

Student Instructions for Laptop Exams

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

Extegrity Exam4

exam4 EXTEGRITY

Release > 20.8
Expires > 21 Nov 2021
Check network connection

GW Law School

2 > Exam ID; Course or exam title

GWID
Your GWID #
Protected info (optional)
Your GWID # (confirm)

Course
Course (confirm)

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- 1.) Check “Prepare to start new exam”
- 2.) Enter your **GWID number** in the GWID Field
- 3.) Select the correct course from the two pull-down screens.
- 4.) Check the box to re-confirm your GWid 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 optional alert(s).
 5 minutes remain
 15 minutes remain
 1 hour remains

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

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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

Type selected Exam Mode here
CLOSED

Check box to confirm Exam Mode is CLOSED
Exam Mode is reported on exam printouts

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

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6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	GW Law School
GWID	YOUR GWID #
Exam Mode	CLOSED
Course	F21m 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.