt you to confirm your Exam ID and Course.

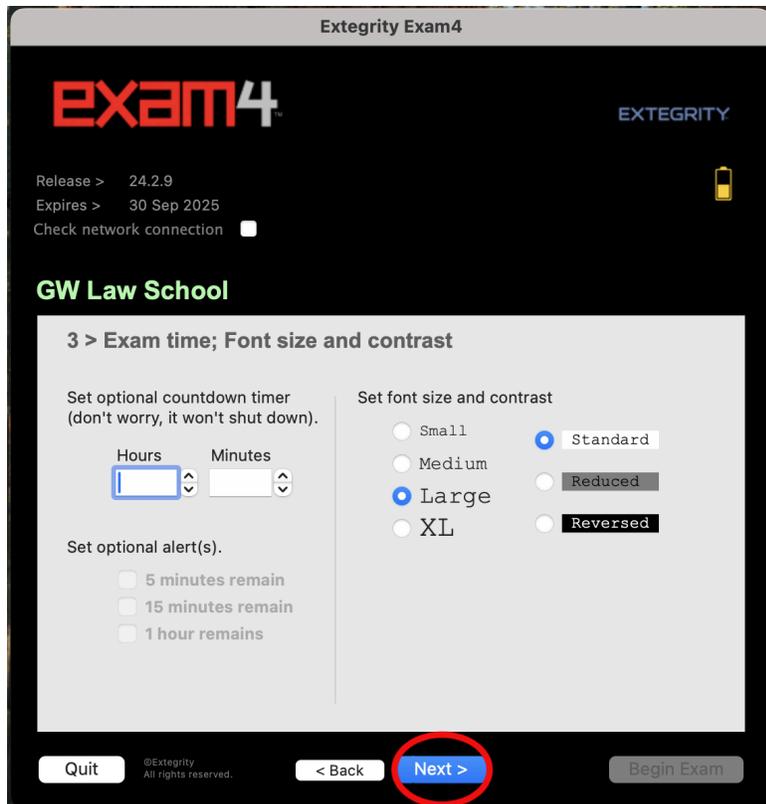


If your Exam ID and Course (in this case, “Practice Exam Take-Home”) are correct, check the “Check box to re-confirm” box and click the “OK” button.

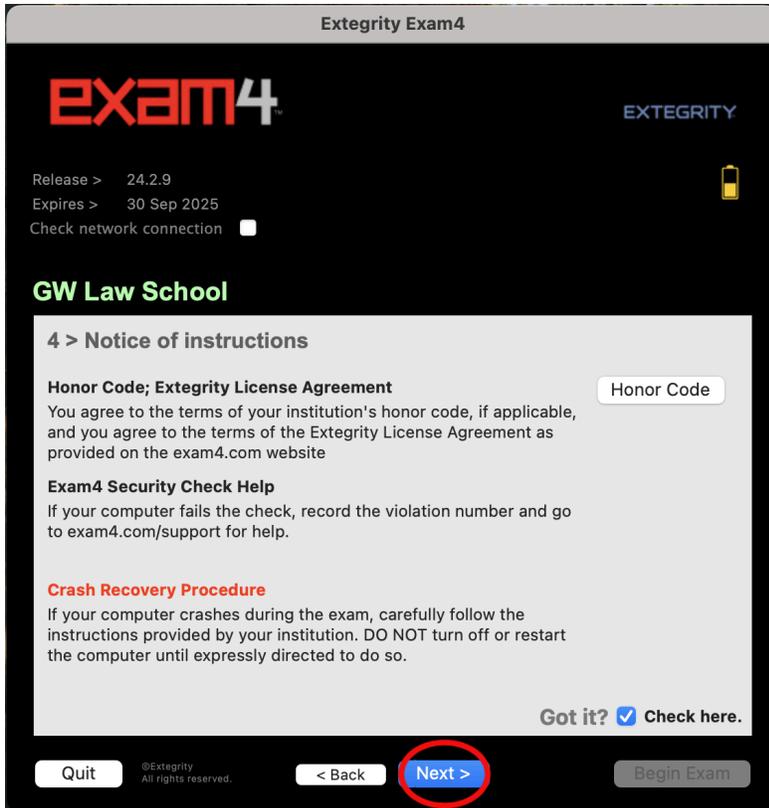
The general instructions for the Practice Take-Home Exam will appear.



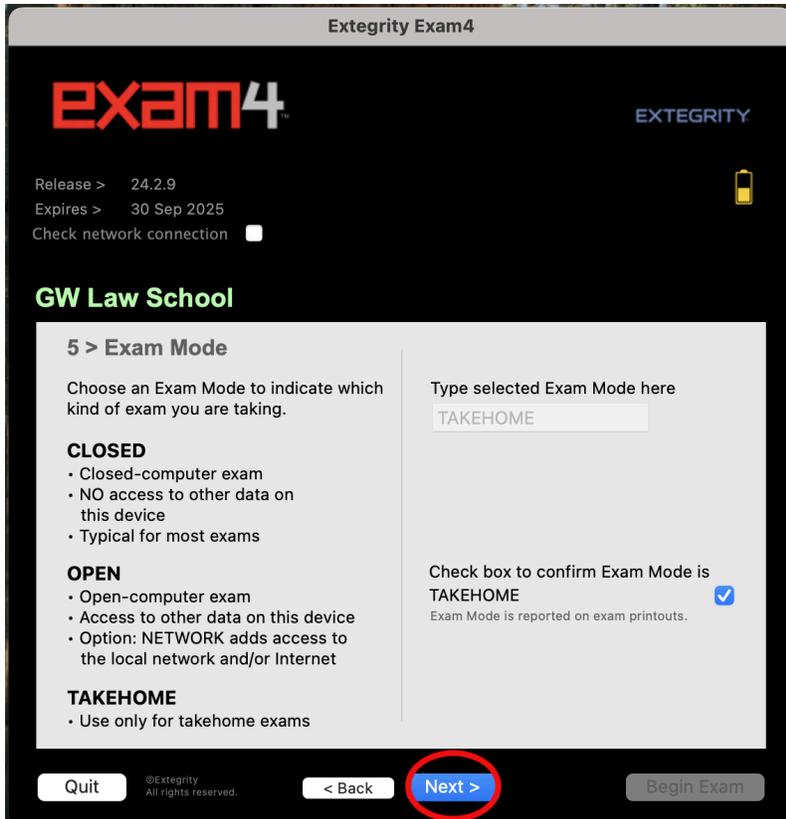
Click “Continue”.



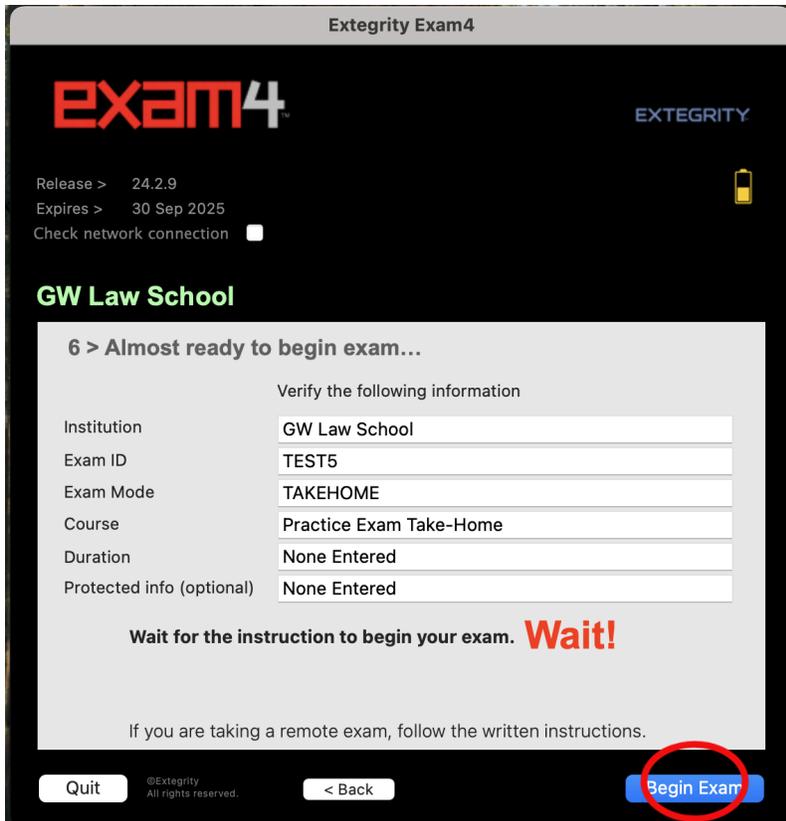
This step is entirely optional. If you'd like to set a timer along with alerts as well as adjust the font size and contrast of the word processor, you are welcome to do so. Otherwise, you may click the "Next" button without making any changes.



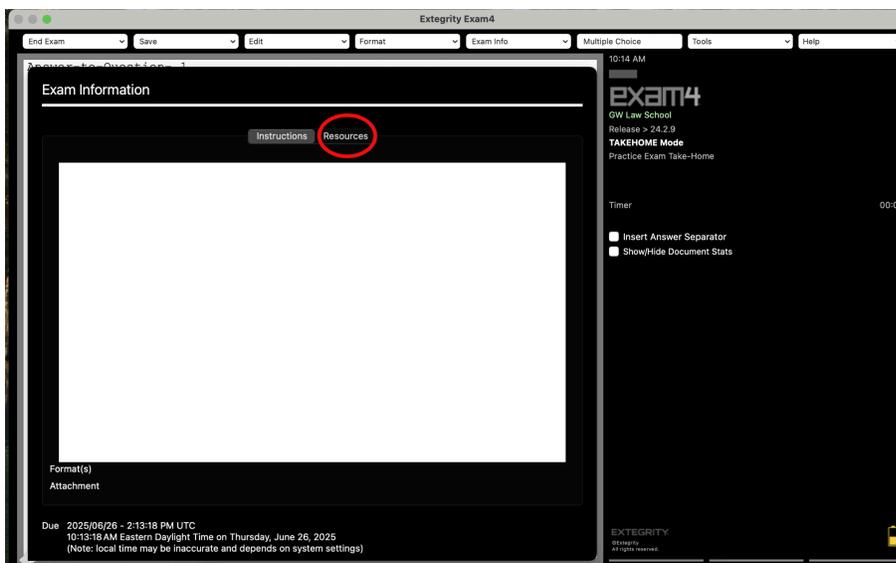
Please acknowledge the Honor Code; Extegrity License Agreement, Exam4 Security Check Help, and Crash Recovery Procedure by checking the “Got it?” checkbox and clicking the “Next” button.



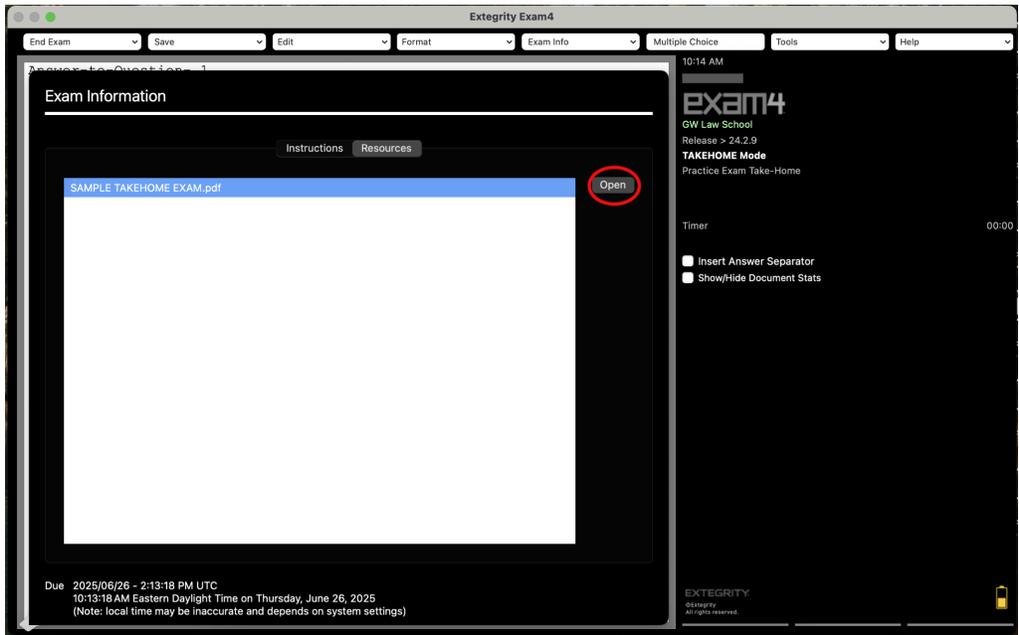
The word "TAKEHOME" will populate in the "Type selected Exam Mode here" text field. Check the "Check box to confirm Exam Mode is TAKEHOME" box. Click "Next".



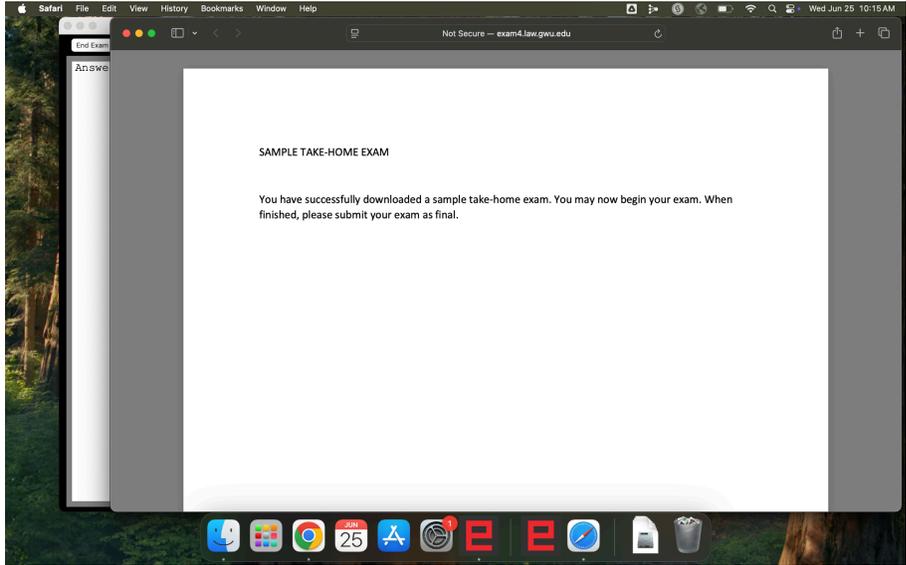
For the purposes of a Take-Home Exam, there is no need to wait for an instruction to begin your exam. You may click the “Begin Exam” button right away. There also won’t be an instruction to begin your actual Take-Home Exam. In the actual Take-Home Exam setting, you may click the “Begin Exam” button as long as you are within your Take-Home Exam time frame.



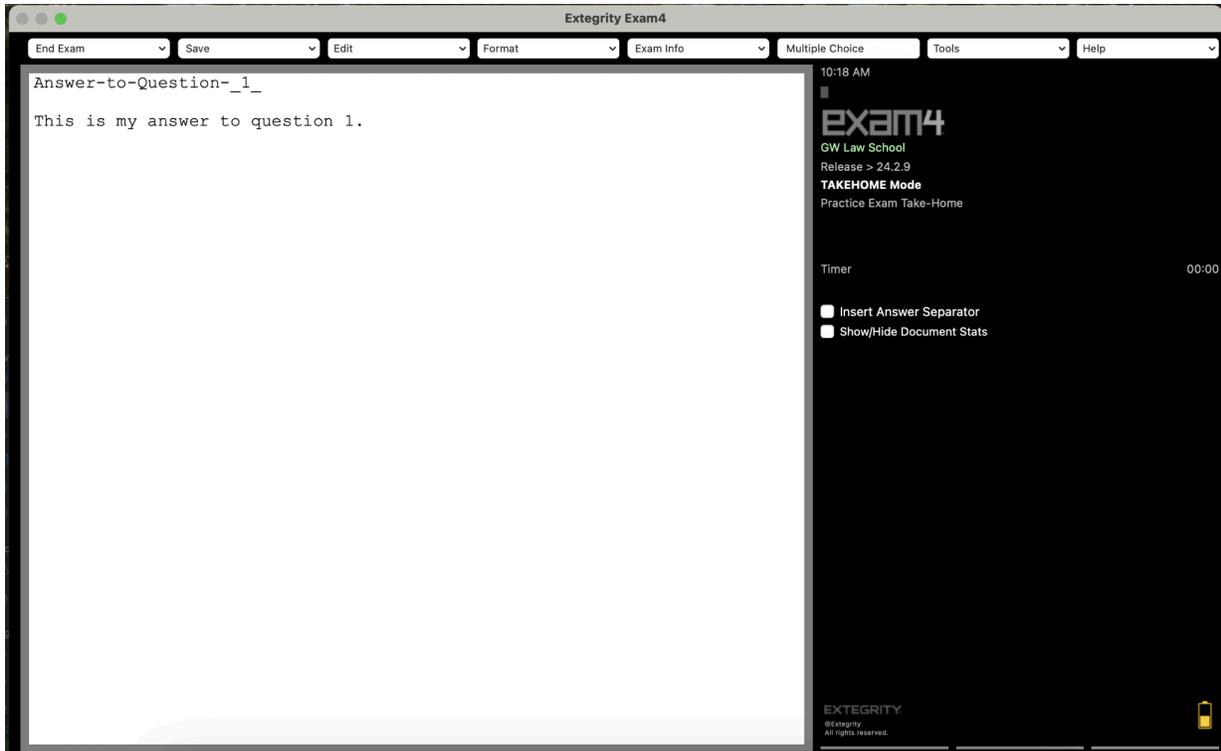
Your Take-Home Exam will begin and your course-specific instructions will appear. (In the case of this Practice Take-Home Exam, the course-specific instructions are blank.) To access the Take-Home Exam questions, click on the “Resources Tab”.



Click on the exam questions document file. In this case, it is the file titled, “SAMPLE TAKEHOME EXAM” and click the “Open” button.

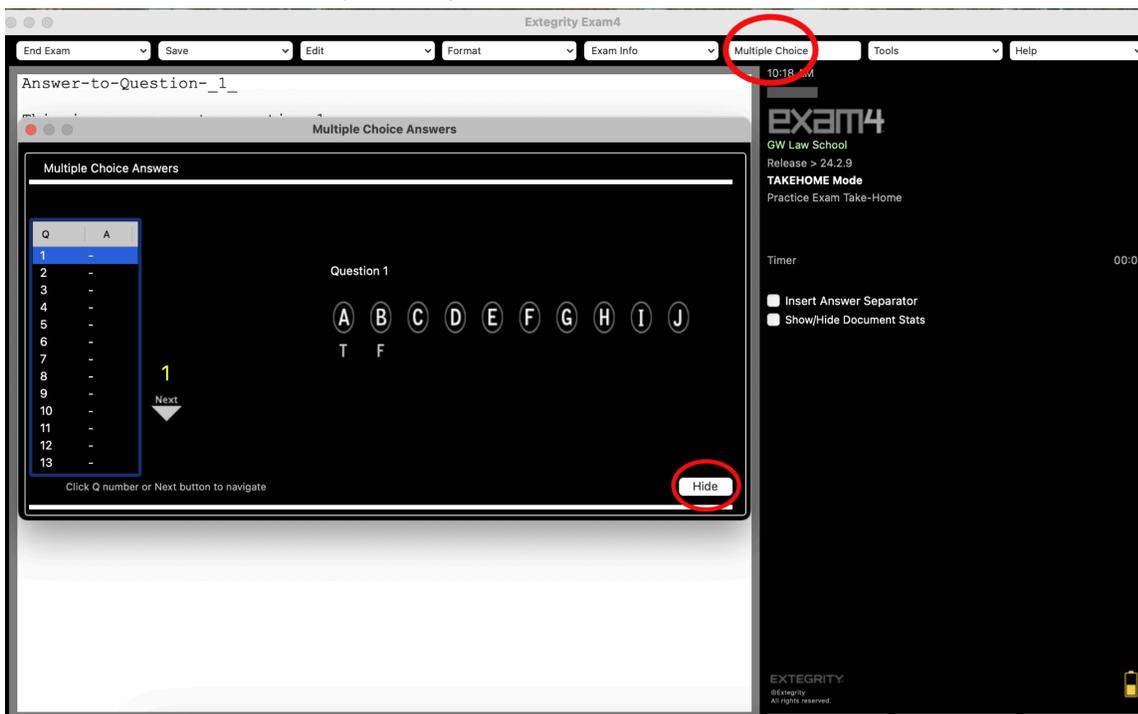


Clicking the “Open” button allows you to download the exam questions document. You may refer to it electronically or you are welcome to print it out. Be sure to destroy physical copies of the exam question document and delete electronic copies of the exam question document after you submit your exam answer file.



You will now be able to navigate to the Exam4 word processor to type/enter the answer(s) to your Take-Home exam.

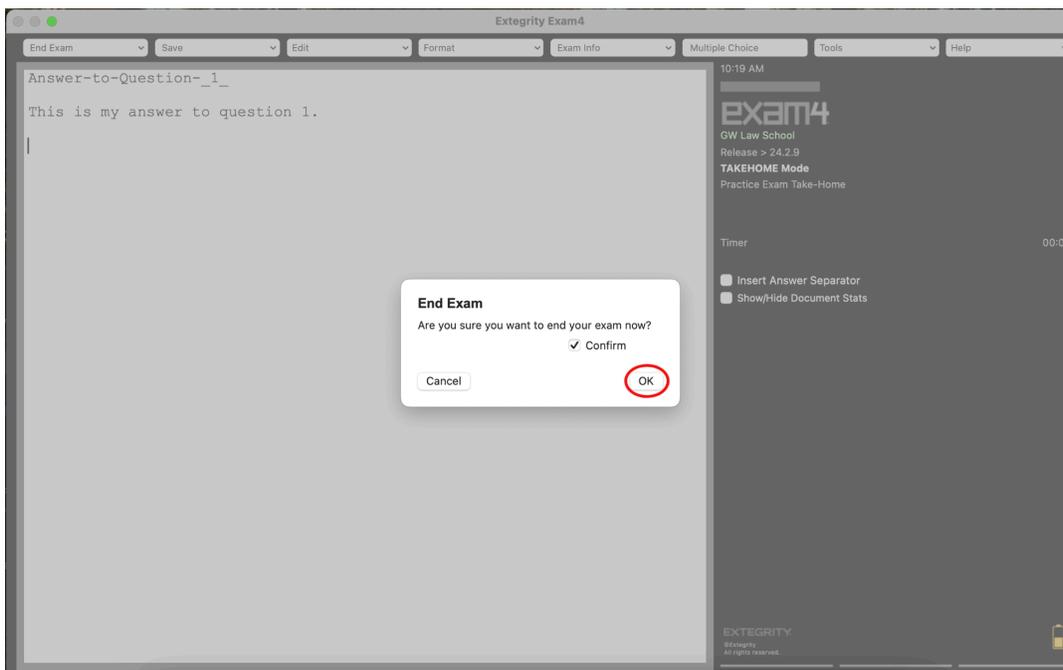
If your Take-Home Exam has a multiple choice component, you may navigate to the Multiple Choice Answer template by clicking on the "Multiple Choice" button.



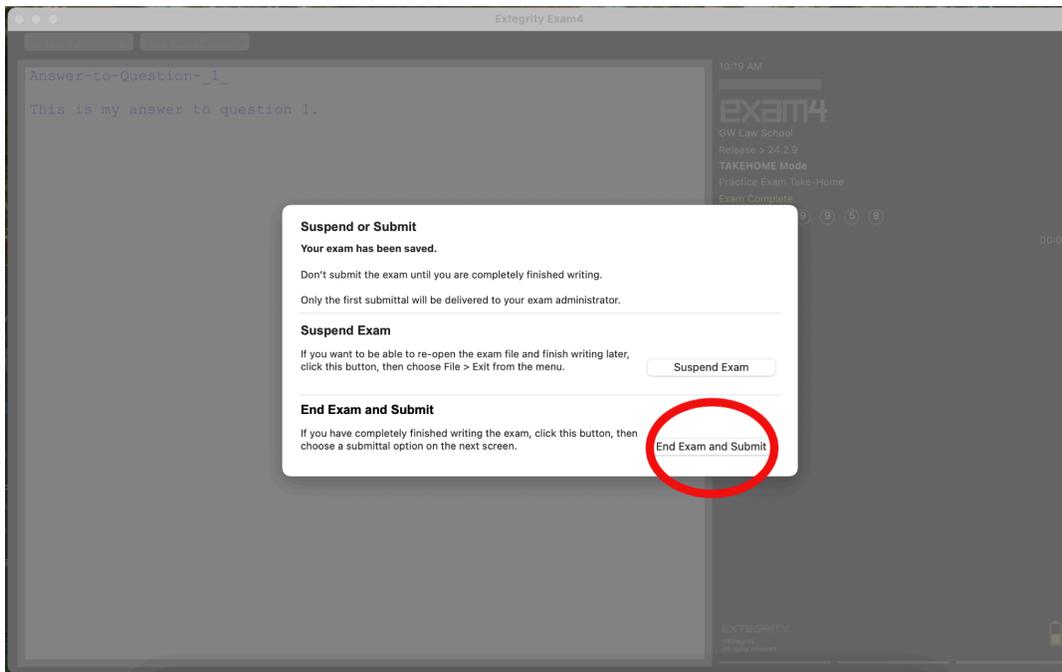
Click the “Hide” button to navigate back to the Exam4 word processor.



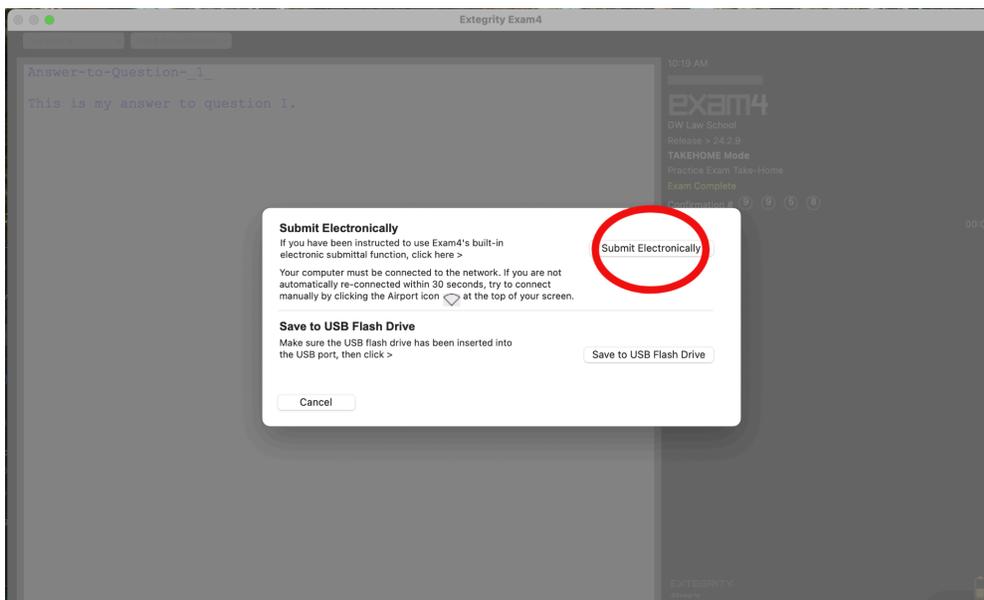
Once you have entered your exam answer(s) into the Exam4 word processor and/or the Multiple Choice answer template and are ready to end your exam and submit your exam answer file, click the “End Exam” button and select “End Exam Now”. You may also select “End Exam Now” if you wish to take a break from entering answers and suspend your exam, which will allow you to return to it later.



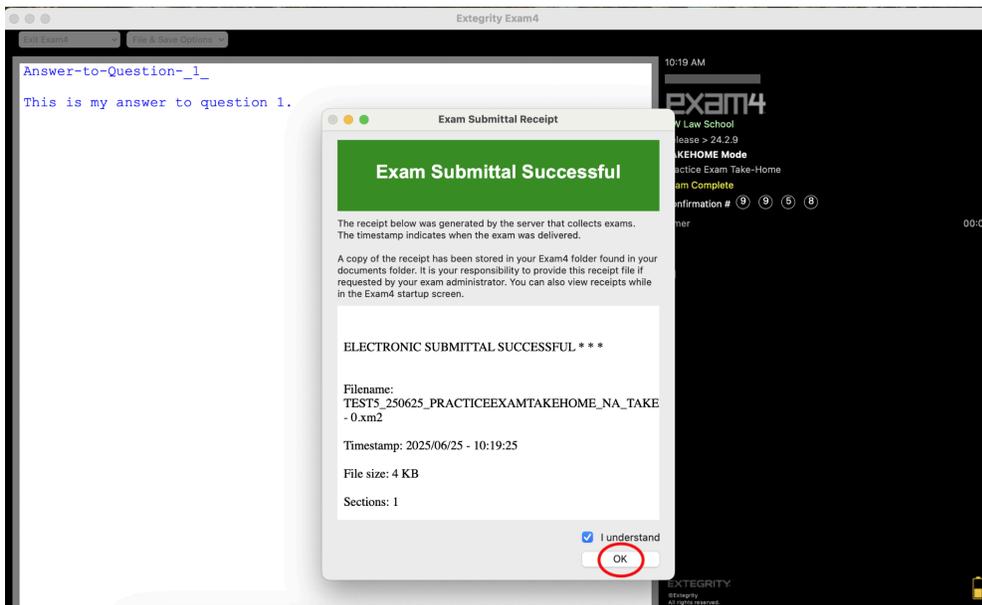
The program will ask you to confirm that you would like to end your exam. Click the “Confirm” checkbox and click the “OK” button.



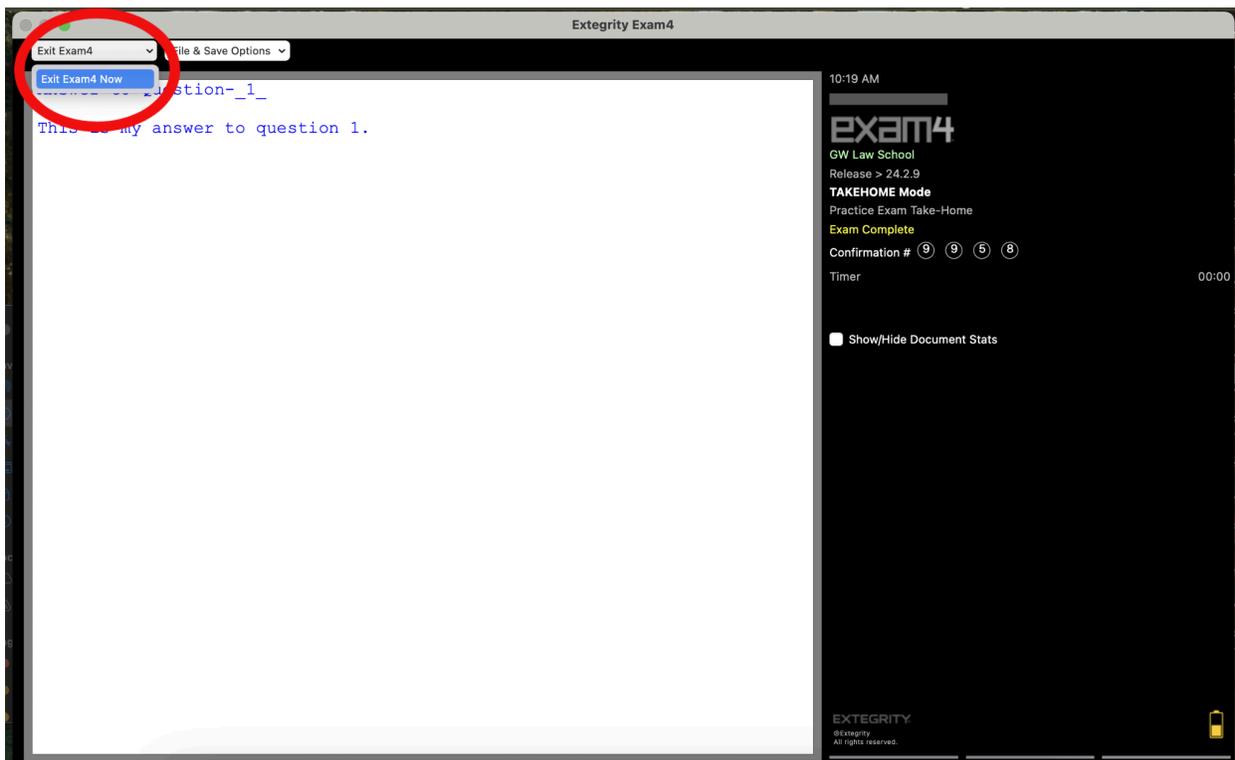
Upon ending your exam, you will be given the option to either “Suspend Exam” or “End Exam and Submit.” The “Suspend Exam” option allows you to re-open the exam file and finish composing your answer later. The remainder of this guide will walk you through the “End Exam and Submit” option. Click the “End Exam and Submit” button.



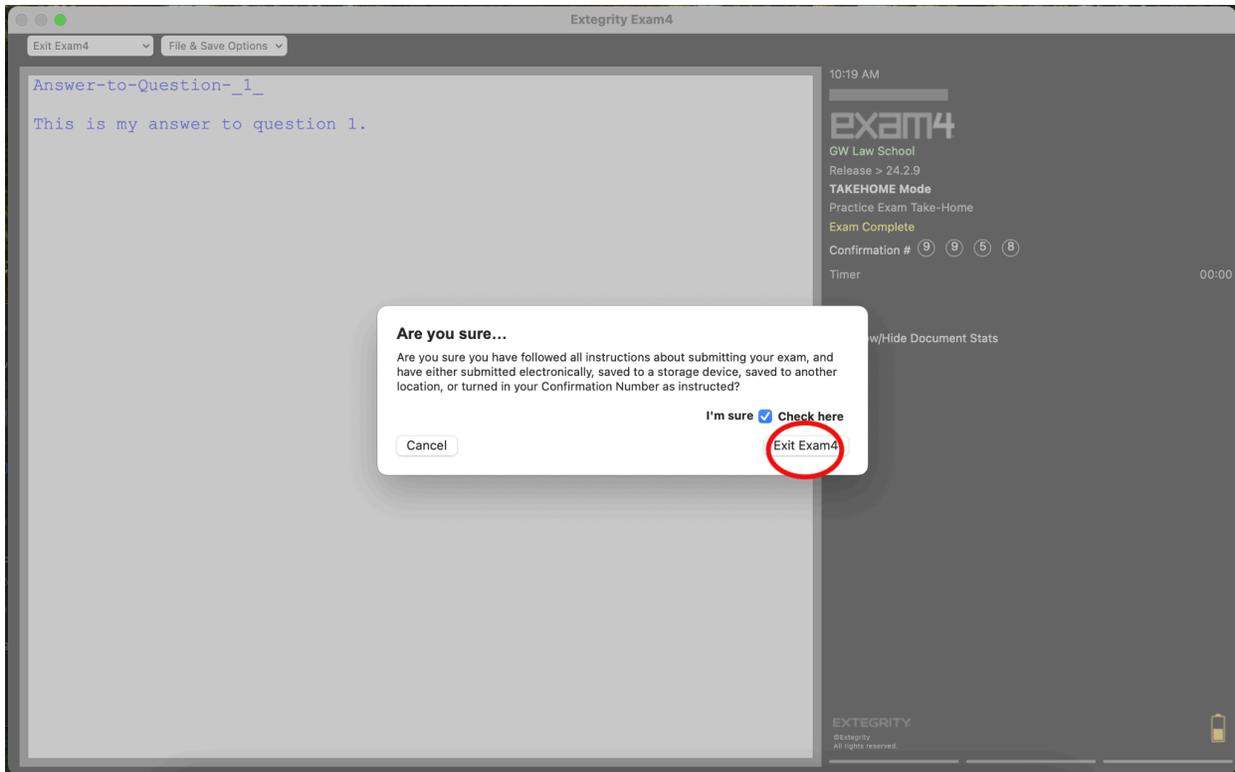
Click the “Submit Electronically” button. Note that regardless if you choose to end your exam or submit your exam, only the first submitted exam will be accepted and provided to the professor for grading.



Once you have successfully submitted your exam, you will receive an “Exam Submittal Successful” receipt. Check the “I understand” checkbox and click the “OK” button.



Click the “Exit Exam4” button and select “Exit Exam4 Now”.



Check the “I’m sure” checkbox and click the “Exit Exam4” button.

FAQs:

Q: Do I need to be connected to the internet to complete my Take-Home exam?

A: You need to be connected to the internet to download the exam questions and to upload your answers once you're finished. However, you don't need to stay online while you're working on the exam.

Q: Does Exam4 have a word count feature?

A: Yes! Click the “Tools” button and select “Show Document Statistics”

Q: May I access the internet and other applications while my Take-Home exam is in progress?

A: Yes! Unlike the Exam4 version used for in-class proctored exams, the Take-Home version of the Exam4 software does not block access to the files and applications on your computer. Be sure to follow your professor’s instructions on materials you are allowed to access during your exam.

Q: I’ve mis-placed the exam questions document. How can I access it again?

A: Click the “Exam Info” button, select “Remote Exam Info,” and navigate to the “Resources” tab. You may also re-access the exam questions document by clicking the “Tools” button, selecting “Show Exam Document,” and navigating to the “Resources” tab.

Q: I've suspended my exam. How do I access it again?

A: Launch the Exam4 program. Select the "Select existing exam" radio button, select the exam you wish to resume—note that the program titles files in the following default format: [Exam ID]_[Date (YYMMDD)]__[Course], and click the "Begin Exam" button.

Q: Can I copy and paste text into/out of the Exam4 Take-Home exam answer template word processor?

A: Unlike the Exam4 version used for in-class proctored exams, the Take-Home version of the Exam4 software allows exam takers to cut and paste into and out of the Exam4 exam answer template word processor.

Q: I submitted multiple exam files for the same exam. Which file will be sent along to my professor for grading?

A: Only the first submitted exam will be accepted and provided to the professor for grading.

Q: Who do I contact if I experience an issue?

A: Please contact the Records Office via email at rec@law.gwu.edu or via phone at 202.994.6261 for any technical issues you experience such as difficulty downloading the exam questions document or submitting your exam answers. Please note that the Records Office is open from 9:00am-6:00pm Monday-Friday. For personal emergencies, please contact the Dean of Students Office at deanofstudents@law.gwu.edu. Please submit an [Exam Incident Report](#) if you experience any exam irregularities.

Q: What determines whether or not my exam was submitted in a timely manner?

A: The timestamp on your exam submission receipt determines whether or not your exam was submitted within a timely manner. On the off-chance that you experience connectivity or submission issues, be sure to end your exam within your designated time period so that we may confirm the day and time your file was last modified.

Wishing you a successful exam period!