

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](#)

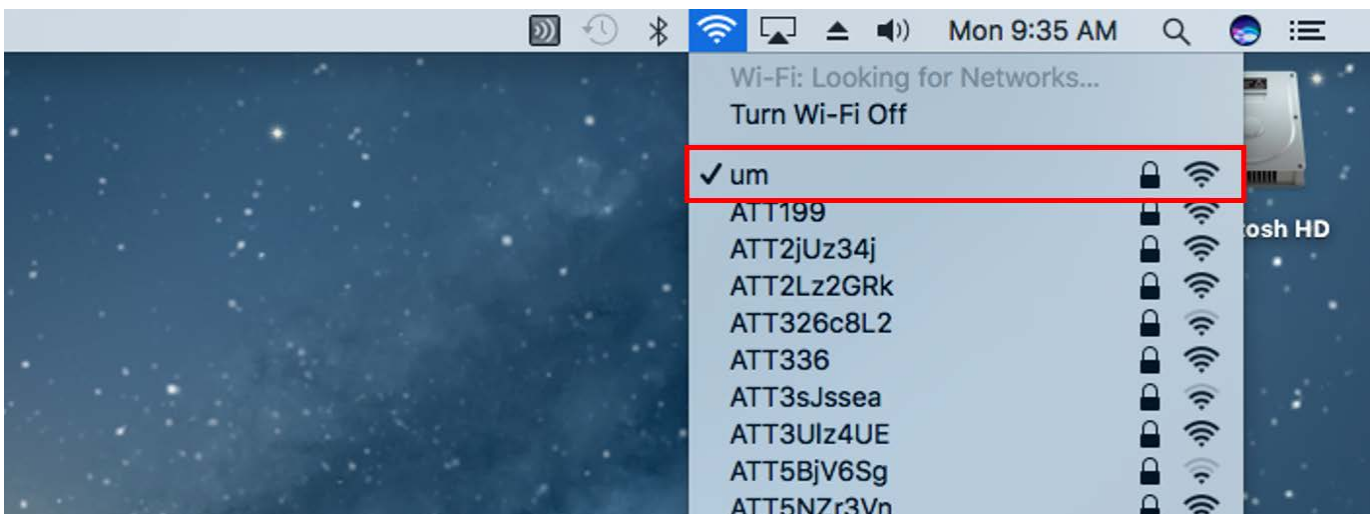
***Failure to do this is an Honor Code violation.**

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

Exam4 Instructions

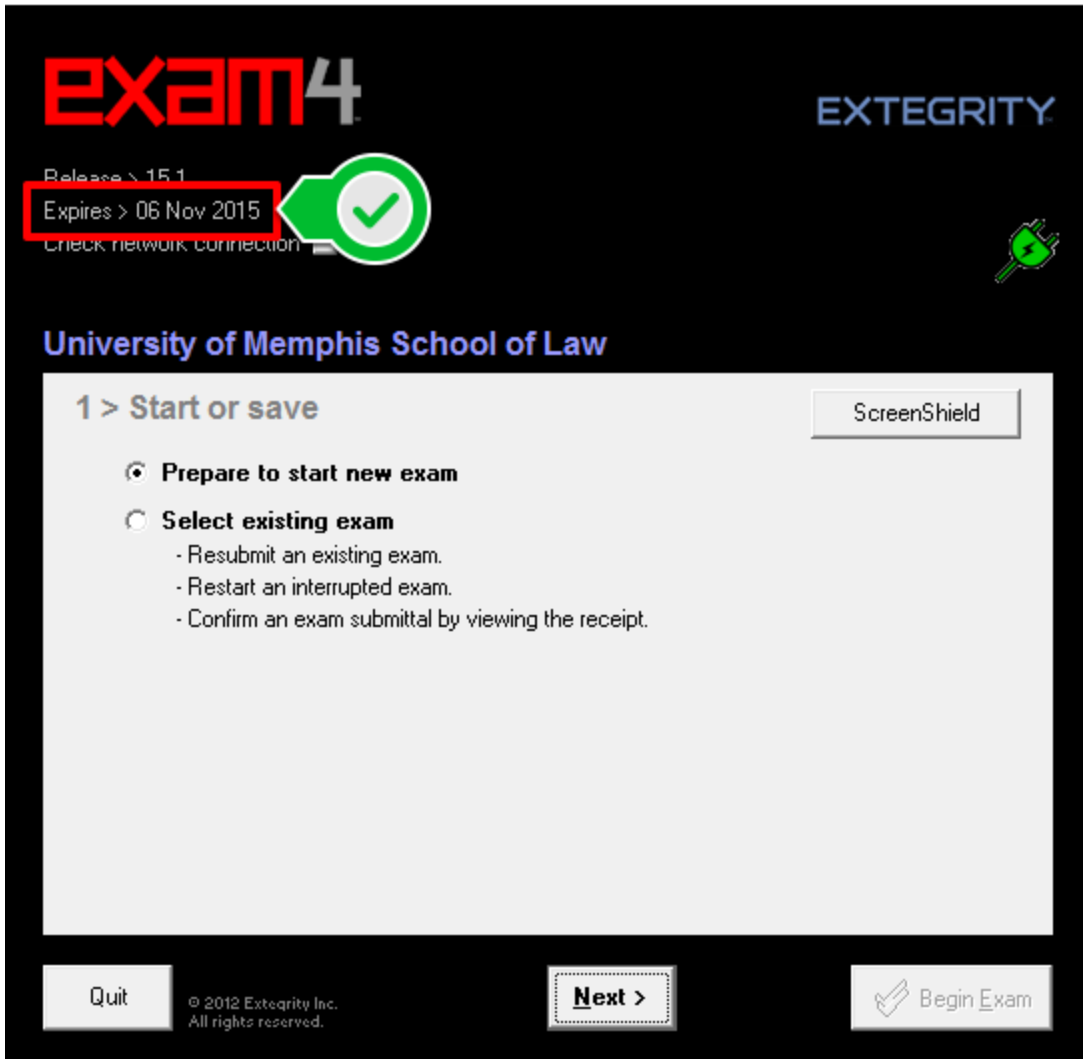
Pre-requisites

- You must have working laptop.
 - Supported operating systems can be found at [the following link](#), and include:
 - Windows Machines:
 - Windows 10
 - Windows 8.1
 - MacOS 10.14 Mojave
 - MacOS 10.13 High Sierra
 - 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 a antivirus scan on your system prior to your exam
- You must be connected to the University of Memphis (um) wireless network (not the “um-guest” network). Once you’ve connected to the “um” wireless network, open a browser and verify that you can browse the internet without receiving an error message.



- 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.

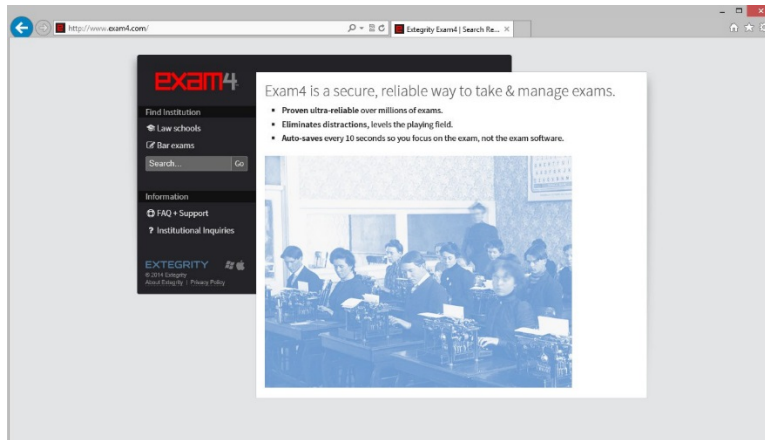
Extegrity Exam4



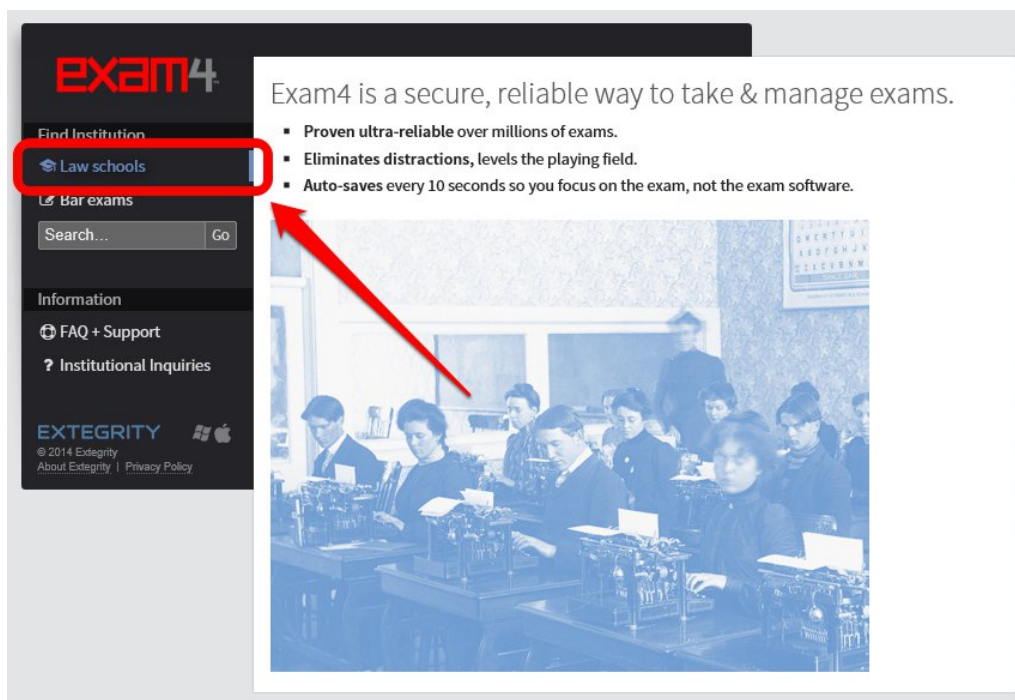
- If you are having trouble with your system prior to exams, please come see IT in Room 209 or email lawit@memphis.edu AS SOON AS POSSIBLE **BEFORE YOUR EXAM DATE**.

Installing the Exam4 software

1. Navigate to the Exam4 website: <http://exam4.com/>



2. From there, on the menu to the left side of the screen, select for Law Schools.



- 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.

Find your law school below

US states. Click a letter to jump.

A B C D E F G H I J K L M
N O P Q R S **T** U V W X Y Z

Canada Mexico Germany

This is an inclusive list of law schools. Endorsement or official usage is not necessarily indicated.
If your institution is missing, please let us know.

Alabama

- Faulkner University, Jones School of Law
- Miles College School of Law
- Samford University, Cumberland School of Law
- University of Alabama School of Law

Arizona

- Arizona State University Law School
- Arizona Summit Law School

Tennessee

- Belmont University College of Law
- LMU Duncan School of Law
- Nashville School of Law
- University of Memphis School of Law**
- University of Tennessee College of Law
- Vanderbilt University Law School

- Next complete the registration form, selecting the Operating System which you will use for the exam.

University of Memphis School of Law
Fall Midterms

Please register before downloading.

Don't worry — This information will never be made available to third-parties, and we won't use it to spam you. Rarely, it may be used to contact you with important alerts about Exam4. It may also be used to verify your status as a qualifying examinee.

Registration Form

All fields are required

First Name

Last Name

Email Address

Confirm Email Address

Class Year

Operating System
OS not showing up? See if it's supported [?](#)

Windows 10 Mac OS X 10.10 Yosemite

Windows 8.1 Mac OS X 10.9 Mavericks

Windows 8

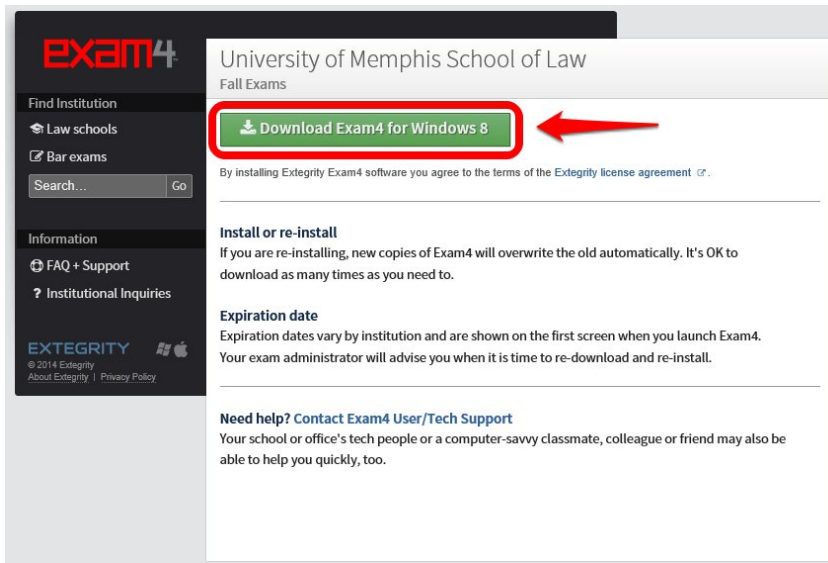
Windows 7

Submit & Proceed to Download

By downloading and installing Exam4, you agree to the terms of the Exeprity license agreement. [?](#)

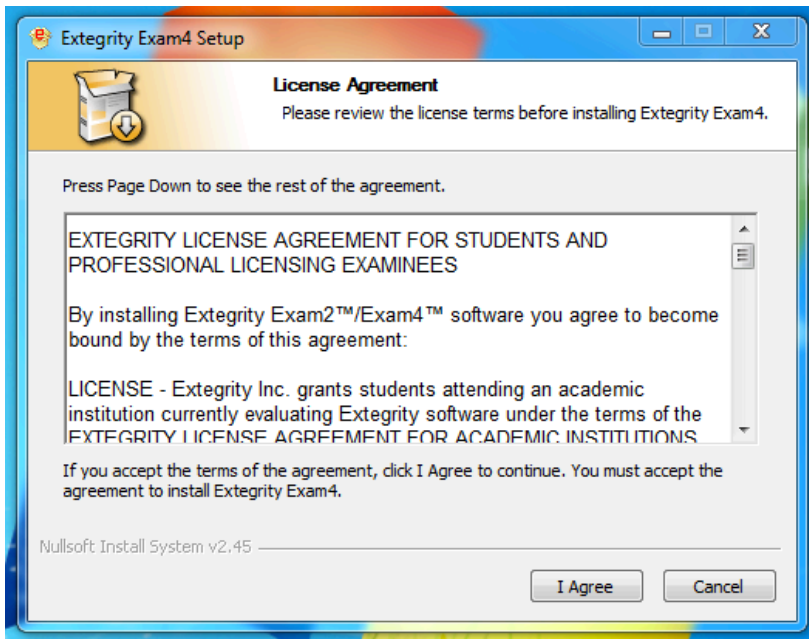
Need help? Contact Exam4 User/Tech Support
Your school or office's tech people or a computer-savvy classmate, colleague or friend may also be able to help you quickly, too.

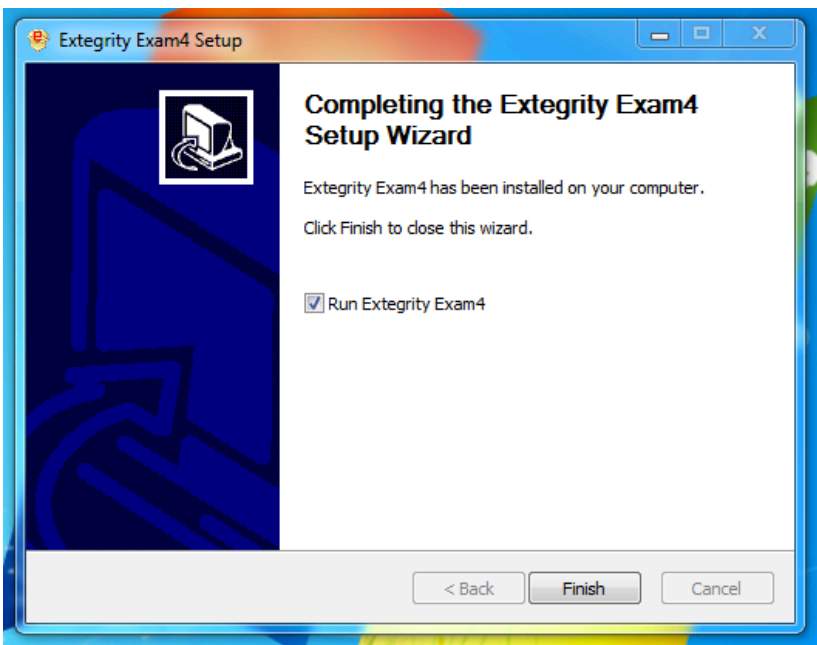
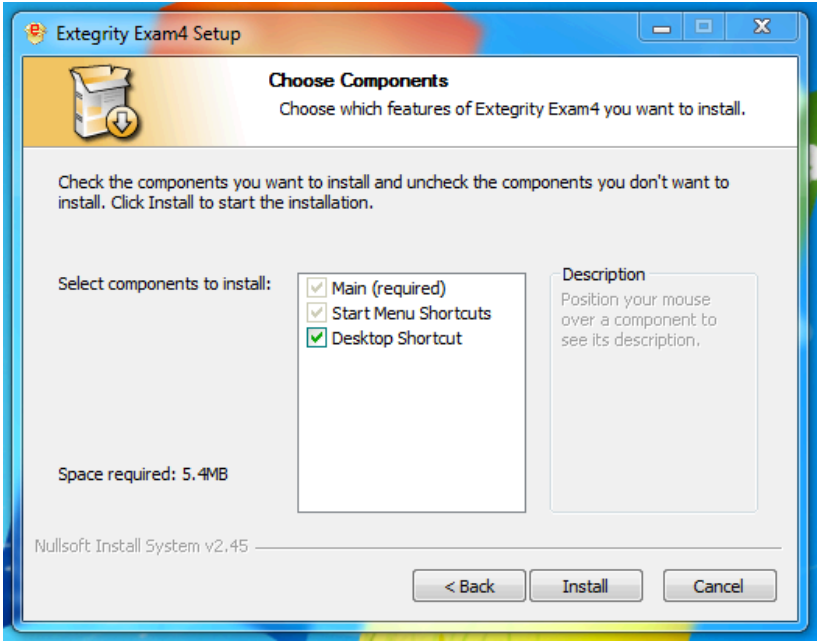
5. After registration, you will see a screen providing instructions for downloading the software.



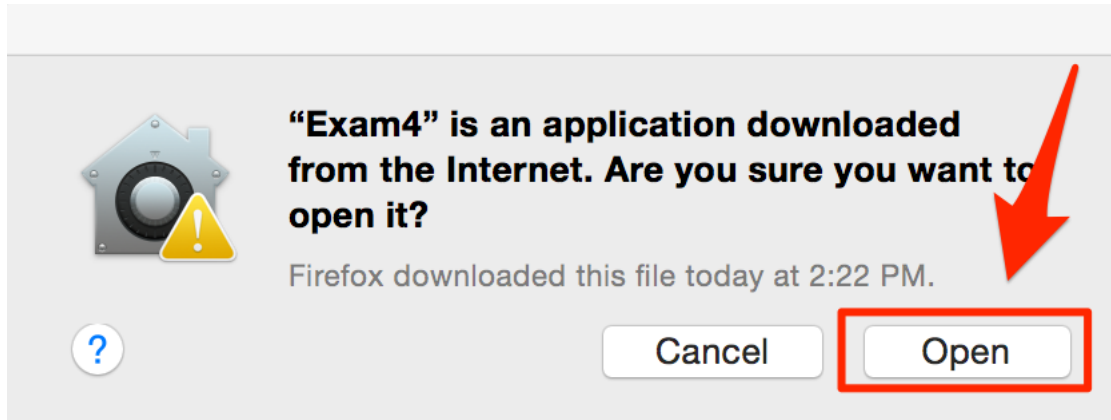
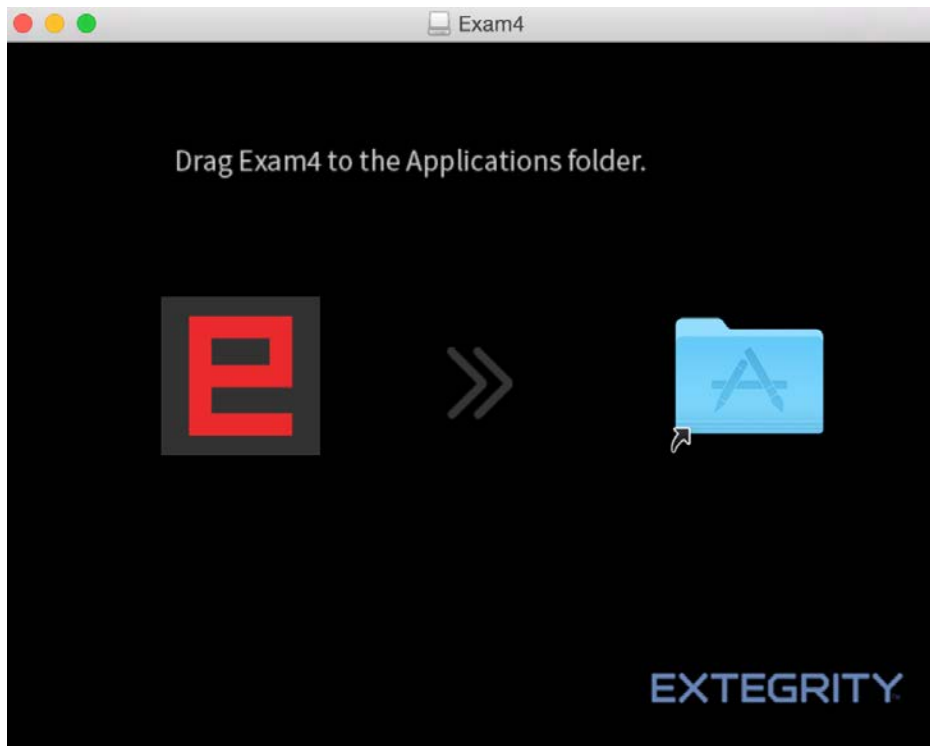
6. After downloading, you will need to install the software and take a practice exam to confirm that it is working.

PC Installation





Mac Installation

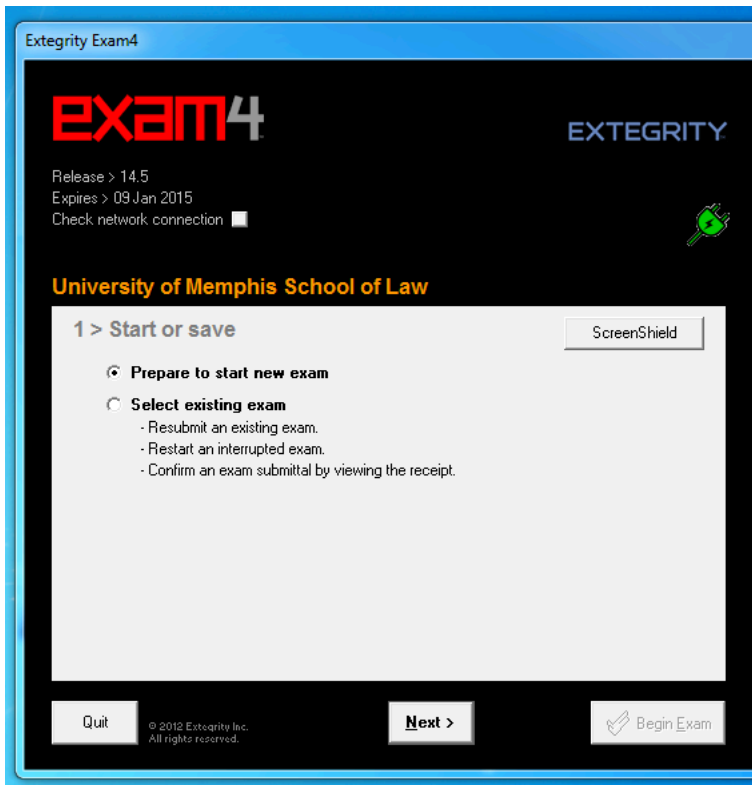


Taking a Practice Exam

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.**

The screenshot shows the Extegrity Exam4 application window. At the top, it says "Extegrity Exam4". Below that is the "exam4" logo and the "EXTEGRITY" logo. There are status indicators for "Release > 14.6.9", "Expires > 09 Jan 2015", and "Check network connection" with a small square icon. The main heading is "University of Memphis School of Law". Below that, it says "2 > Exam ID; Course". The instruction is "Enter your Exam ID for this exam." There are two input fields for "Exam ID", both containing "00000". The second field is labeled "Protected info (optional)". Below that, it says "Choose the course for this exam from both lists." There are two dropdown menus for "Course", both showing "F14 Practice Exam". At the bottom, there are buttons for "Quit", "< Back", "Next >", and "BEGIN EXAM".

5. When the “Re-confirm carefully...” box appears, click “Check box to re-confirm” then click on “OK” to move forward.

The screenshot shows the Extegrity Exam4 application window with a "Re-confirm carefully..." dialog box overlaid. The dialog box contains the text "Exam ID 00000" and "Course F14 Practice Exam". Below this, there is a checkbox labeled "Check box to re-confirm" with a red arrow pointing to it labeled "1.". To the right of the checkbox is an "OK" button with a red arrow pointing to it labeled "2.". Below the dialog box, the "Exam ID" and "Course" fields from the previous screen are visible. At the bottom, there are buttons for "Quit", "< Back", "Next >", and "BEGIN EXAM".

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.

Extegrity Exam4

exam4 EXTEGRITY

Release > 14.6.9
Expires > 09 Jan 2015
Check network connection

University of Memphis School of Law

3 > Exam time; Font size

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 typing window font size.

Standard font
 Large font
 Largest font

Set typing window text color & contrast.

Standard (black on white)
 Reversed (white on black)
 Reduced (black on gray)

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

Quit © 2014 Extegrity Inc. All rights reserved. < Back Next > BEGIN EXAM

7. After reading the instructions below, put a check on "Got it? Check here" and click Next.

Extegrity Exam4

exam4 EXTEGRITY

Release > 14.6.9
Expires > 09 Jan 2015
Check network connection

University of Memphis School 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 www.exam4.com.

Security Check Violation Help
A small number of laptops will fail to pass an initial Exam4 Security Check. If so, an alert popup will indicate a violation number. Record the number, enter it here, then click Help. If the Security Check elapsed time fails to advance, use violation number 0.

Enter violation number Help

Standard Crash Recovery Procedure
If your computer crashes during the exam, call a proctor immediately. DO NOT turn off or restart the computer until a proctor verifies the situation.

Got it? Check here.

Quit © 2014 Extegrity Inc. All rights reserved. < Back Next > BEGIN EXAM

8. Type CLOSED for exam mode, put a check on "Confirm the exam mode is CLOSED" and click Next.

The screenshot shows the 'Extegrity Exam4' application window. At the top, it displays the 'exam4' logo and 'EXTEGRITY'. Below the logo, it shows 'Release > 14.6.9', 'Expires > 09 Jan 2015', and a 'Check network connection' checkbox. The main heading is 'University of Memphis School of Law'. The central panel is titled '5 > Exam Mode' and contains instructions: 'Choose an Exam Mode to indicate which kind of exam you are taking.' It lists two options: 'CLOSED' (Closed-computer exam, NO access to other data on this Macintosh, Typical for most exams) and 'OPEN' (Open-computer exam, Access to other data on this Macintosh, Option: NETWORK adds access to the local network and/or Internet). To the right, there is a text input field containing 'CLOSED' and a checkbox labeled 'Check box to confirm Exam Mode is CLOSED' which is checked. Below the input field, it says 'Exam Mode is reported on exam printouts.' At the bottom, there are buttons for 'Quit', '< Back', 'Next >', and 'BEGIN EXAM'.

9. Confirm that all the information is correct and click on "Begin Exam".

The screenshot shows the 'Extegrity Exam4' application window. At the top, it displays the 'exam4' logo and 'EXTEGRITY'. Below the logo, it shows 'Release > 14.6.9', 'Expires > 09 Jan 2015', and a 'Check network connection' checkbox. The main heading is 'University of Memphis School of Law'. The central panel is titled '6 > Almost ready to begin exam...' and contains the instruction 'Verify the following information'. It lists five fields: 'Institution' (University of Memphis School of Law), 'Exam ID' (00000), 'Course' (F14 Practice Exam), 'Duration' (None Entered), and 'Protected info (optional)' (None Entered). Below the fields, it says 'All examinees, wait for the instruction to begin your exam.' and 'Wait!' in large red text. At the bottom, there are buttons for 'Quit', '< Back', and '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:

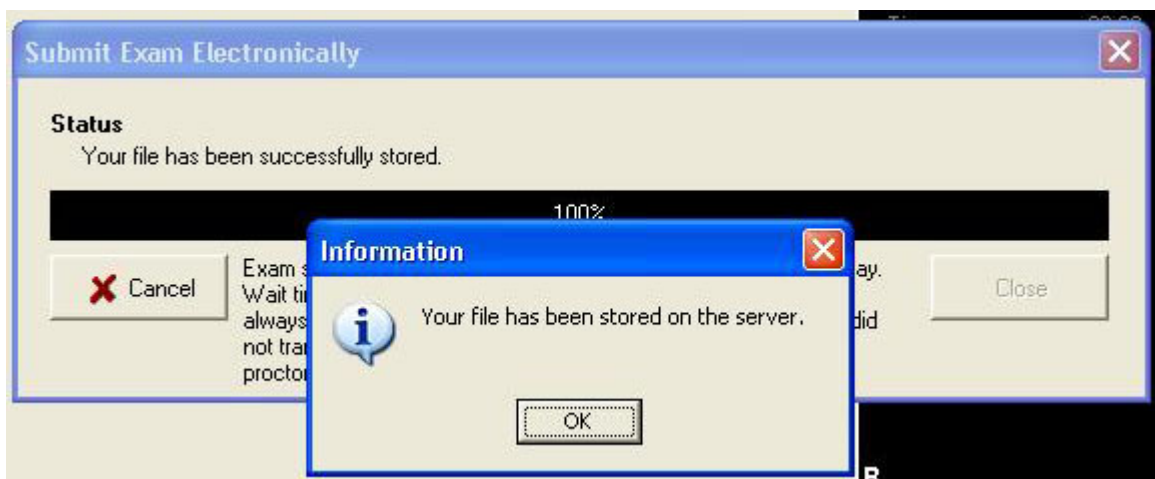
The image shows a screenshot of the Exam4 application interface. At the top, there is a menu bar with options: End Exam, Save, Edit, Format, Tools, Multiple Choice, and Help. The 'Tools' menu is highlighted with a red circle and an arrow pointing to it, with the text '1. Click Tools' next to it. Below the menu bar, the main text area contains 'Answer-to-Question-_1_'. A red arrow points from the text '2. Click Show Spell Checker' to a context menu that appears over the text area. This menu has four options: 'Show Document Statistics', 'Show ScreenShield', 'Insert Answer Separator', and 'Show Spell Checker'. The 'Show Spell Checker' option is highlighted in blue. Below this, another red arrow points from the text '3. Correct misspelled words' to a 'Spelling and Grammar' dialog box. This dialog box has a text input field containing 'three', a 'Change' button, and a 'Find Next' button. Below the input field is a list of suggestions: 'three', 'there', 'their', 'cheer', 'sheer', and 'thee'. To the right of the list are buttons for 'Ignore', 'Learn', 'Define', and 'Guess'. At the bottom of the dialog, there is a dropdown menu set to 'Automatic by Language' and a checkbox for 'Check grammar'. On the right side of the application window, there is a sidebar with the 'EXAM4' logo, version information (University of Southern Denmark, Release > 11.3), and the status 'CLOSED Exam Mode'. It also shows a timer at 00:00 and two checkboxes: 'Insert Answer Separator' and 'Show/Hide Doc Stats'.

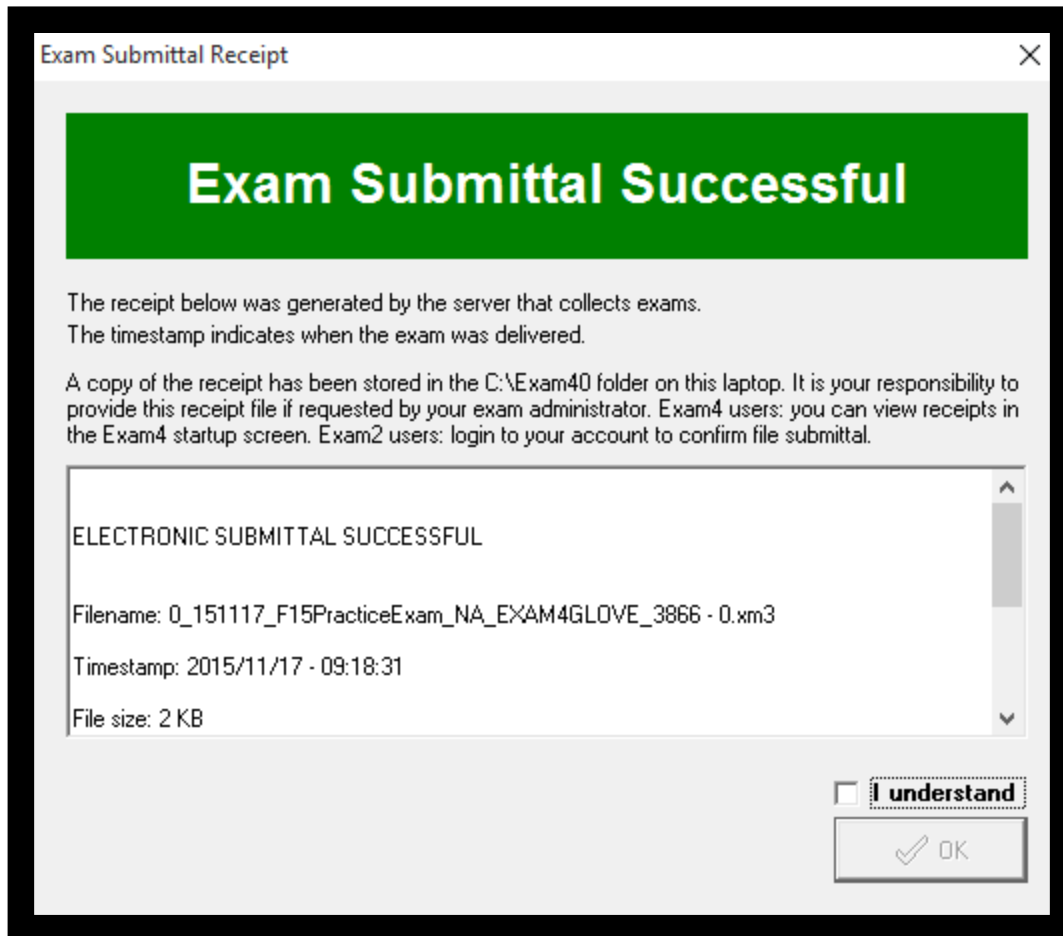
Submitting a Practice Exam

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.





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 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.