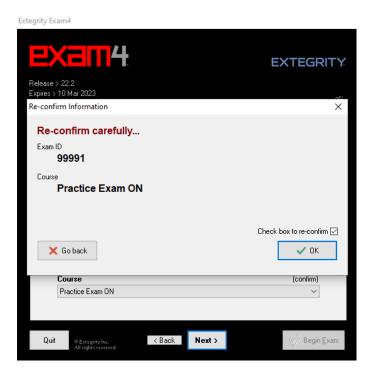
Student Instructions for Remote Proctored Exams

Have your GWorld card handy and make sure your camera is working properly. MAKE SURE sleep mode is disabled and your laptop is connected to wifi before launching Exam4. Note that the sequence may differ slightly between Mac and Windows operating systems.

| Extegrity Exam4 | | Extegrity Exam4 | |
|--|----------------------|---|----------------------------|
| Release > 22.2 Expires > 10 Mar 2023 Check network connection | EXTEGRITY | Release > 22.2 Expires > 10 Mar 2023 Check network connection | EXTEGRITY |
| GW Law School 1 > Start or save | ScreenShield | GW Law School 2 > Exam ID; Course or exam title | |
| Prepare to start new exam Select existing exam Resubmit an existing exam. Restart an interrupted exam. Confirm an exam submittal by viewing the receipt. | | Exam ID 99991 Exam ID (confirm) 99991 | Protected info (optional) |
| | | Course Practice Exam ON Course | ✓ (confirm) |
| Quit © Evrogrity Inc. Next > All rights reserved. | ₩ Begin <u>E</u> xam | Practice Exam DN Quit © Extegrity Inc. < Back N All rights reserved. | ext > ⊘ Begin <u>E</u> xam |

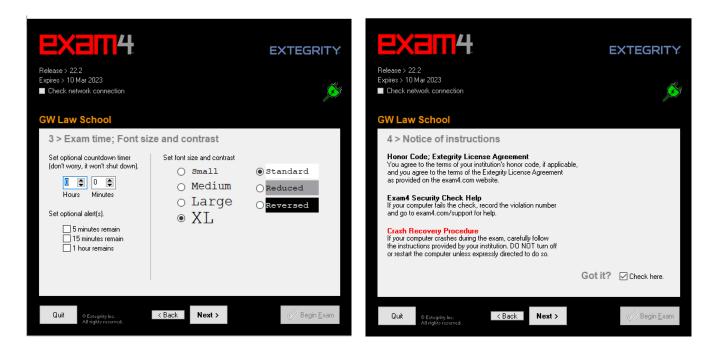
- 1.) Select "Prepare to start new exam".
- 2.) Enter your **ExamID** number in the **ExamID** Field.
- 3.) Select the correct course from the two course dropdowns. To practice, select "Practice Exam ON".



4.) Check the box to re-confirm your ExamID and Course. Click "OK".

| Preparations | | |
|--------------|---|--|
| PLEASE | HAVE YOUR GWORLD CARD READY TO BEGIN | |
| LOGIN | AND BEGIN THE EXAM | |
| - PREPAR | RE TO TAKE SEPARATE PHOTOS OF YOUR GWORLD CARD AND YOURSELF | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Due | Local time 4:52 PM on 13 Apr 2023 | |
| Due | Local time 4:52 PM on 13 Apr 2023 (Official time 8:52 PM on 13 Apr 2023 UTC) | |
| Due | | |

5.) The Preparations window will pop up. Have your GWorld card handy and prepare to login and take photos. Click **"Continue".**



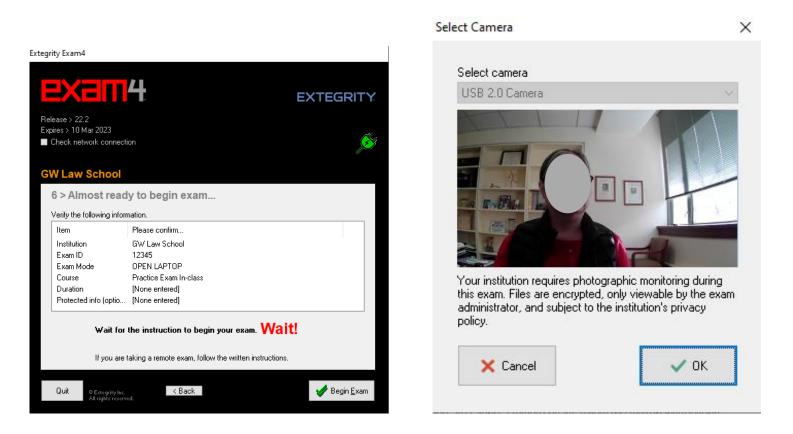
6.) Set the timer to your exam length. Please note that setting the timer and alerts will not shut down the program. It is your responsibility to manage your time and end your exam at the right time.

7.) Read the Notice of instructions and Honor Code. Click "Got it?"

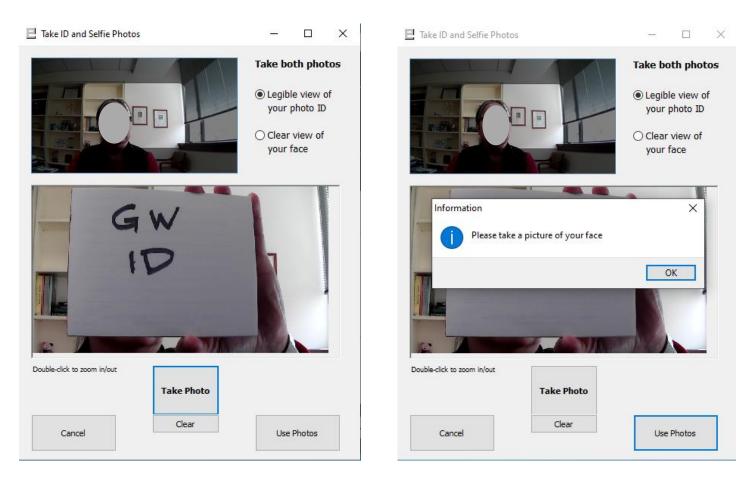
Extegrity Exam4 EXTEGRITY: EXTEGRITY Release > 22.2 Expires > 10 Mar 2023 Release > 22.2 Expires > 10 Mar 2023 Ø Check network connection Check network connection (\mathbf{x}) Exam Mode Warning Х **GW Law School** GW La Re-confirm Exam Mode: OPEN LAPTOP 5 > Exam Mode 5 > E You have chosen an Exam Mode 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. Choose an Exam Mode to indicate which Type selected Exam Mode here Choose kind of kind of exam you are taking. OPEN CLOSED CLOSE OPEN Exam Mode access - Closed-computer exam - NO access to other data on this PC Closed Exam Mode is reported on exam printouts. LAPTOP (default) Check box to re-confirm 🔽 Typical for most exams Туріса OPEN OPEN 🗙 Choose other Exam Mode 🗸 ок Check box to confirm Exam Mode is OPEN LAPTOP Open-computer exam • Open-• Access • Option: NETWORK adds access to - Access to other data on this PC - Option: NETWORK adds access to \checkmark \checkmark n Mode is reported on exam printouts Exam Mode is reported on exam printouts the local network and/or Internet the local network and/or Internet Quit < Back Next > Begin Exam Next> Quit < Back Begin <u>E</u>xar

8.) Enter the Exam Mode and check the box to confirm. Check box to re-confirm. Click "OK".

Extegrity Exam4



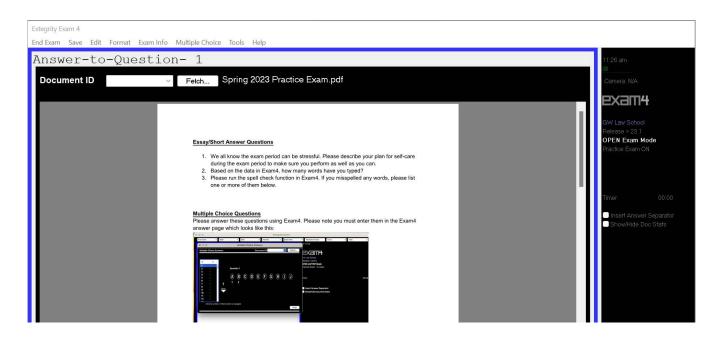
9.) Click "Begin Exam". Your camera will activate at this point. Have your GWorld card handy and click "OK".



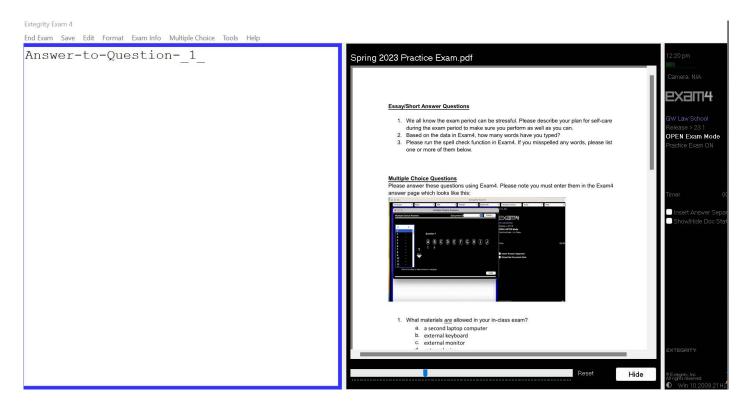
10.) Prepare to take separate photos of your GWorld card and your face. It may be necessary to turn your GWorld card horizontally. Follow the prompt to make sure the camera has a clear view of each photo. To take the pictures you will click **"Take Photo"**, once you have taken a clear photo, click **"Use Photo"**. This process should take less than a minute if you practice and make sure your camera is working properly.

| Extegrity Exam 4 | |
|--|--|
| End Exam Save Edit Format Exam Info Multiple Choice Tools Help | |
| Answer-to-Question- 1 | 11.27 am |
| Exam Information | Camera; N/A |
| Instructions Resources | exam 4 |
| Sample Document.pdf Spring 2023 Practice Exam.pdf Open | GW Law School Release > 23.1 OPEN Exam Mode Practice Exam ON |
| | Timer 00.00 ■ Insert Answer Separator ■ Show/Hide Doc Stats |
| Due 8:52 PM on 13 Apr 2023 UTC 4:52 PM on 13 Apr 2023 Hide | |

11.) A window will pop up with two tabs. The "**Instructions**" tab contains the exam parameters. The "**Resources**" tab contains the PDF of the exam questions. You may toggle between the two tabs at any time during the exam. Click the "**Resources**" tab, select the "**Spring 2023 Practice Exam**" and "**Open**" to open the exam.

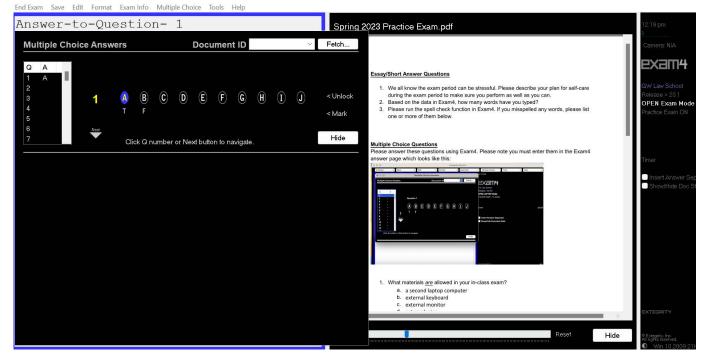


12.) Please note that you may not download or screen capture the exam. You may click **"Hide"** to go to the word processing area to enter your answers.



13.) You may click the **"Side-by-Side View"** button to work on the word processing area next to the exam questions. Click the **"Hide"** button to close the exam and maximize the word processing area. Familiarize yourself with the Exam4 features such as hiding the exam, scrolling, and zooming in and out of the exam questions. To go back to a hidden window at any time, click "**Exam Info**" and click the window you wish to open.

Extegrity Exam 4



14.) Different operating systems will either have a Menu at the top or buttons. Click the "Multiple Choice" button to activate the multiple choice feature. You will be able to toggle between the word processing area, exam questions, and multiple choice by simply clicking Hide, Multiple Choice and/or Exam Info. Click "Side-by-side" to view both exam and answer area. To go back to any hidden window click "Exam Info" and open the window you wish to open.

15.) When it is time to end your exam, navigate to End exam and then click "End Exam Now"

16.) Confirm that you want to end your exam now.

17.) A "Save Options" window will appear. Click "Submit Electronically". You will receive an "Exam Submittal Receipt. If you receive a green "Exam Submittal Successful" message, go ahead and exit Exam4. If you receive a red "Error on Exam Submittal" message, follow the guidance on the dialog box. You will be given a 10-minute grace period to log in and submit your exam.