

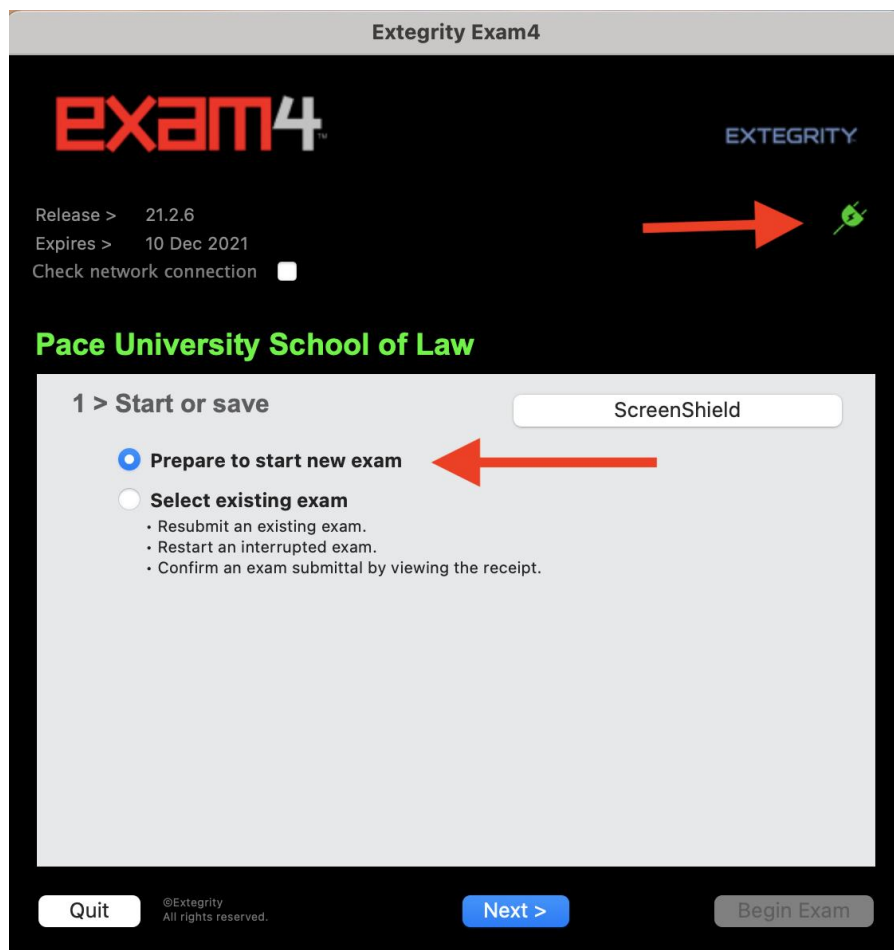
Exam4 Installation and Practice Exam Instructions

Installation:

1. **Save** and **close** any open files or programs on your computer before you install Exam4
2. Direct your browser to <http://exam4.com> and click on Law Schools (top left-hand corner).
3. Select **N** for New York and then select **Pace University School of Law** from the list.
4. Fill out the registration form with your personal information, select your laptop's **operating system** and click on **continue**.
5. Click on Download Exam4 and follow the download instructions to install.

Take a practice exam:

1. **Save** and **close** any open files or programs on your computer before you start Exam4.
2. Double click on the red "e" on your desktop. Click **Ok** to begin.
3. Select **prepare to start new exam** and click **next**.



5. Enter your **4 digit exam ID** twice, (the Exam ID that you receive after completing your SCATES. For any questions about your Exam ID, please contact the Registrar's office) insert your **Pace Law School User ID ONLY** (ex. js12345w) and select your **course** from the available list twice and click **next**.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.2.6
Expires > 10 Dec 2021
Check network connection

Pace University School of Law

2 > Exam ID; Course or exam title

Exam ID: 1234
Exam ID (confirm): 1234
Pace Law School User ID: js12345w
Course: Practice Exam - OPEN NETWORK
Course (confirm): Practice Exam - OPEN NETWORK

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

6. Check **box** to re-confirm correct information entered.

Re-confirm carefully...

Exam ID
1234

Course
Practice Exam - OPEN NETWORK

Check box to re-confirm

Go Back OK

7. All selections on this page are optional and can be filled in or left blank. If you setup the countdown timer and time runs out, the Exam4 software will **NOT** shutdown. You can change the font size, as well as, the color and contrast. All exams will be printed out by the Registrar's office in standard font size and double-spaced, no matter what option you select below.

The screenshot shows the 'Extegrity Exam4' software interface. At the top, it displays the 'exam4' logo in red and white, and the 'EXTEGRITY' logo in blue. Below the logos, it shows the release version '21.2.6' and the expiration date '10 Dec 2021'. There is a 'Check network connection' checkbox which is currently unchecked. The user's institution is identified as 'Pace University School of Law' in green text. The main settings area is titled '3 > Exam time; Font size and contrast'. It is divided into two columns. The left column is for 'Set optional countdown timer (don't worry, it won't shut down)' and includes 'Hours' and 'Minutes' input fields with up/down arrows, and a section for 'Set optional alert(s)' with checkboxes for '5 minutes remain', '15 minutes remain', and '1 hour remains'. The right column is for 'Set font size and contrast' and includes radio buttons for 'Small', 'Medium', 'Large', and 'XL', and a contrast section with radio buttons for 'Standard', 'Reduced', and 'Reversed'. At the bottom, there are buttons for 'Quit', '< Back', 'Next >', and 'Begin Exam'. A copyright notice '©Extegrity All rights reserved.' is visible near the 'Quit' button.

8. Once you have read and understand the information regarding the honor code/security check and crash recovery, check off the box next to **Got it?** and click **next**.

Extegrity Exam4

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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

9. Check box to confirm and click next. On exam day, your Exam Mode will either say **CLOSED** or **OPEN LAPTOP** depending on what exam you are taking.

Extegrity Exam4

exam4 EXTEGRITY

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Check network connection

Pace University School 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

OPEN

OPEN Exam Mode access

LAPTOP (default)

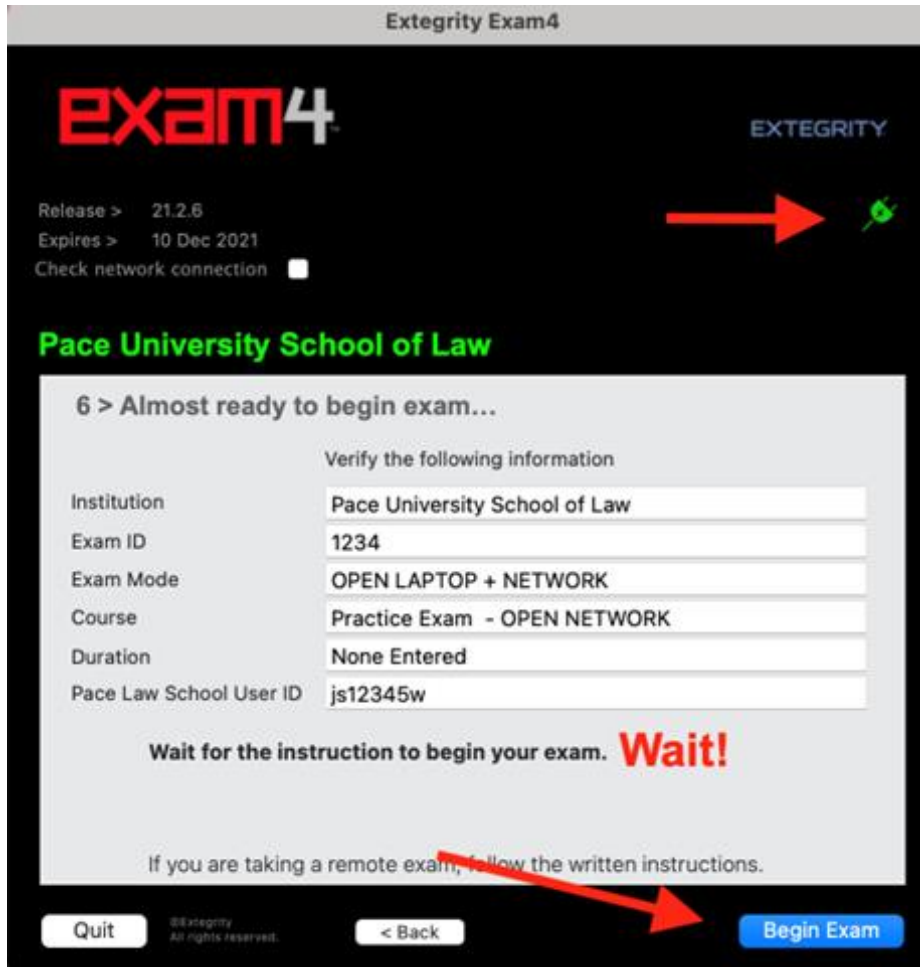
NETWORK

Check box to confirm Exam Mode is **OPEN LAPTOP + NETWORK**
Exam Mode is reported on exam printouts.

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

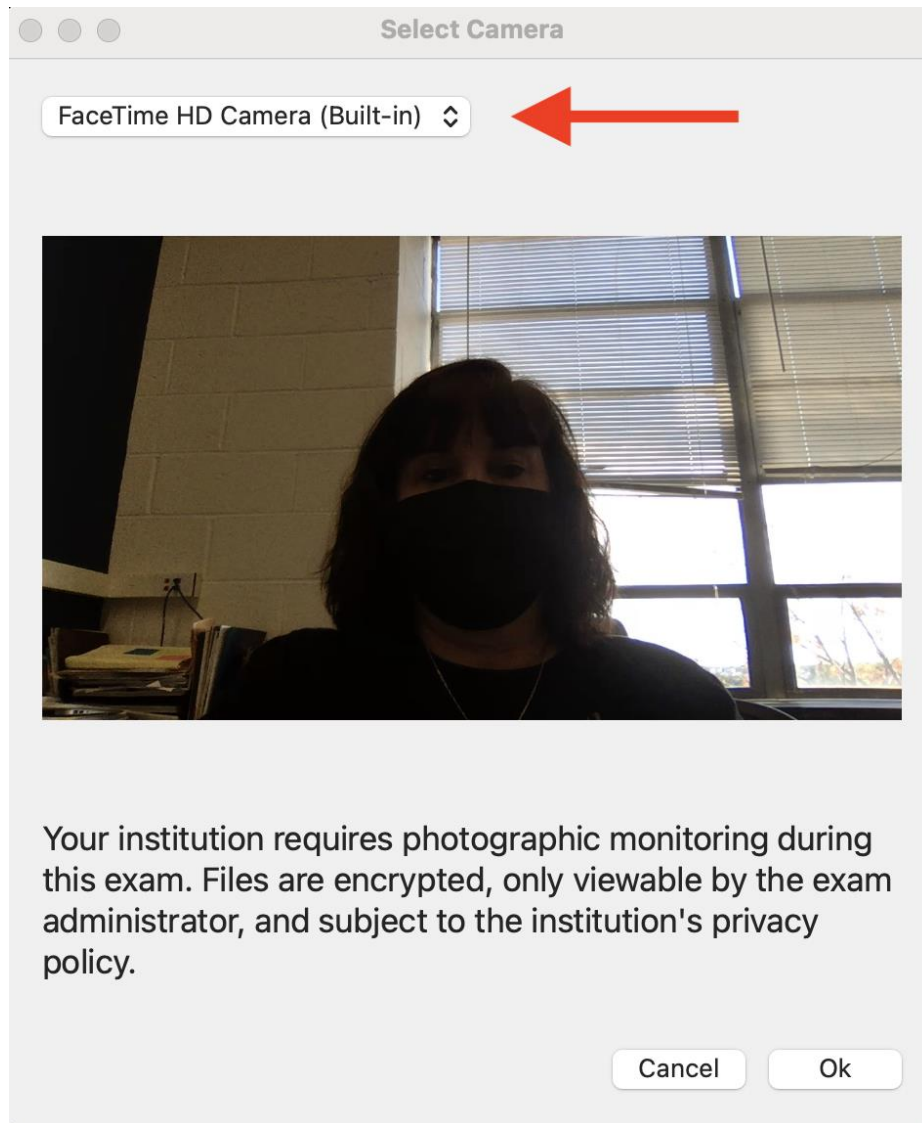
10. On this screen, confirm that all of your exam information is correct (Exam ID, Course name and Pace Law School User ID). Make sure your laptop is plugged in and charging (top right should be green).

On a Windows computer this screen and other screens in Exam4 may look slightly different but contain the same information

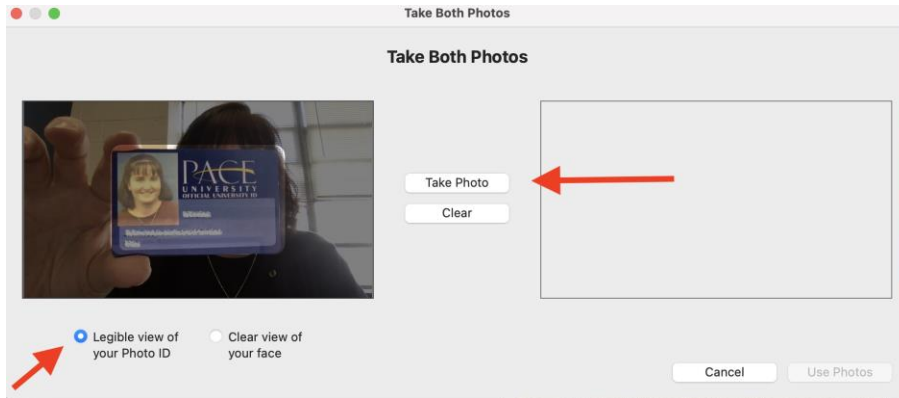


11. Select a camera or leave the default camera if it is working properly. Click OK.

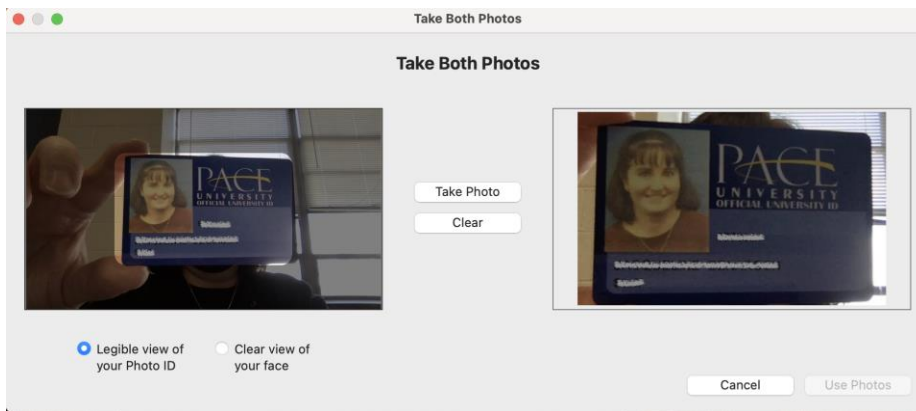
The exam taker must have a laptop with a functioning web camera to take the exam in Exam4. The web camera must remain on, uncovered and with a front view of the exam taker for the entire exam time.



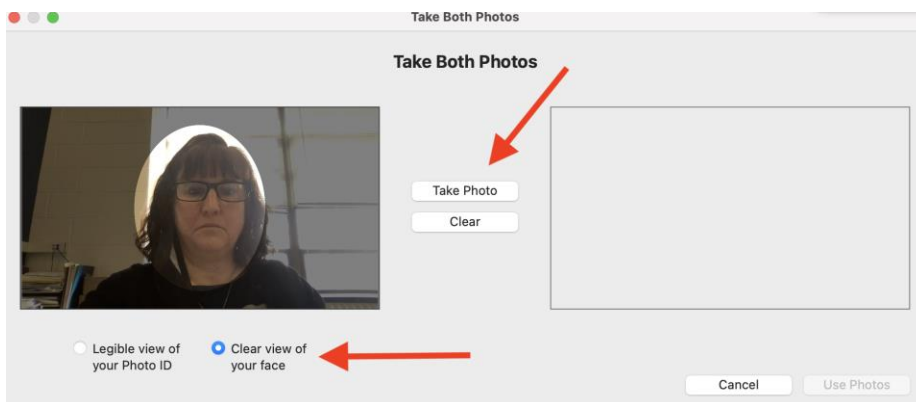
12. Place your whole Pace ID inside the rectangle provided on the screen. **Do not** use your driver's license or any other form of ID. Select **take** the **photo**.



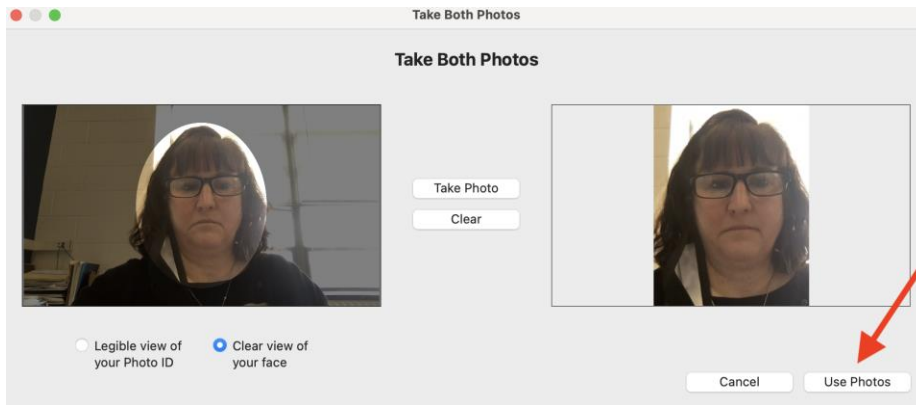
13. Your Pace ID should now be displayed on the right hand side or underneath. If it is not clearly visible, you can clear it and take the picture again.



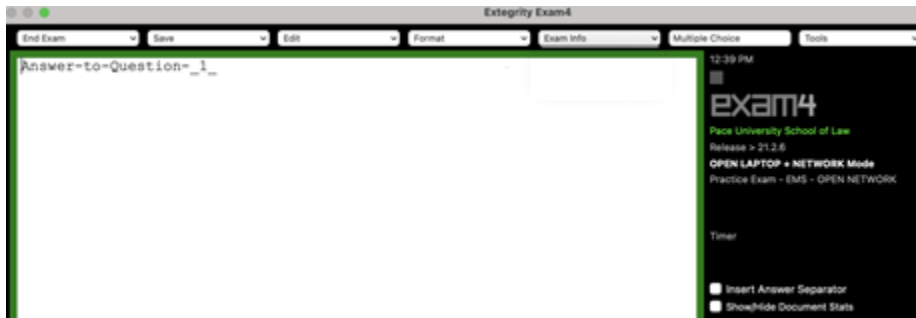
14. You will now need to take a photo of your face. Click where it says, **clear view of your face**. Make sure your face is visible inside of the oval and click on **take photo**. Again, if your face is not clearly visible, please clear it and re-take the picture.



15. Once you click on use photos, your exam will begin. All exams will **only** begin at scheduled start times.



16. You will now be in the main essay screen of Exam4.



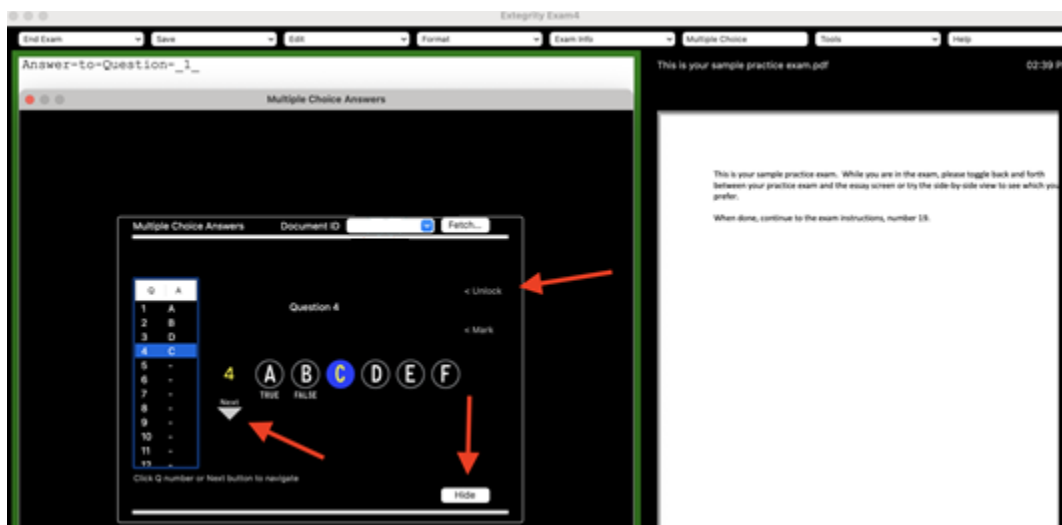
Multiple Choice answers

If you have a multiple-choice exam, your multiple-choice answers will **ONLY** show up on the multiple-choice answer screen and not on the essay screen (white screen) when submitting your answers. Once you click "hide" on the multiple-choice screen you will be brought back to the essay screen which will appear to be blank if you had no essay questions to answer. You can now end and submit your exam.

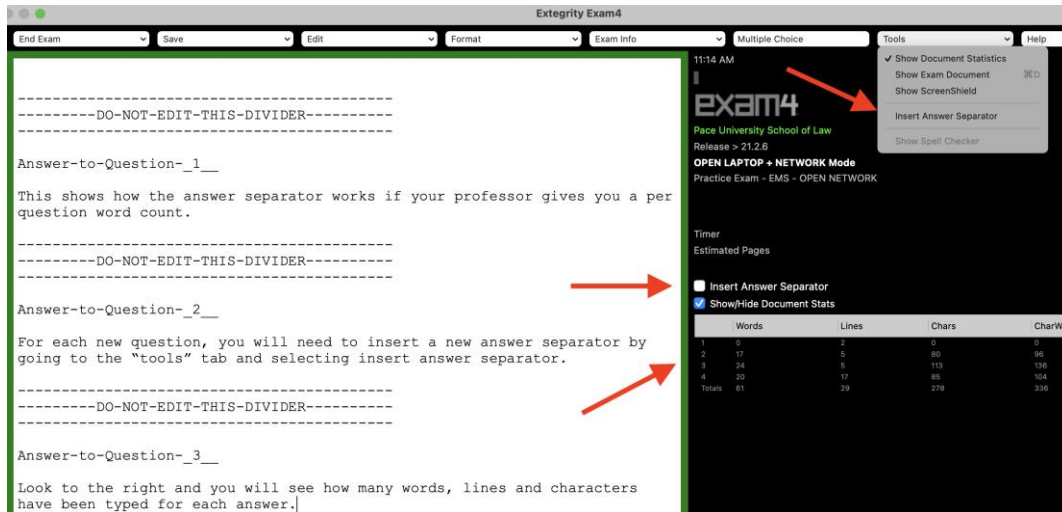
17. Some of your exams may be all multiple choice or have some multiple-choice questions. You can toggle between both **essay** and **multiple-choice** screens within Exam4 when entering your answers. Keep in mind that the essay screen is the default screen. To type your multiple-choice answers into your exam, select **multiple-choice** from the top toolbar.



18. Below is an example of the multiple-choice screen. Select your answers by clicking on the letters provided. You will need to click on the **next** arrow to go to the next line. To delete an answer, please click on **unlock** and then **clear**. To go back to the essay screen within Exam4, select **Hide**. The multiple-choice and essay screen will automatically save your answers.

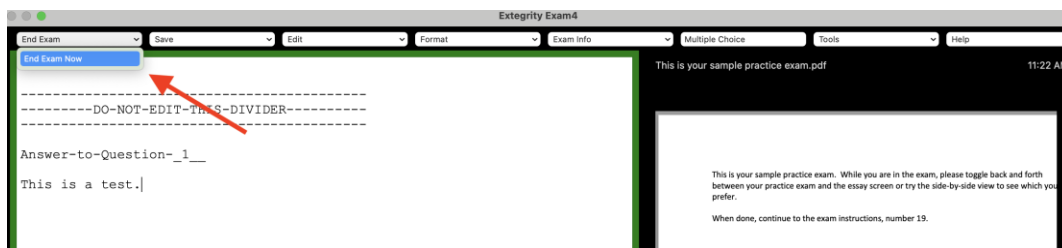


19. Your Professor may or may not have a word limit on each exam question. If there is a word limit, you will need to insert an **answer separator** (which can be done two different ways – see below) between each one of your answers. Click on **show/hide** document statistics to keep an eye on the word count for each question. See below (in screenshot) for more specific instructions. If you cannot see the document statistics, the resolution on your screen may need to be adjusted. Please click [here](#) if you need help adjusting the resolution on your laptop.

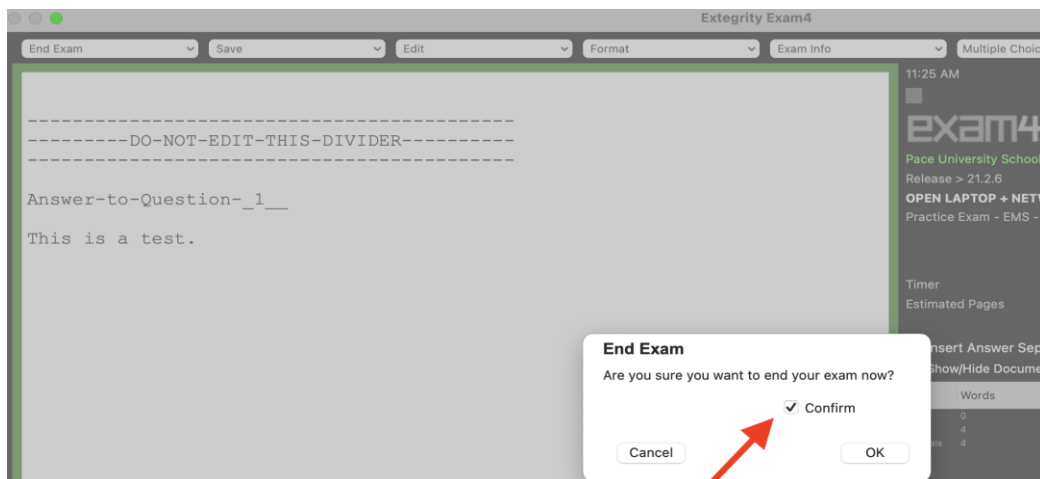


How to Exit and Submit/Upload Your Exam:

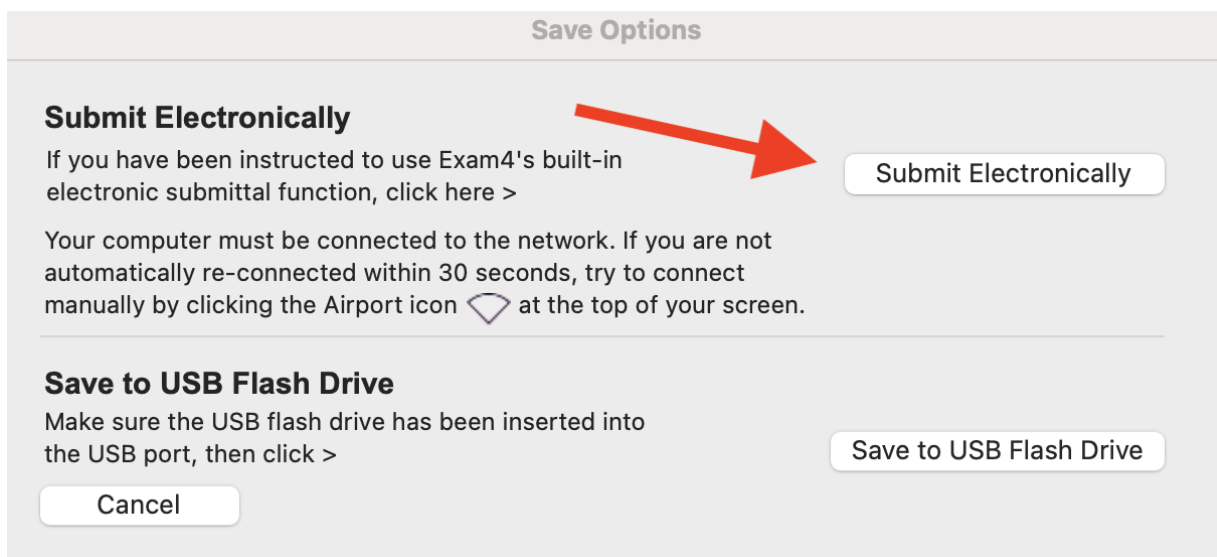
1. When you are finished with your exam, select **end exam** (top left-hand corner).



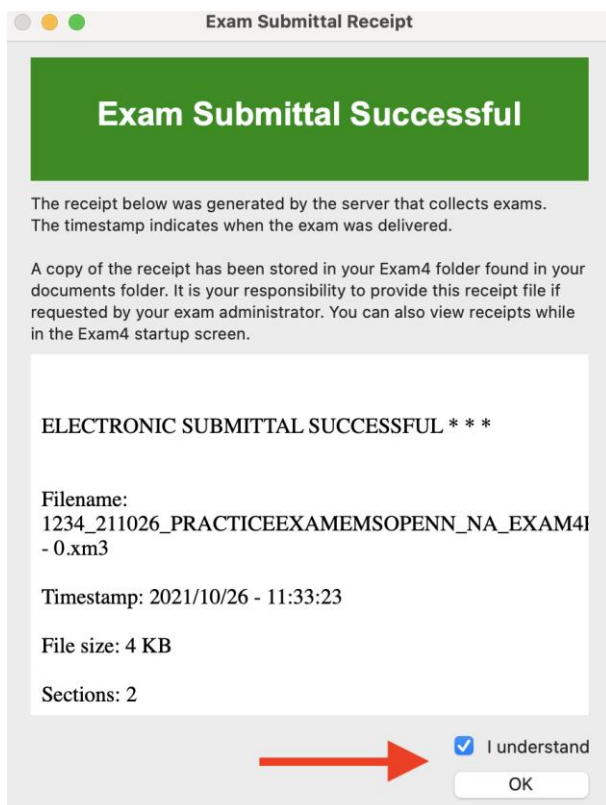
2. You will get a popup to confirm you are ending your exam. Check the **box** to confirm and select **OK**.



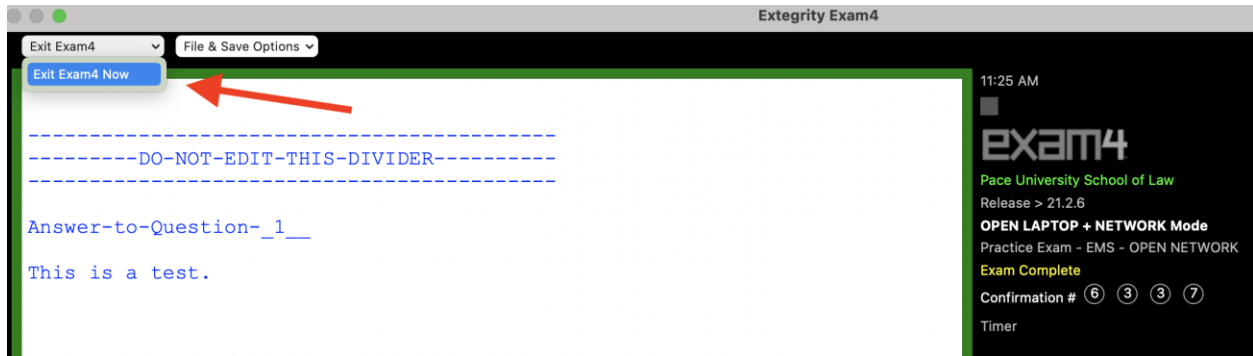
3. Select **Submit Electronically**. You will now get a popup stating that your file has been stored to the server. Click **OK**.



4. The popup below confirms that your exam has been submitted successfully. Check off the **I understand** box and click **OK**. If the banner is **red** instead of green, please make sure you are connected to the wifi and re-submit.



5. You are done and can exit Exam4. Click on **Exit Exam4 now**.



6. Last step. **Check off I'm sure** and select **Exit Exam4**.

