Student Instructions for Laptop Exams

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

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.

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?**.

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.

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.