Notice: If you are using a newer MacBook Pro model equipped with Apple’s Touch Bar feature, you MUST disable the Touch Bar before beginning your exam. Instructions for doing so can be viewed here: Instructions for disabling the MacBook Pro Touch Bar

*Failure to do this is an Honor Code violation.

If you have any technical questions about this, please ask a member of the IT staff prior to beginning your exam.
Exam 4 Instructions

Pre-requisites

- You must have a working laptop
  - Supported operating systems can be found at the following link, and include:
    - Windows 10
    - Windows 8 (and 8.1)
    - Windows 7
    - Apple OS X 10.12 "Sierra"
    - Apple OS X 10.11 “El Capitan”
    - Apple OS X 10.10 “Yosemite”
    - Apple OS X 10.9 "Mavericks"
  - Make sure that your system is fully up-to-date with relevant security patches before the exam. Users who do not perform routine system updates before the exam sometimes experience unexpected reboots when the system attempts to update during the exam.
  - Perform an antivirus scan on your system prior to your exam
- You must be connected to the University of Memphis wireless network (not the “Guest” network). Once you’ve connected to the “uofm” wireless network, open a browser and verify that you can browse the internet without receiving an error message. You may need to install the SafeConnect Client Policy Key to use the “uofm” wifi. If so, install it, and then test your internet after the installation completes.
• If you have a previously installed version of Exam4, you MUST UPDATE to the latest version before taking your exams. You can check this by launching the software, and looking at the date next to the “Expires” field. If the expiration date has already passed on the software, then you will NOT be able to use it take your exams. You must download the latest copy of the software using the instructions in the next section of this document.

• If you are having trouble with your system prior to exams, please come see IT in Room 209 or email lawit@memphis.edu AS SOON AS POSSIBLE BEFORE YOUR EXAM DATE.
Installing the Exam4 software


2. From there, on the menu to the left side of the screen, select for Law Schools.
3. Next, click T or scroll down to Tennessee to find the link to our law school, University of Memphis School of Law, which you should select.

4. Next complete the registration form, selecting the Operating System which you will use for the exam.
5. After registration, you will see a screen providing instructions for downloading the software.

6. After downloading, you will need to install the software and take a practice exam to confirm that it is working.

**PC Installation**
Choose Components
Choose which features of Extegrity Exam4 you want to install.

Check the components you want to install and uncheck the components you don’t want to install. Click Install to start the installation.

Select components to install:
- Main (required)
- Start Menu Shortcuts
- Desktop Shortcut

Description:
Position your mouse over a component to see its description.

Space required: 5.4MB

Next: Install System
Back
Install
Cancel

Completing the Extegrity Exam4 Setup Wizard
Extegrity Exam4 has been installed on your computer.
Click Finish to close this wizard.

- Run Extegrity Exam4

Back
Finish
Cancel
Mac Installation

Drag Exam4 to the Applications folder.

"Exam4" is an application downloaded from the Internet. Are you sure you want to open it?

Firefox downloaded this file today at 2:22 PM.

[options: Cancel, Open]
Taking a Practice Exam

1. Launch the Exam4 software.

2. Click on “OK”

3. Select "Prepare to start new exam" and click Next.
4. Enter your Exam ID, then select “Practice Exam” as the Course, finally click “Next”. On the day of your exams, you will select the Course that has the course name, section number, and professor name corresponding to the exam you are taking.

5. When the “Re-confirm carefully…” box appears, click “Check box to re-confirm” then click on “OK” to move forward.
6. On this screen you can set some preferences (font size, alerts, etc). We highly recommend you use the default settings. Click “Next” to move forward.

7. After reading the instructions below, put a check on "Got it? Check here" and click Next.
8. Type CLOSED for exam mode, put a check on "Confirm the exam mode" and click Next.

9. Confirm that all the information is correct and click on "Begin Exam".
The first time that you run Exam4, it will perform a Security Check. Your screen may go blank for a few seconds. At the end of the check, you will see the exam window.

You may type anything you want into the Practice Exam. There are no questions to answer in the Practice Exam. Your work will be saved automatically every 4 seconds. You may also use the "Save" option on the toolbar.

When you have finished using the Practice Exam, you may exit by clicking on the "End Exam" option. In the End Exam window, put a check in "Confirm" and click on the "OK, end exam" button.

Spell Check
Exam has a built-in spell check feature that is currently enabled; however, it is not an “auto-correct” – it will not correct words as you type them, it will only perform a spell check when you go into the “Tools” menu and start the spell check tool, as in the image below:
Submitting a Practice Exam

In the "Save Options" window, click on "Submit Electronically".

Your system will then attempt to submit your completed exam to the server. If the process is successful, you will see a message stating that your exam has been stored on the server, followed by a green box.
**Exam Submittal Successful**

The receipt below was generated by the server that collects exams. The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

**ELECTRONIC SUBMITTAL SUCCESSFUL**

Filename: 0_151117_F15PracticeExam_NA_EXAM4GLOVE_3866 - 0.xml

Timestamp: 2015/11/17 - 09:18:31

File size: 2 KB

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**IF YOU DO NOT RECEIVE THE GREEN BOX ABOVE, THEN YOUR EXAM HAS NOT BEEN SUBMITTED, AND YOU MAY NOT RECEIVE CREDIT. FOLLOW THE STEPS BELOW TO GUARANTEE YOUR EXAM IS SUBMITTED BEFORE YOU LEAVE!!!**

If the exam submission process fails, then your exam has been completed, but not turned in. It is possible that your system is not connected to the school network. Please refer to the steps at the being of this guide to check your network connection, then try to submit your exam again.

If that does not resolve the issue, then contact IT immediately. Do not leave campus until your completed exam has been successfully submitted, or you may not receive credit for your exam.

If you have any problems, please contact IT by coming to Room 209 or via email at lawit@memphis.edu

Once your exam has been successfully submitted, you can close Exam4 by going to "File and Save Options", selecting "Exit" and then confirming that you wish to close the program.