

# 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

Release > 20.8  
Expires > 21 Nov 2021  
Check network connection ☐

**GW Law School**

2 > Exam ID; Course or exam title

**GWID**  
Your GWID #  
Your GWID # (confirm)

Protected info (optional)

**Course**  
[Dropdown menu]  
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.
- Note: your GWID is **not** printed on the back of your GWorld card.

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**GW Law School**

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 Medium Large XL  
Standard Reduced Reversed

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?**

Extegrity Exam4

Release > 22.0  
Expires > 30 Jun 2022  
Check network connection ☐

**GW Law School**

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

Check box to confirm Exam Mode is ☐  
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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**GW Law School**

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.