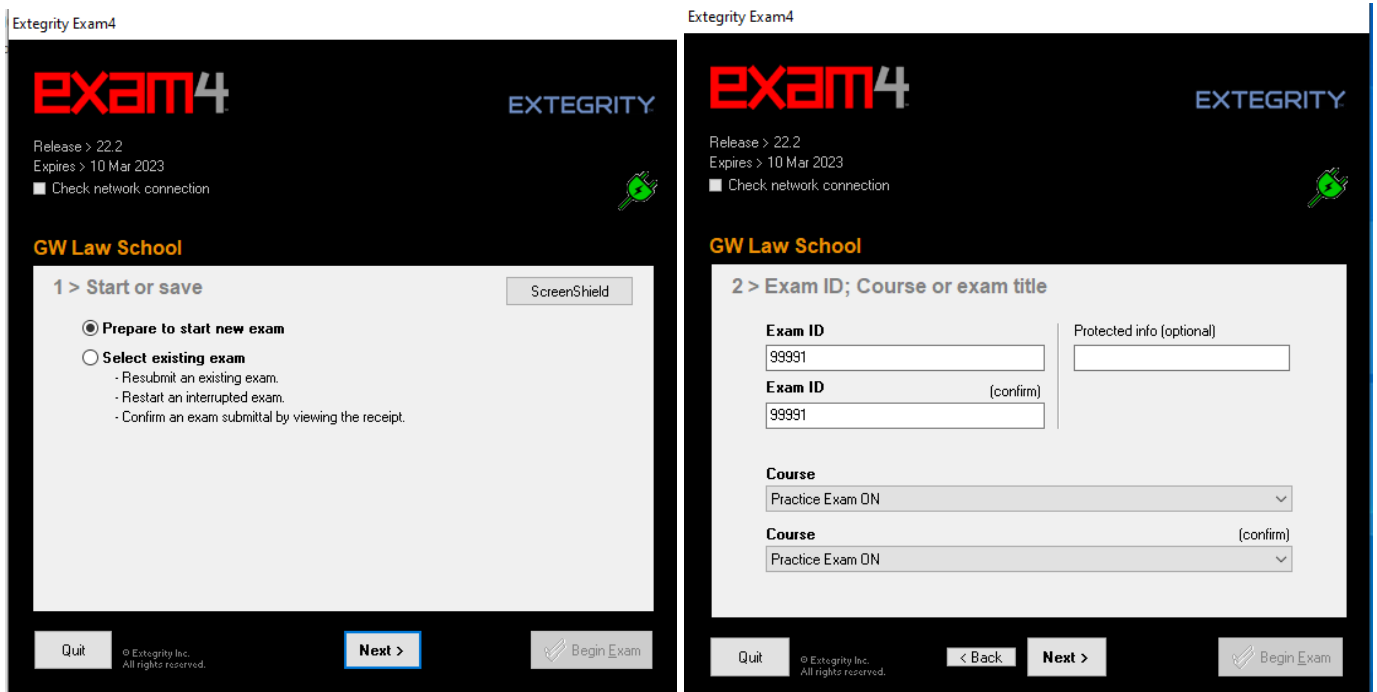
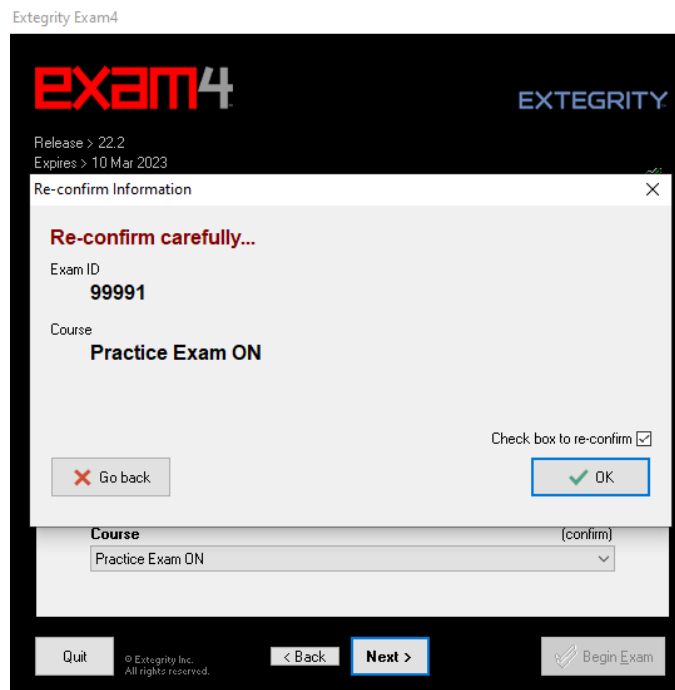


Student Instructions for Remote Proctored Exams

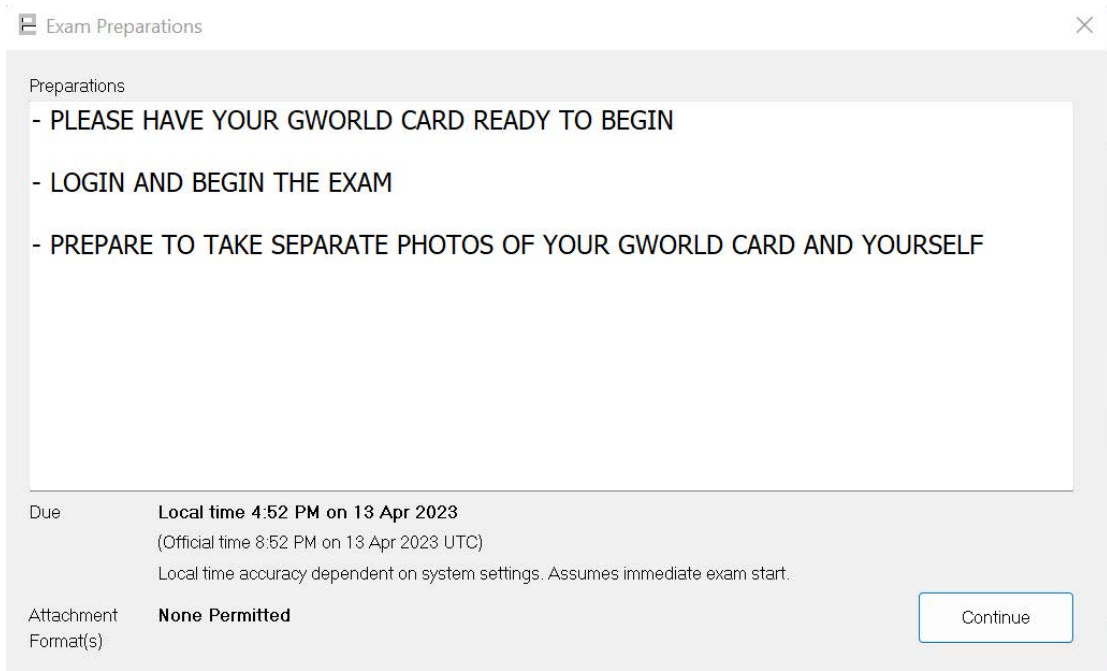
Have your GWorld card handy and make sure your camera is working properly. MAKE SURE sleep mode is disabled and your laptop is connected to wifi before launching Exam4. Note that the sequence may differ slightly between Mac and Windows operating systems.



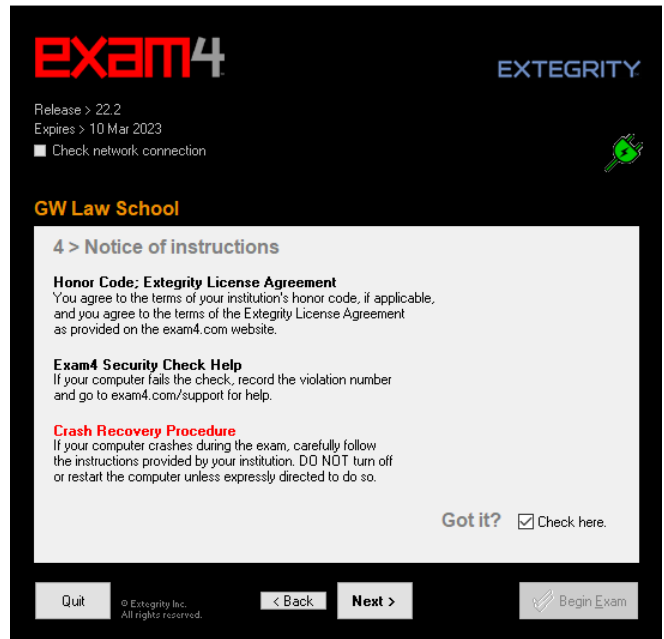
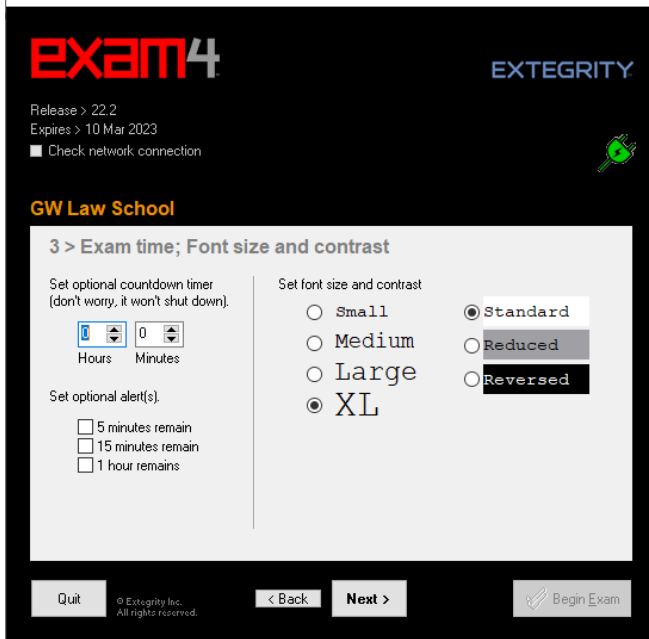
- 1.) Select "**Prepare to start new exam**".
- 2.) Enter your **ExamID** number in the **ExamID** Field.
- 3.) Select the correct course from the two course dropdowns. To practice, select "**Practice Exam ON**".



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

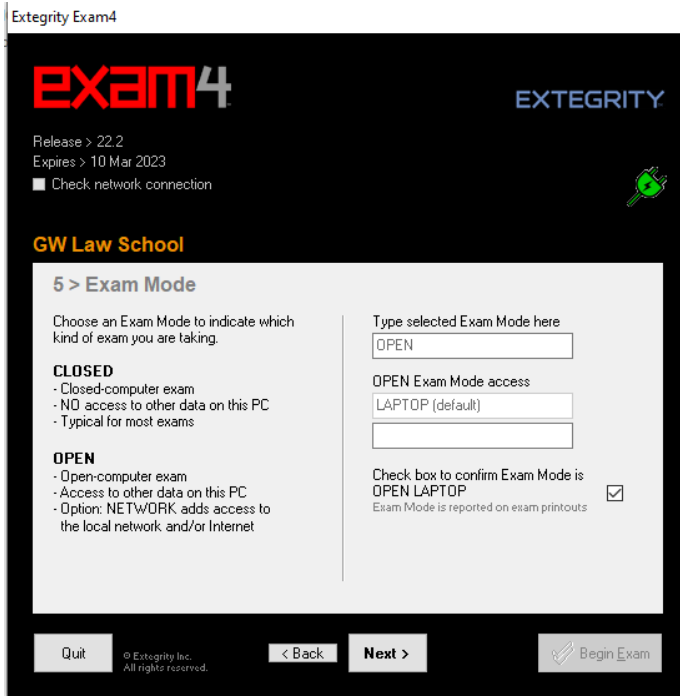


5.) The Preparations window will pop up. Have your GWorld card handy and prepare to login and take photos. Click **“Continue”**.

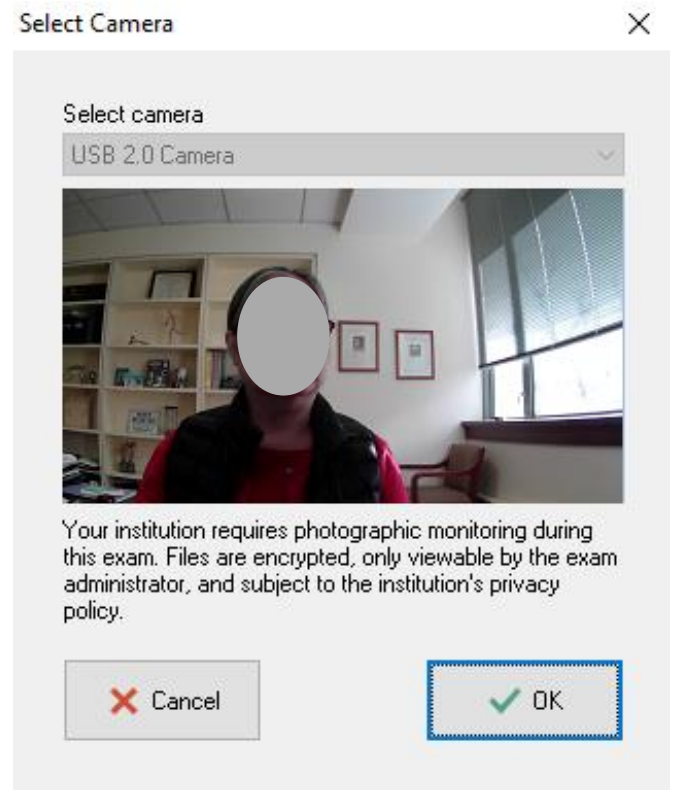
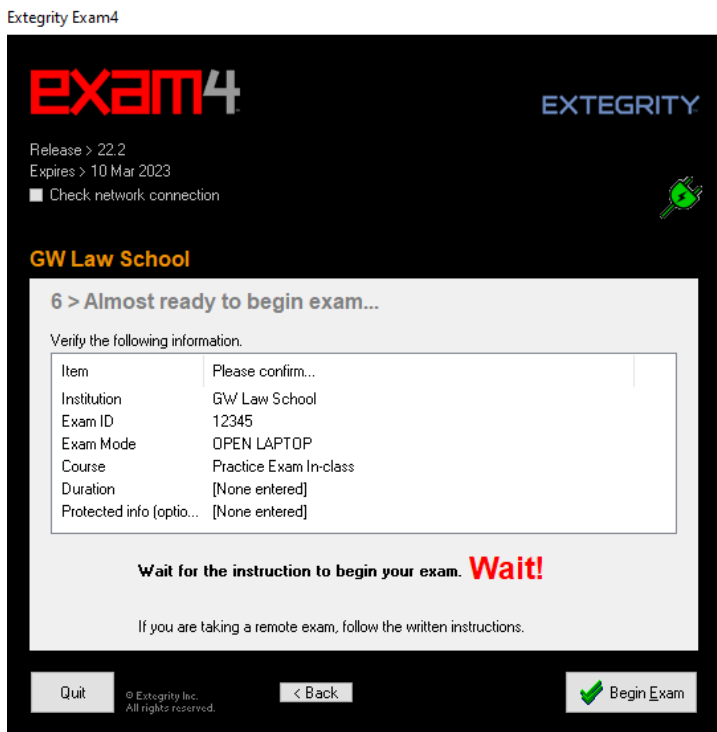


6.) Set the timer to your exam length. Please note that setting the timer and alerts will not shut down the program. **It is your responsibility to manage your time and end your exam at the right time.**

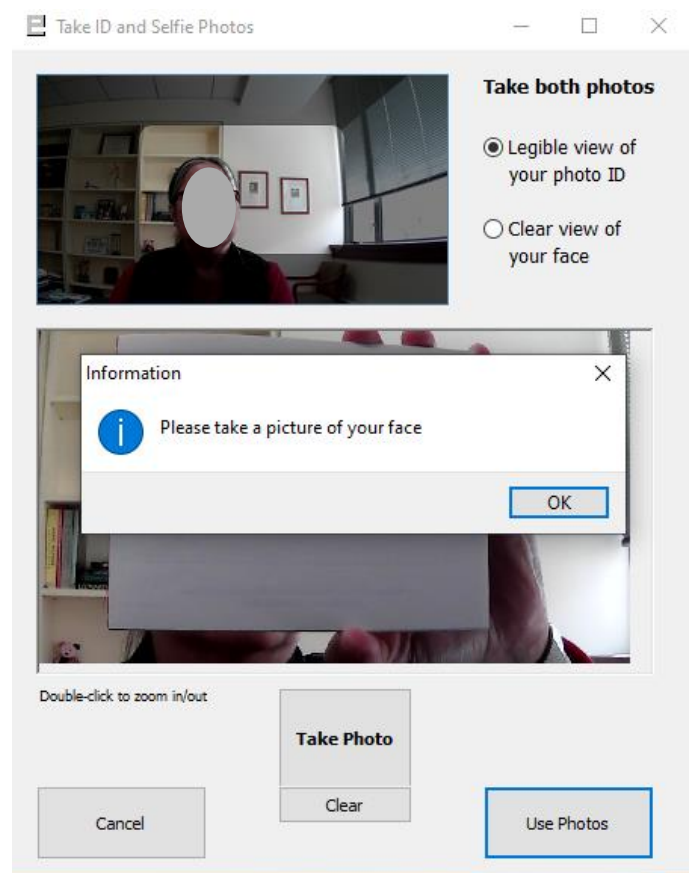
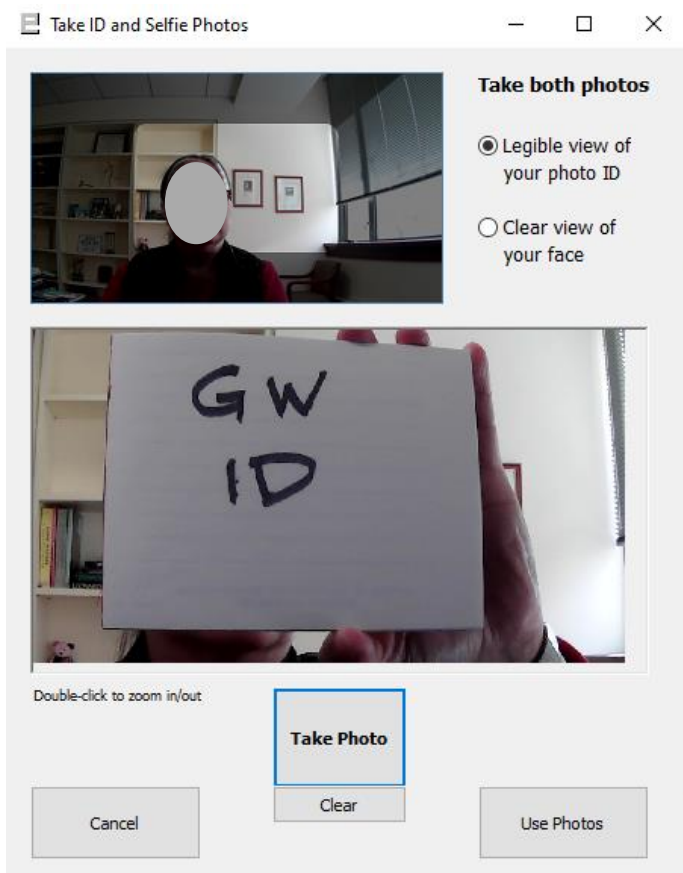
7.) Read the Notice of instructions and Honor Code. Click **“Got it?”**



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



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

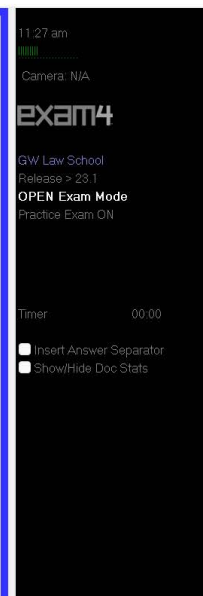
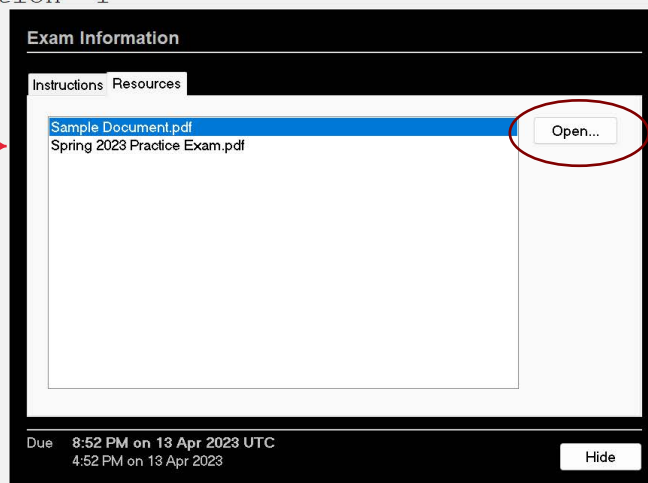


10.) Prepare to take separate photos of your GWorld card and your face. It may be necessary to turn your GWorld card horizontally. Follow the prompt to make sure the camera has a clear view of each photo. To take the pictures you will click **“Take Photo”**, once you have taken a clear photo, click **“Use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

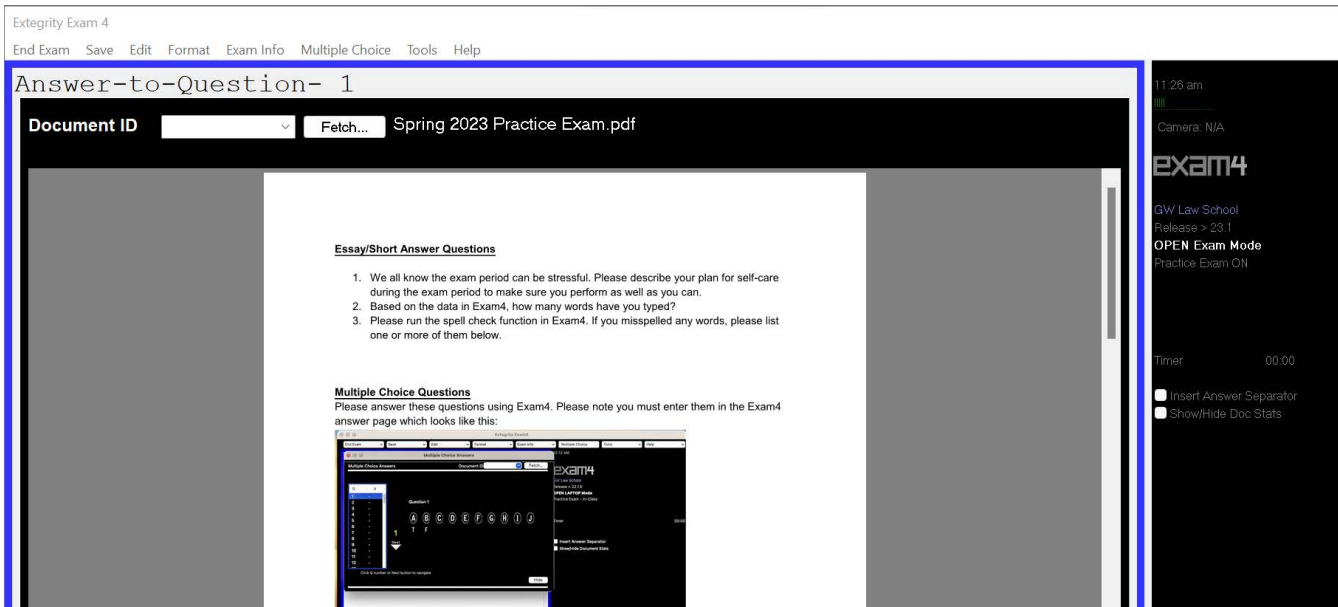
Exegrity Exam 4

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

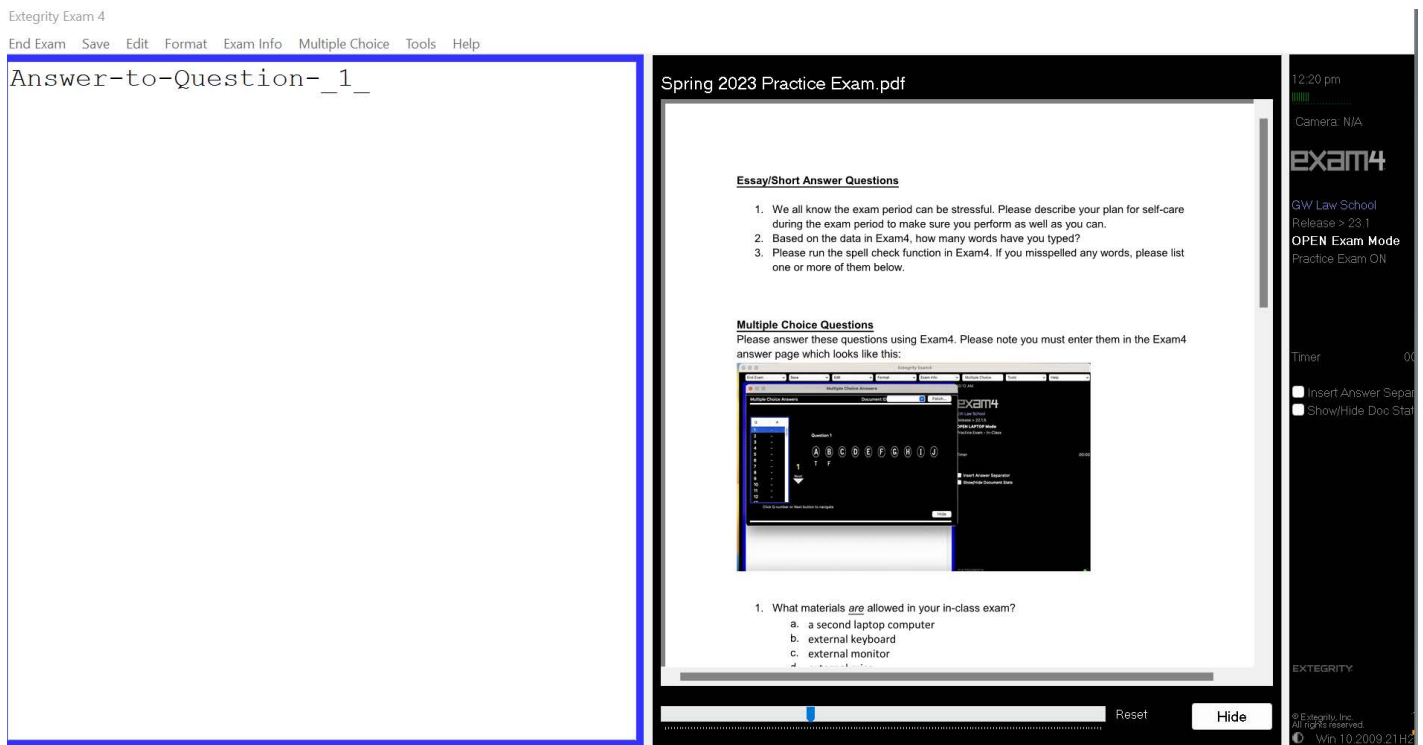
Answer-to-Question- 1



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.

The screenshot displays the Extegrity Exam 4 interface. At the top, there is a menu bar with options: End Exam, Save, Edit, Format, Exam Info, Multiple Choice, Tools, and Help. The main window is titled "Spring 2023 Practice Exam.pdf". On the left, a "Multiple Choice Answers" panel is visible, showing a table with columns "Q" and "A". The table contains one row: "1 A". Below the table are buttons for "Unlock" and "Mark", and a "Next" button. A "Hide" button is also present. The main content area shows "Essay/Short Answer Questions" and "Multiple Choice Questions". The "Multiple Choice Questions" section contains a question: "1. What materials are allowed in your in-class exam?" with options: a. a second laptop computer, b. external keyboard, c. external monitor. The interface also shows a timer, a camera status, and a footer with "Extegrity, Inc. All rights reserved. Win 10 2009/21".

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.**