

Student Instructions for Laptop Exams

MAKE SURE sleep mode is disabled and your laptop is connected to the wireless network (GWireless) **BEFORE** launching Exam4.

Extegrity Exam4

exam4 EXTEGRITY

Release > 22.0
Expires > 25 Nov 2022

■ Check network connection

GW Law School

2 > Exam ID; Course or exam title

Exam ID: 12345
Exam ID (confirm): 12345

Protected info (optional):

Course: Practice Exam
Course (confirm): Practice Exam

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- 1.) Check "Prepare to start new exam"
- 2.) Enter your **ExamID number** in the ExamID Field
- 3.) Select the correct course from the two pull-down screens.
- 4.) Check the box to re-confirm your ExamID and Course. Click OK.

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3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).
Hours: 0 Minutes: 0

Set font size and contrast:
 Small
 Standard
 Reduced
 Large
 Reversed
 XL

Set optional alert(s):
 5 minutes remain
 15 minutes remain
 1 hour remains

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- 5.) **OPTIONAL TIMER** and time alerts may be set but will **not** shut down the program. **The proctor will keep the official time according to the wall clock.**
- 6.) Read the Notice of Instructions. Click **Got it?**.

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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

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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- 7.) Check the exam instructions on the board in the exam room, then enter "OPEN or CLOSED" into the Exam mode box. The system will allow you to re-confirm the exam mode. Check box to re-confirm. Open mode will allow access to the laptop hard drive. Closed mode will prohibit access to the hard drive.

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6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	GW Law School
Exam ID	12345
Exam Mode	OPEN LAPTOP
Course	Practice Exam
Duration	[None entered]
Protected info (optio...	[None entered]

Wait for the instruction to begin your exam. Wait!

If you are taking a remote exam, follow the written instructions.

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- 8.) Look over the information on the final screen and wait until the proctor says "begin." There will be a brief security check as Exam4 checks your hard drive before you will be able to type in your exam answers.

9) When it is time to end your exam, navigate to End exam and then click “End Exam Now”

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

11) 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.