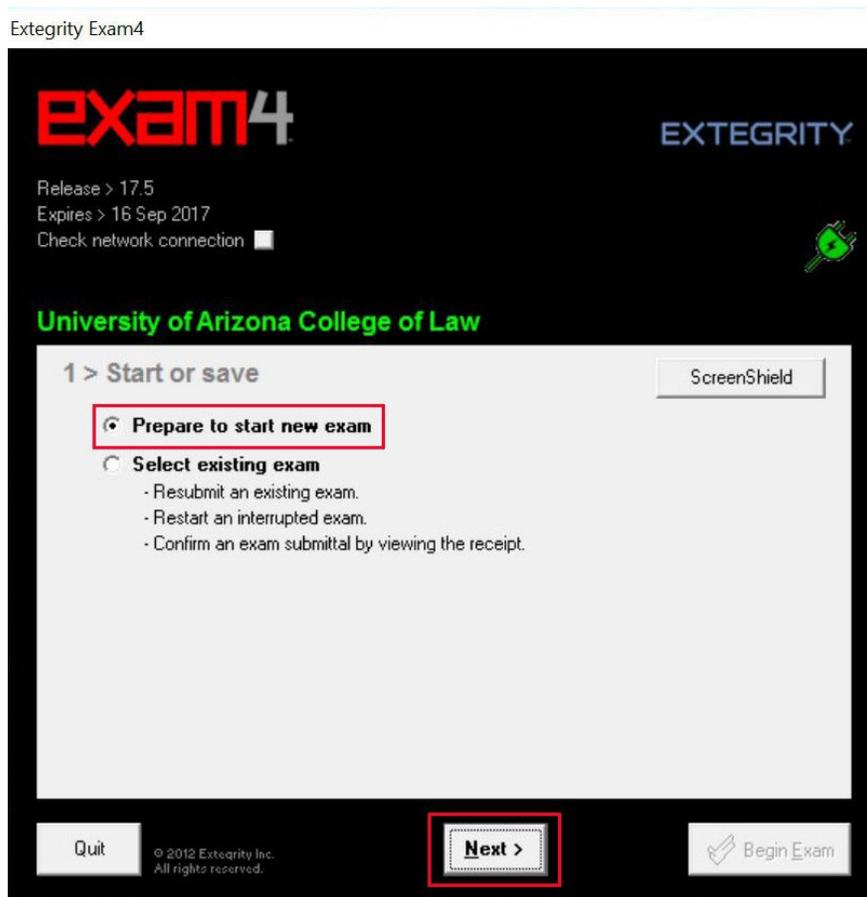


Exam4 Software Documentation

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Screen 1 – Start a New Exam



Select the “Prepare to start new exam” option unless you are resubmitting an existing exam, restarting an interrupted exam, or confirming an exam submittal by reviewing the receipt.

Screen 2 – Identify yourself and select your course

Extegrity Exam4

exam4 EXTEGRITY

Release > 17.5
Expires > 16 Sep 2017
Check network connection

University of Arizona College of Law

2 > Exam ID; Course

Enter your Exam Number for this exam.

Exam Number

One more time...

Exam Number **Your Name [professor does NOT see this]**

Choose the Course for this exam from both lists.

Course

Course

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1. Enter your 4-digit Exam number – twice.
2. Enter your name.
Note: your name does not appear on your exam so your instructor will not see it. This will allow for administrative cross-referencing in the event that you enter an incorrect Exam Number.
3. Select the course for which you will be taking an exam or select an appropriate Practice Exam if you are trying out the software.

Preparations Window

Remote Exam Preparations

Preparations

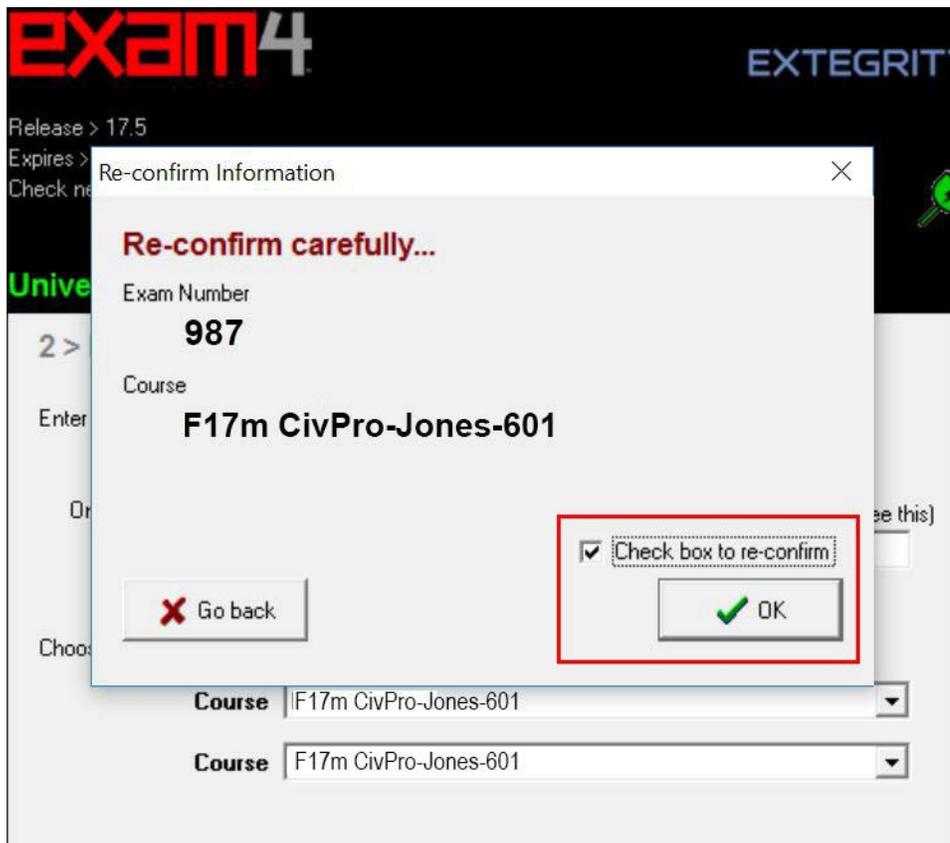
NOTE: In the next window (#3) you may set the optional countdown timer. The timer will help you keep track of time, but it will not end the exam. You are responsible for keeping track of your time and must stop working and submit the exam when the allotted time is up.

Due **2024/09/10 - 8:45:43 PM UTC**
1:45:43 PM Mountain Standard Time on Tuesday, September 10, 2024

Attachment
Format(s)

Read the Preparations content and then Continue.

Window – Confirm your Exam Number & Course Name



Re-confirm your Exam Number and the Course by checking the box and clicking the “OK” button.

Screen 3 – Exam Time, Font, & Answer Separator Settings

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1.2
Expires > 22 Nov 2024
Check network connection

University of Arizona College of Law

3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).

Hours Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

Set font size and contrast

Small Standard
 Medium Reduced
 Large Reversed
 XL

Auto-insert answer separator(s) for question(s).

Quit ©Extegrity All rights reserved. < Back Next > Begin Exam

1. Set a timer that will run in the software while taking your exam.
2. Set a 5-minute, 15-minute and/or a 1-hour alert to notify you as you approach the end of your exam time. The notification from this timer does NOT end your exam—it is only to be used as a reminder. You must end your exam manually before the allowed time expires.
3. Adjust the font size & color for your answer.
4. Pre-populate the answer sheet to have the correct number of answer dividers (e.g., enter “3” if your exam has three essay questions). You can also add answer dividers after you start the exam.

Screen 4 – Notice of Instructions

Extegrity Exam4

exam4™ EXTEGRITY

Release > 23.1.2
Expires > 22 Nov 2024
Check network connection

University of Arizona College of Law

4 > Notice of instructions

Honor Code; Extegrity License Agreement
You agree to the terms of your institution's honor code, if applicable, and you agree to the terms of the Extegrity License Agreement as provided on the exam4.com website

Exam4 Security Check Help
If your computer fails the check, record the violation number and go to exam4.com/support for help.

Crash Recovery Procedure
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer until expressly directed to do so.

Got it? Check here.

Quit ©Extegrity All rights reserved. < Back Next > Begin Exam

1. Leave the violation number field blank unless you receive a violation number.
2. Check the “Got it?” check box.

Screen 5 – Confirm the Exam Mode

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1.2
Expires > 22 Nov 2024
Check network connection

University of Arizona College of Law

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 device
- Typical for most exams

OPEN

- Open-computer exam
- Access to other data on this device
- Option: NETWORK adds access to the local network and/or Internet

TAKEHOME

- Use only for takehome exams

Type selected Exam Mode here
TAKEHOME

Check box to confirm Exam Mode is TAKEHOME
Exam Mode is reported on exam printouts.

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Click the checkbox to confirm that you are using the correct Exam Mode.

Screen 6 – You are ready to start the exam but...Wait!

The screenshot shows the Extegrity Exam4 interface. At the top, it says 'Extegrity Exam4'. Below that is the 'exam4' logo and the 'EXTEGRITY' logo. There are system status indicators: 'Release > 23.1.2', 'Expires > 22 Nov 2024', and 'Check network connection' with a small square icon. A green cursor icon is visible on the right. The main heading is 'University of Arizona College of Law'. Below that, a grey box contains the text '6 > Almost ready to begin exam...' and 'Verify the following information'. A table lists exam details: Institution (University of Arizona College of Law), Exam Number (111), Exam Mode (TAKEHOME), Course (Practice Takehome Exam), Duration (None Entered), and Your Name (professor) (None Entered). Below the table, a large red 'Wait!' message is displayed with the text 'Wait for the instruction to begin your exam. Wait!'. At the bottom of the grey box, it says 'If you are taking a remote exam, follow the written instructions.' At the very bottom of the screen, there are three buttons: 'Quit', '< Back', and 'Begin Exam'. The 'Begin Exam' button is highlighted in blue.

Institution	University of Arizona College of Law
Exam Number	111
Exam Mode	TAKEHOME
Course	Practice Takehome Exam
Duration	None Entered
Your Name (professor)	None Entered

Wait for the instruction to begin your exam. Wait!

If you are taking a remote exam, follow the written instructions.

Quit ©Extegrity All rights reserved. < Back Begin Exam

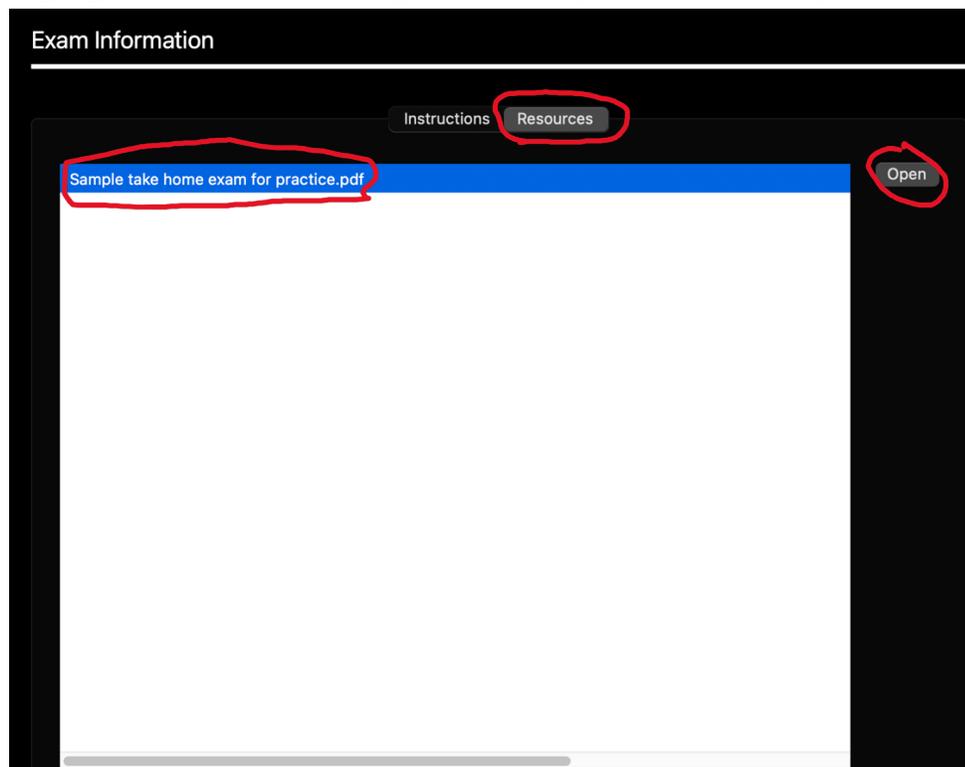
1. In-person exams: wait until the proctor in the room tells you to click the “Begin Exam” button.
2. Take-home exams: make sure you have everything you need to take your exam ready before clicking the “Begin Exam” button. The exam clock starts when you click the “Begin exam” button.

Accessing Exam Questions

- In-person examinees receive a paper copy of the exam questions in the classroom.
- Take-home exams provide a way to print the questions at home.
- Both in-person and take-home exams also give students the option to review the exam questions digitally.

Getting started

1. Click the “Begin Exam” button and read the instructions.
2. Skip to Step 3 if you prefer exam questions on paper. If you **prefer or are required to review your questions digitally**, click on the Resources tab to “open” the exam questions document.
 - a. Highlight the document title you wish to open, then click “Open.”



- b. If you are taking an **in-person exam**, a new window will open. Click the “Side by side” button at the bottom right of the question window to pin the question next to the exam answer field.
- c. Windows users only, place your cursor between the essay window (with green border) and the exam question. Left click and slide the window border to your desired position.
- d. Use the horizontal slider bar at the bottom of the question window to adjust the size of the question document for ease of reading.

- e. If you are **taking a take-home exam**, the exam question document will open in a separate browser window.
 - f. *Note:* you can always retrieve the Resources tab and/or question document quickly by clicking “Exam Info” and the selecting “Remote Exam Info” at the top of the Exam4 window.
3. If you **prefer reviewing your questions on paper**, click on “Exam Info” at the top of the screen to close the Instructions/Resources window to access the exam answer field.
- a. Printed exam questions will be provided by the college for in-person exams.
 - b. Students with take-home exams can open their exam digitally (Step 2 above) and the exam question PDF will open in a browser window where it can be printed by the student. However, it is a violation of the honor code to keep a copy of the exam. The printed copy ***must be destroyed*** immediately upon completion
4. There is no Document ID. Leave that box blank. There is nothing to “fetch.”

Essay exam requirements

1. Begin your essay by typing your Exam Number at the top of the essay window.
2. Note for in-person Open Laptop exams: Copy and Paste only works within the Exam4 essay window. You will not be able to paste from an external document.
3. Insert a divider between your answers using the Exam4 answer separator tool. “Insert Answer Separation” is under the Tools menu AND as a checkbox in the black column on the right side of the window. Be sure to number your questions.

Multiple Choice

The multiple-choice and/or true-false questions are on your exam questions document—either on paper or digitally.

1. To access the multiple-choice input section, select Multiple Choice from the menu across the top of the Exam4 window.
2. For Multiple-Choice exam questions, the question number appears to the left of the letters. To choose a different question, click the “Next” arrow, or click on the question number in the small window on the left in the “Q” column.
3. For each question, click on the letter of your choice or use the “T” from “True” (beneath letter A), “F” for “False” (beneath letter B). When you move to the next question, your answer will “lock” so you can’t inadvertently change an answer.
 - a. To change the answer, select your question and “Clear” or “Unlock” and make a new selection. See the options to the right of the letters.
 - b. If you wish to revisit a question, you can “Mark” your answer with an asterisk or “Clear” it.
4. You can review your multiple-choice answers quickly via the small Q/A window on the left. The values in the column under the “Q” are the question numbers and the values in the column under the “A” are the answers for the corresponding question numbers.
5. Click the Hide button at the bottom of the multiple-choice answer window or click anywhere outside of that window to toggle back to the essay answer field. Repeat Step 1 if you are in the essay field and need to toggle back to the multiple-choice answer area.

End and Submit Exam

When you have completed your essay and/or multiple-choice questions, end exam and submit.

1. From the menu across the top of the window, select “End Exam” then “End Exam Now.”
2. A new window opens. Click the check box to confirm you are ready to end the exam. Then click OK.
3. A new window opens. Click on “Submit Electronically.” (Do NOT save to USB Flash Drive. This option is for IT only.)
4. A new window opens. Watch the status bar. If it doesn’t complete within two minutes, Cancel and try again. When it is “Completed OK,” a new window opens.
5. “Exam Submittal Successful.” NOTE! Your submittal is not complete until you:
 - a) Read receipt information.
 - b) Check the box beside “I understand.”
 - c) Click OK.
6. The window closes, and you are back at your exam. From the menu at the top of the window select “Exit Exam4” then “Exit Exam4 Now.”
7. A popup window will ask you to confirm. Click on the check box beside “I’m sure.” Then click on “Exit Exam4.”

NOTE: The Exam4 optional countdown timer reminder does not time you out of the actual exam—it is there for you to use only as a pop-up reminder. If you have the timer activated, you will get a pop-up notification that tells you time is up. However, the exam time continues to run until you **manually end the exam**. You are responsible for keeping track of your time and must stop working and submit the exam when the allotted time is up.