Student Instructions for Laptop Exams

MAKE SURE your laptop is connected to the wireless network (GWireless) BEFORE launching Exam4

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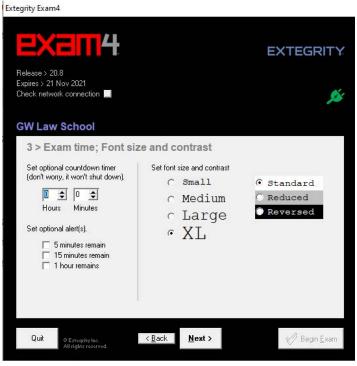
1.) Check "Prepare to start new exam"

2.) Enter your **GWID number** in the GWID Field3.) Select the correct course from the two pull-down screens.

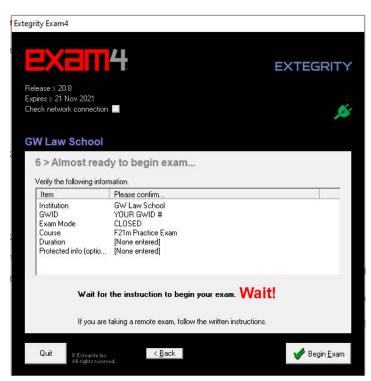
4.) Check the box to re-confirm your GWid and Course. Click OK.



7.) Type "CLOSED" into the Exam mode section. All exams are closed computer exams. Check the box to confirm Exam Mode is CLOSED.



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?.



8.) Look over the information on the final screen andwait 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.