

Student Instructions for Remote Proctored Exams

Before you begin...

Make sure your computer can handle the demands of the exam4 software and computer camera running simultaneously. Opening multiple windows or applications during the exam may slow down your device or cause technical issues, especially on laptops with limited memory or processing power. To avoid disruptions, close any unnecessary programs. Staying aware of your system's capabilities will help ensure a smoother exam experience.

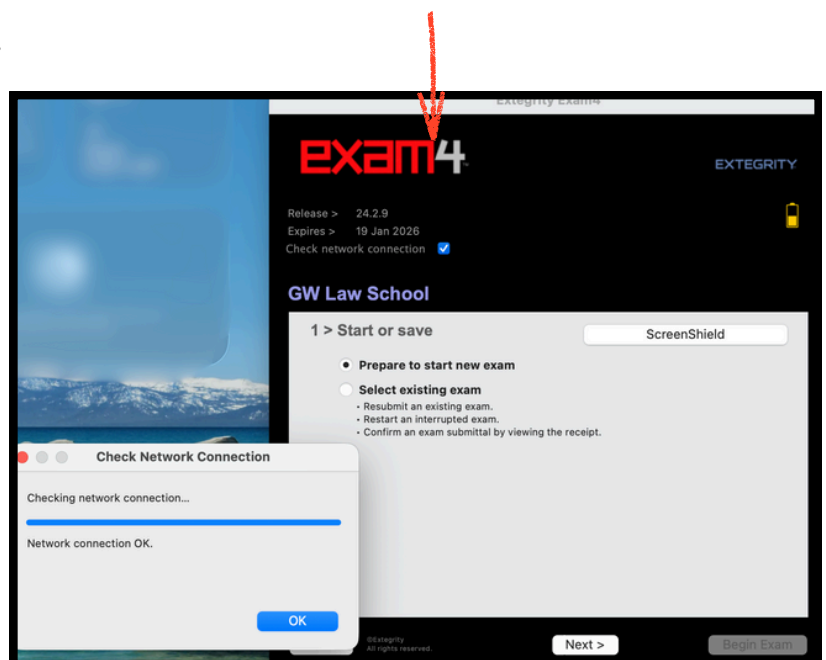
Note: this guide was based on the operation of a Mac computer. Exam4 should function largely the same on a PC as on a Mac, but there might be slight variations on the display and prompts.

Make sure your camera is working.

Disable sleep mode on your computer.

Have your GWorld card handy.

Run a network connectivity check.



Now... let's begin!

Select “Prepare to start new exam.” Click “next.”

Extegrity Exam4

exam4 EXTTEGRITY

Release > 24.2.9
Expires > 19 Jan 2026
Check network connection ☐

GW Law School

1 > Start or save

ScreenShield

☒ Prepare to start new exam

☐ Select existing exam

- Resubmit an existing exam.
- Restart an interrupted exam.
- Confirm an exam submittal by viewing the receipt.

Quit ©Extegrity All rights reserved. Next > Begin Exam

Type in your exam ID. Your exam ID can be found in Exam Scheduler. Select the applicable exam from the pull down menu. In this case, “Practice Exam ON.” Then click “next.”

Extegrity Exam4

exam4 EXTTEGRITY

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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 ON

Course (confirm)

✓ SCROLL DOWN FOR COURSE LIST

- GW Law School
- Fall 2025 Final Examination
- Practice Exam
- Practice Exam ON**
- Practice Exam Take-home
- Civ Pro - Berman

Quit ©Extegrity All rights reserved. Next > Begin Exam

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2 > Exam ID; Course or exam title

Exam ID TEST5 Protected info (optional)

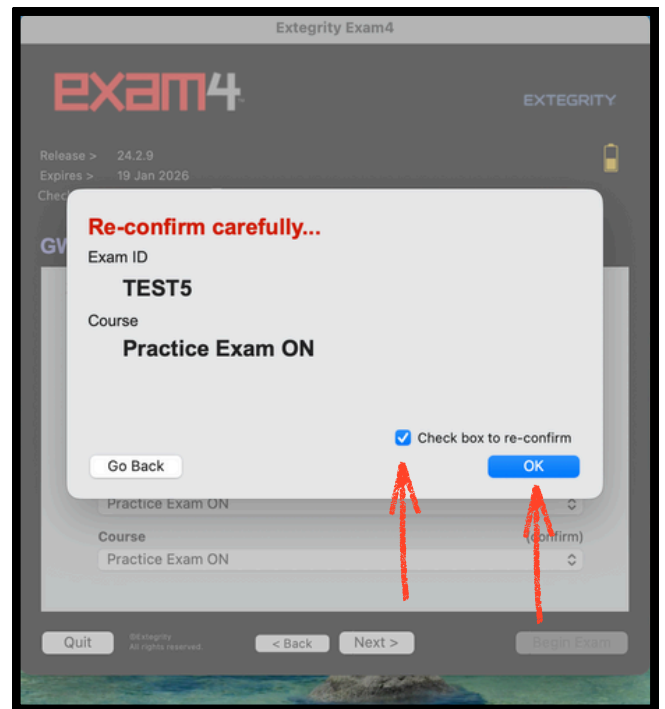
Exam ID (confirm) TEST5

Course Practice Exam ON

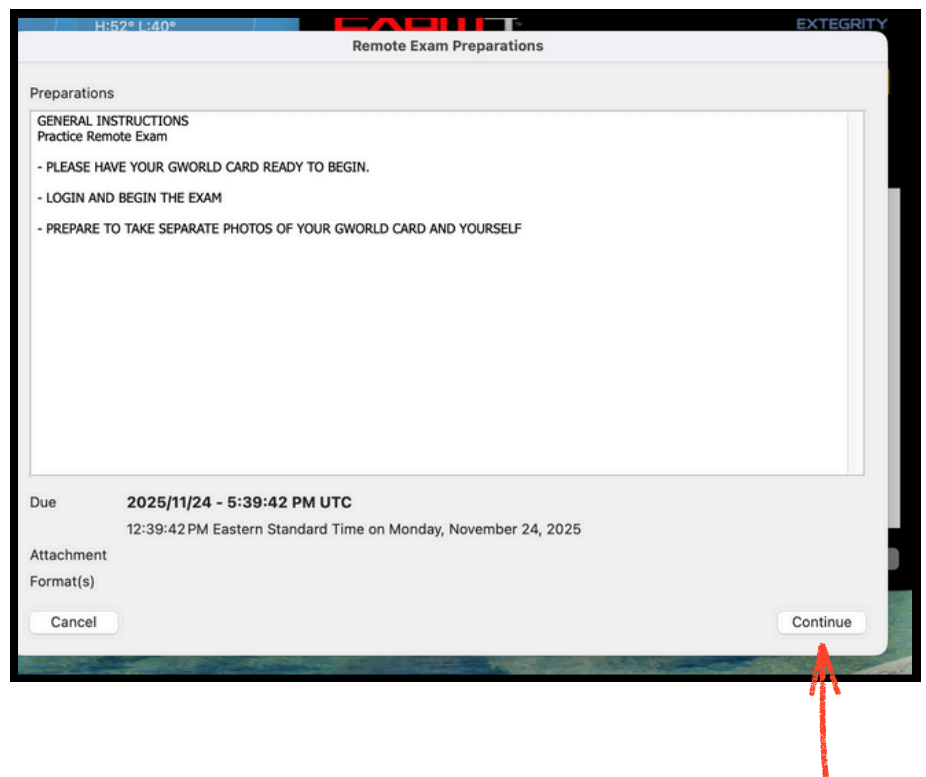
Course (confirm) Practice Exam ON

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

Verify that the information is correct. Check the box to re-confirm. Click “Ok.”



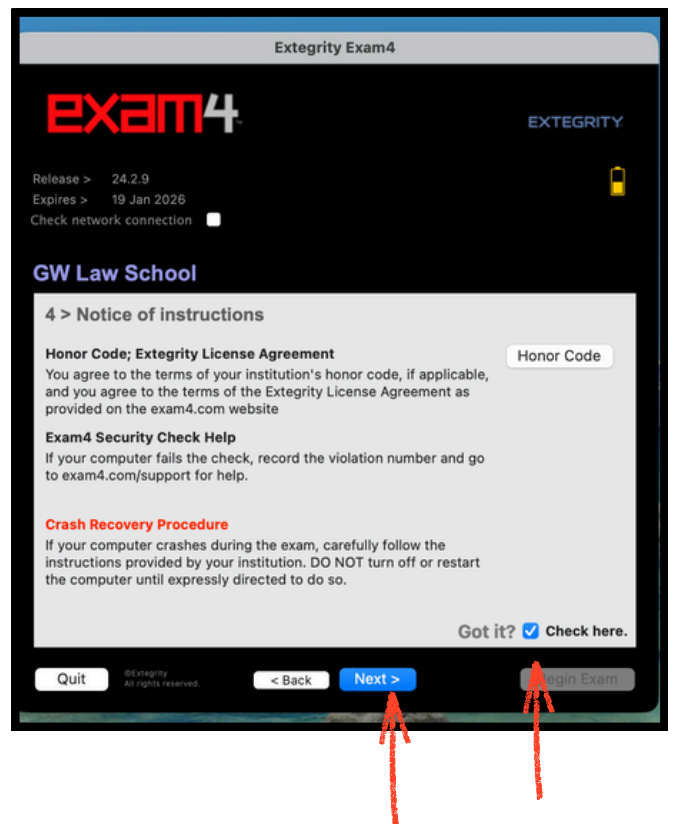
Read the instructions.
Click “Continue.”



Set a timer for the duration of your exam. Please note that setting the timer and alerts will not shut down the program. It is your responsibility to manage your time and end your exam after your assigned time has elapsed. Click “Next.”



Read the Notice of Instructions and Honor Code. Click the check box in the bottom right corner when done. Then click “Next.”



Type in your exam mode. Check the box on the left to confirm the exam mode entered is as assigned for this exam. Click “Next.”

Extegrity Exam4

exam4 EXTTEGRITY

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Check network connection ☐

GW Law School

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 device
- Typical for most exams

OPEN

- Open-computer exam
- Access to other data on this device
- 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 < Back Next > Begin Exam

Check the box to re-confirm the exam mode. Click “Ok.”

Extegrity Exam4

exam4 EXTTEGRITY

Release > 24.2.9
Expires > 19 Jan 2026
Check network connection ☐

Reconfirm Exam Mode: OPEN LAPTOP

You have chosen an Exam Mode that allows access to resources on this computer. If you are not entitled to this level of access, you risk disciplinary action and/or honor code violation.

Exam Mode is reported on exam printouts.

☒ Check box to re-confirm

Choose other Exam Mode OK

OPEN

- Open-computer exam
- Access to other data on this device
- Option: NETWORK adds access to the local network and/or Internet

TAKEHOME

- Use only for takehome exams

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

Quit < Back Next > Begin Exam

When you reach this screen, WAIT. The exam questions will not be available until your scheduled start time. When that time comes, click “Begin Exam”. You will have a 10 minute grace period to take the verification photos.

The screenshot shows the Extegrity Exam4 application window. At the top, it says "Extegrity Exam4". Below that is the "exam4" logo and the word "EXTEGRITY". On the left, there is a sidebar with "Release > 24.2.9", "Expires > 19 Jan 2026", and "Check network connection" with a status icon. The main content area is titled "GW Law School" and "6 > Almost ready to begin exam...". It contains a table with the following information:

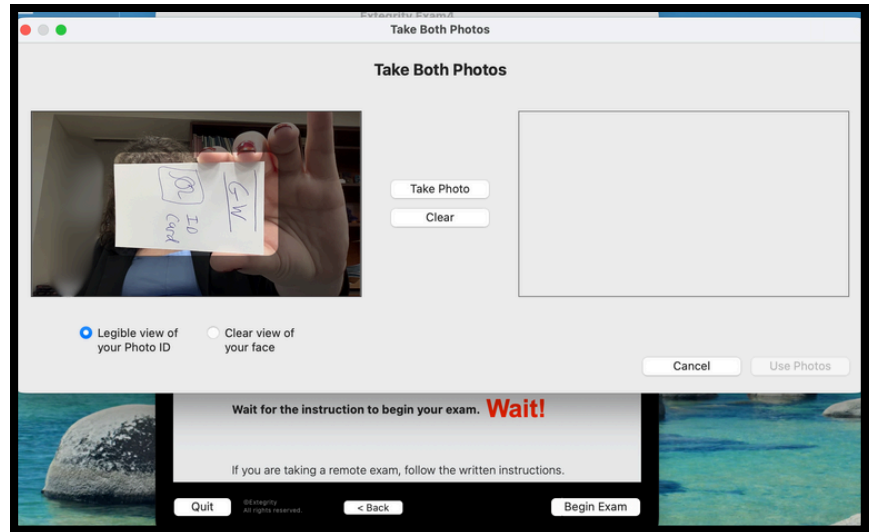
Verify the following information	
Institution	GW Law School
Exam ID	TEST5
Exam Mode	OPEN LAPTOP
Course	Practice Exam ON
Duration	2 hours; Alerts: 15 Minutes
Protected info (optional)	None Entered

Below the table, it says "Wait for the instruction to begin your exam. **Wait!**". At the bottom, there is a "Begin Exam" button highlighted with a red arrow.

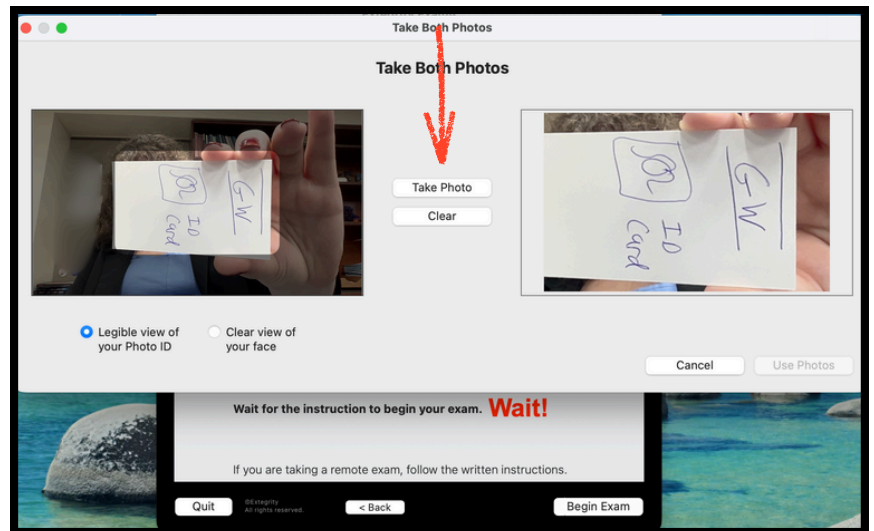
At this point, your camera will activate. Click “Ok” to allow it.

The screenshot shows a "Select Camera" dialog box. It has a dropdown menu showing "FaceTime HD Camera". Below the dropdown is a video feed showing a person's face. Below the video feed, there is a warning message: "Your institution requires photographic monitoring during this exam. Files are encrypted, only viewable by the exam administrator, and subject to the institution's privacy policy." At the bottom right of the dialog, there are "Cancel" and "Ok" buttons. A red arrow points to the "Ok" button.

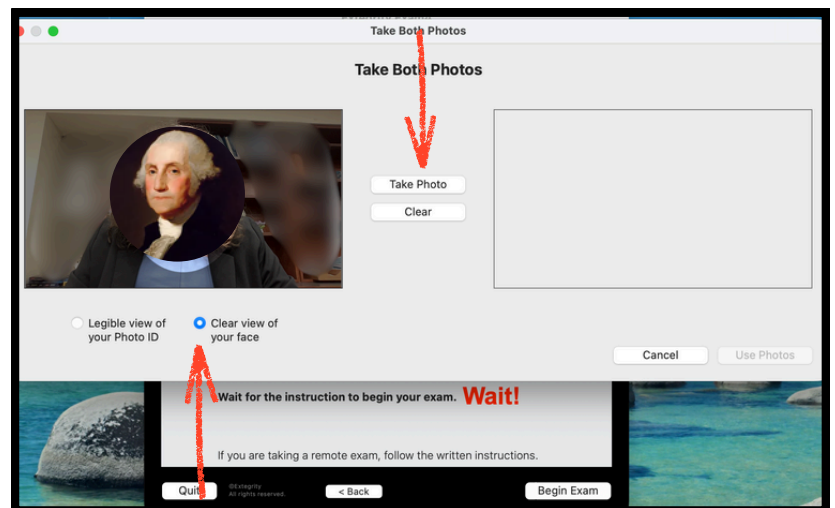
Grab your GWorld card. Hold it up to the camera so it is legible and within the rectangle.



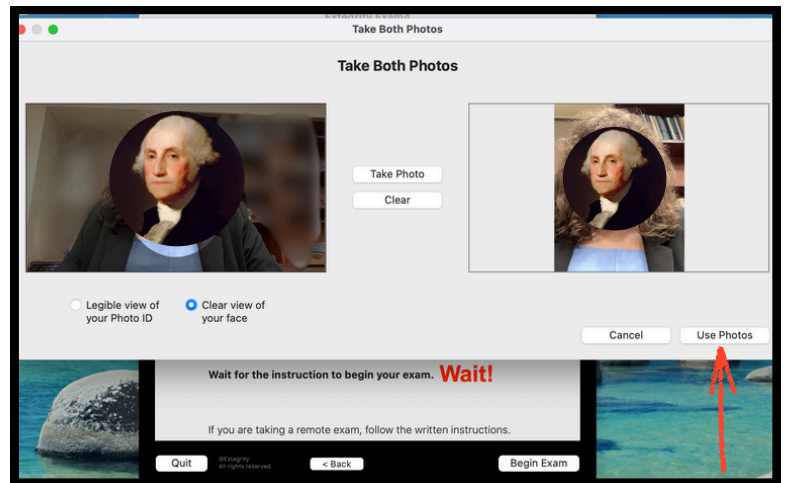
Click, "Take Photo." Retake the photo as needed, to ensure it is clear and in frame.



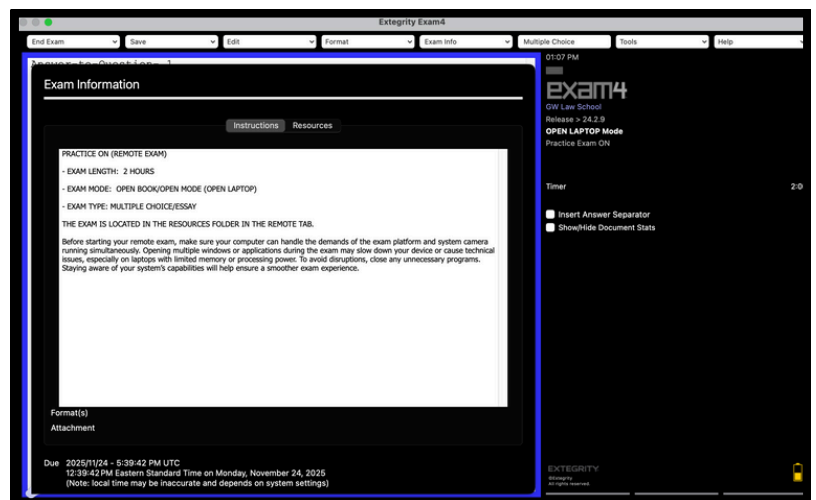
Select "Clear view of your face." Center your face in the oval and select "Take Photo." Retake if necessary.



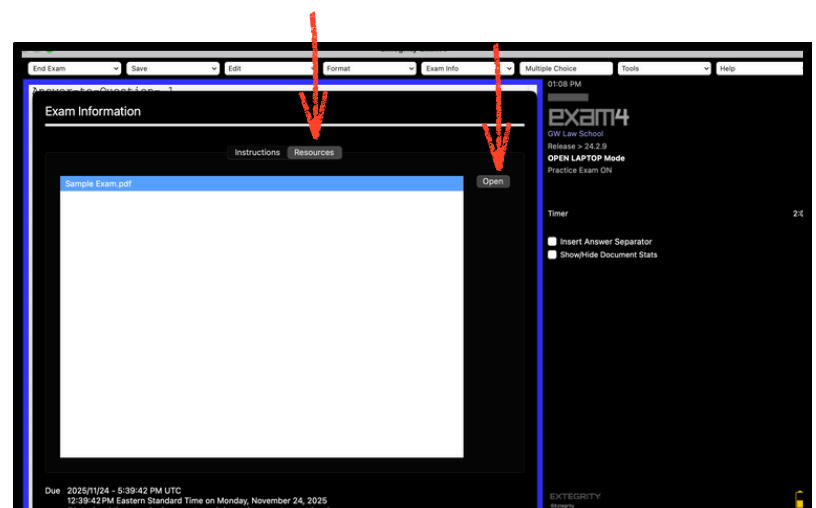
Now that you've taken both photos, select "Use Photos."



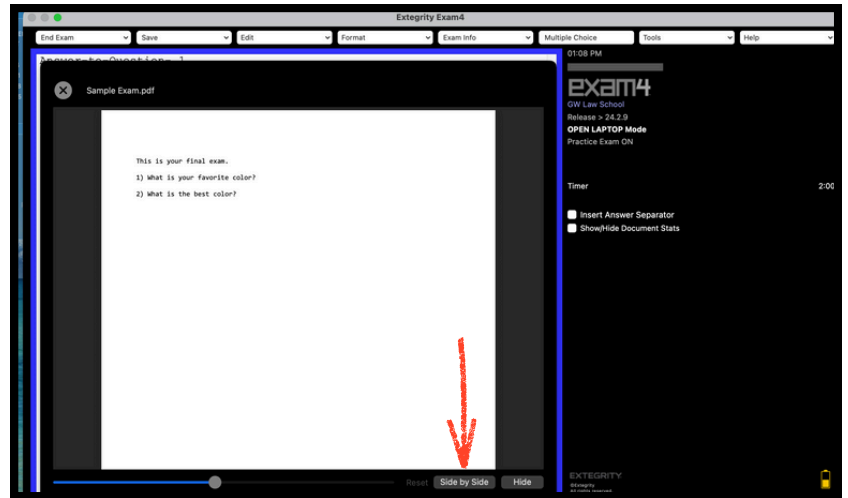
Your exam has now begun. Take a moment to read the instructions.



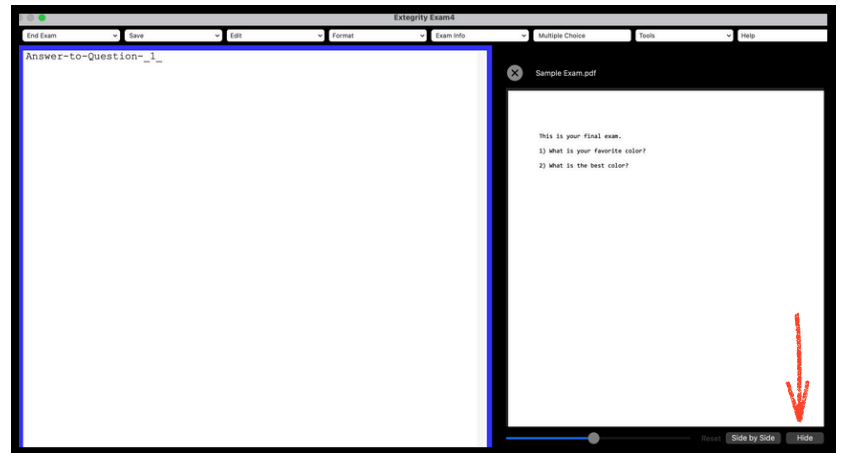
Select "Resources." Click "Open" to view the exam question document.



The exam questions document will open within the Exam4 window. Please note that you may not download or screen capture the exam. You can click “Side by Side” to view the exam questions and the word processing area simultaneously.

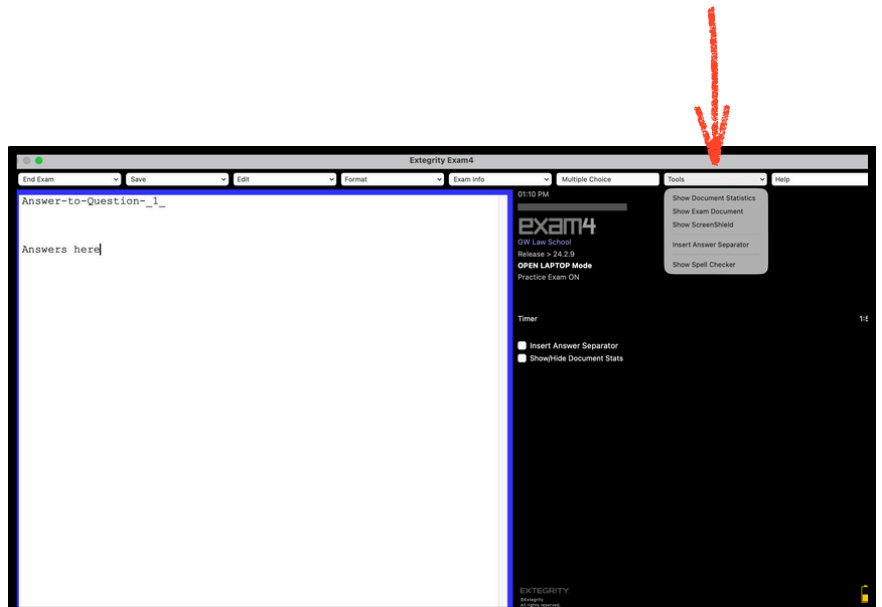


This is what the side by side view looks like. You can hide the exam questions at any time by selecting “Hide.”



Type your answers in the main body of the program.

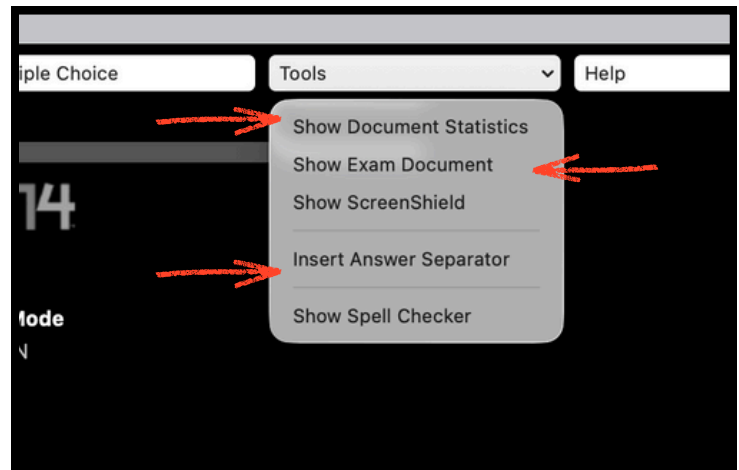
Click on the tool bar in the upper right.



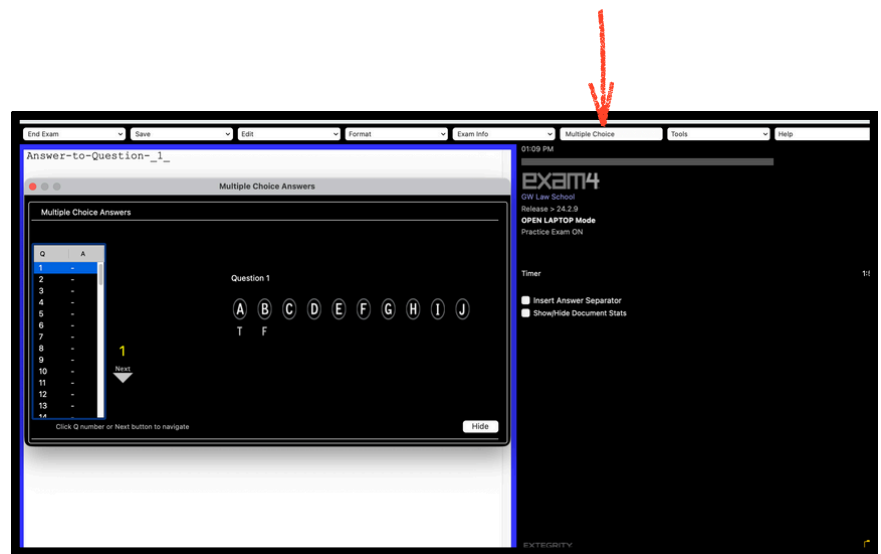
To check your word count,
click “Show Document
Statistics.”

To re-open the exam
question document, click
“Show Exam Document.”

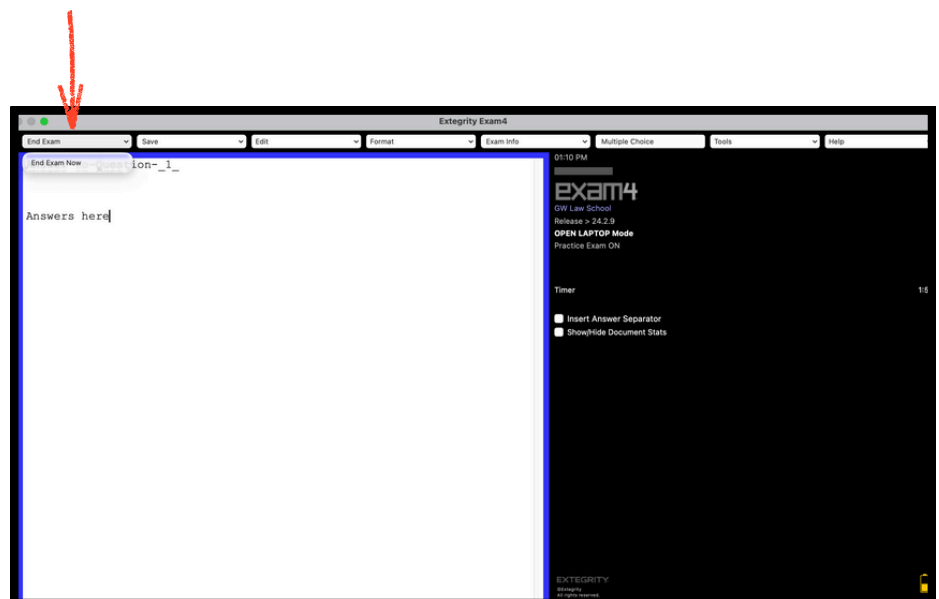
Click “Insert Answer
Separator” to create a divider
between your answers.



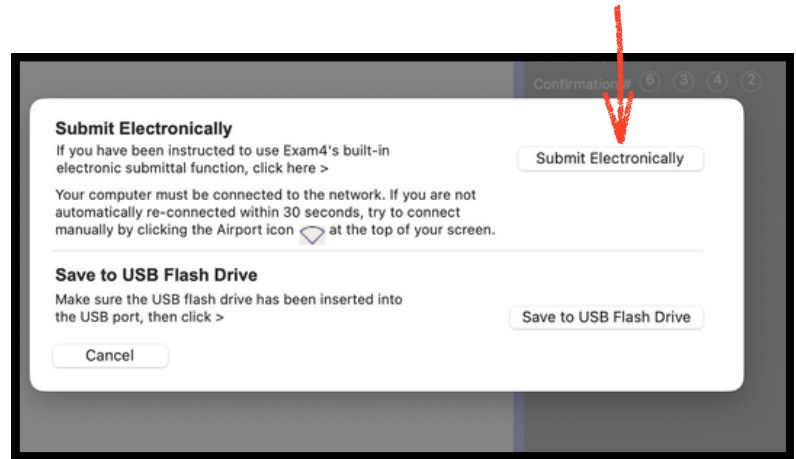
Click the “Multiple Choice”
button to activate the
multiple choice feature.



When you are ready to
submit your exam, click
“End Exam” and then
“End Exam Now” in the
upper left corner.

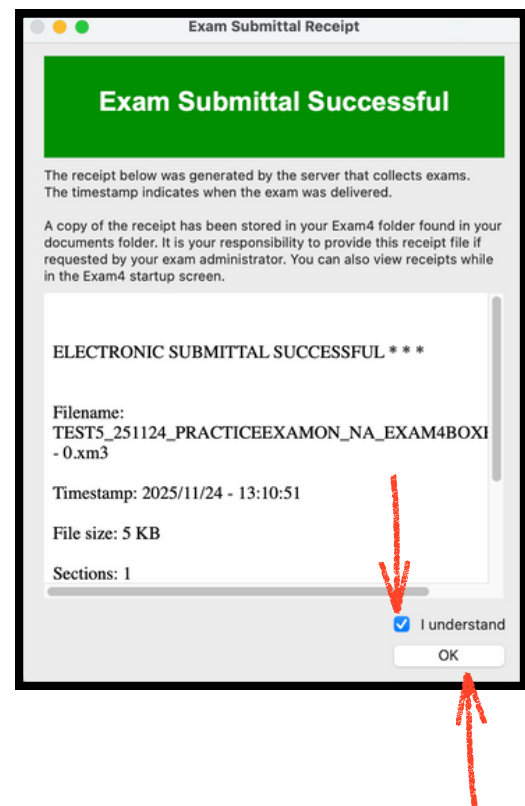


Click “Submit Electronically.”
Note that you must be connected to Wifi to submit your exam.



Success! Your exam has been submitted. When you are done reading, check the box next to “I understand.” Click “Ok.”

IF YOU RECEIVE A RED “ERROR ON EXAM SUBMITTAL” message, follow the guidance in the dialogue box. You will be given a 10 minute grace period to log in and submit your exam.



Close out of Exam4 by clicking “End Exam4” and then “End Exam4 Now.”

