Exam4 "Exam Day" Instructions for in-person exams

The exam taker must have their Pace ID and a laptop with a functioning web camera to take their exam in Exam4. Exam takers must leave their web camera turned on, the camera must remain uncovered and with a frontal view of the exam taker throughout the exam.

1. **Save** and **close** any open files or programs on your computer before you start Exam4 and make sure you are logged into the Pace wifi.

2. Double click on the **red "e"** on your desktop to open the Exam4 software.

3. Select **prepare to start new exam** and click **next**.

4. Enter your **4 digit exam ID** twice, insert your **Pace Law School User ID ONLY (ex. js12345w)** and select your **course** from the available list twice and click **next. Check** box ☑ to re-confirm correct information entered and click on **OK**.

5. You can set up the **countdown timer** if you'd like (it's optional and **will not** shut down the exam when the time runs out). You can also set whether to view the text in **standard or Large print** and change the **color and contrast.** All exams print in standard format. Click **next**.

6. Once you have read and understand the information regarding the honor code, Exam4's security check and crash procedure, please check off ☑ next to **Got it** and click **next**.

7. Make sure it says either **CLOSED or OPEN LAPTOP (depending on your exam)** under exam mode, check ☑ to confirm and click on **next**.

8. Confirm that your exam information is correct (Exam ID, Course and User ID). <u>**DO NOT**</u> click on **Begin Exam** until the proctor instructs you to do so**.**

9. You now have the option to select another **camera** (only if needed). Click **OK** to continue if you are visible on the screen.

10. Next, take a **Picture** of your **Pace ID** and then a picture of **your face** (you may lower your mask for a few seconds to do so) and **wait for the Proctor** before you click on **use photos**. Once you click on use photos, your exam will begin.

How to Exit and Upload Your Exam:

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

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

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

4. You will get another popup: **Exam Submittal Successful.** Check off ☑, I understand and click **OK.**

5. You are now done and can **exit.** Go to **Exit Exam4** and check off ☑ I'm sure and Exit Exam4.

If you get an error message trying to upload your exam, you will need to re-connect to the wireless and try to re-submit the exam.

Additional Information:
- Exam4 is a program that locks down other applications and records your actions while it is running. Any attempt to "break out" of the program will be recorded and may be considered a violation of the Honor Code.

- If your computer crashes during the exam, alert the proctor and s/he will notify the technicians. No additional time will be allotted for your exam, so if this happens, do not wait for the technician to arrive. Immediately get a bluebook and begin writing where you left off. The technician will try to log you back into the exam and if that fails, will copy the exam from your laptop, print, and return it to you. No attempt to fix your computer will occur if this happens during the exam.