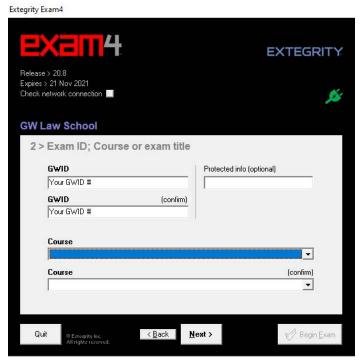
Student Instructions for Laptop Exams

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

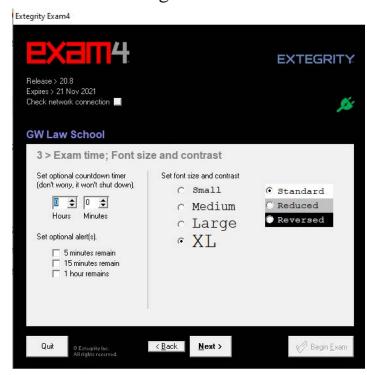


- 1.) Check "Prepare to start new exam"
- 2.) Enter your **GWID number** in the GWID Field
- 3.) Select the correct course from the two pull-down screens.
- 4.) Check the box to re-confirm your GWid and Course. Click OK. Note: your GWID is **not** printed on the back of your GWorld card.

Extegrity Exam4 =X=114 EXTEGRITY Release > 22.0 Expires > 30 Jun 2022 Check network connection **GW Law School** 5 > Exam Mode Choose an Exam Mode to indicate which Type selected Exam Mode here kind of exam you are taking. Closed-computer exam NO access to other data on this PC Typical for most exams Check box to confirm Exam Mode is Open-computer exam Access to other data on this PC Option: NETWORK adds access to Exam Mode is reported on exam printouts the local network and/or Internet

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.



- 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 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.