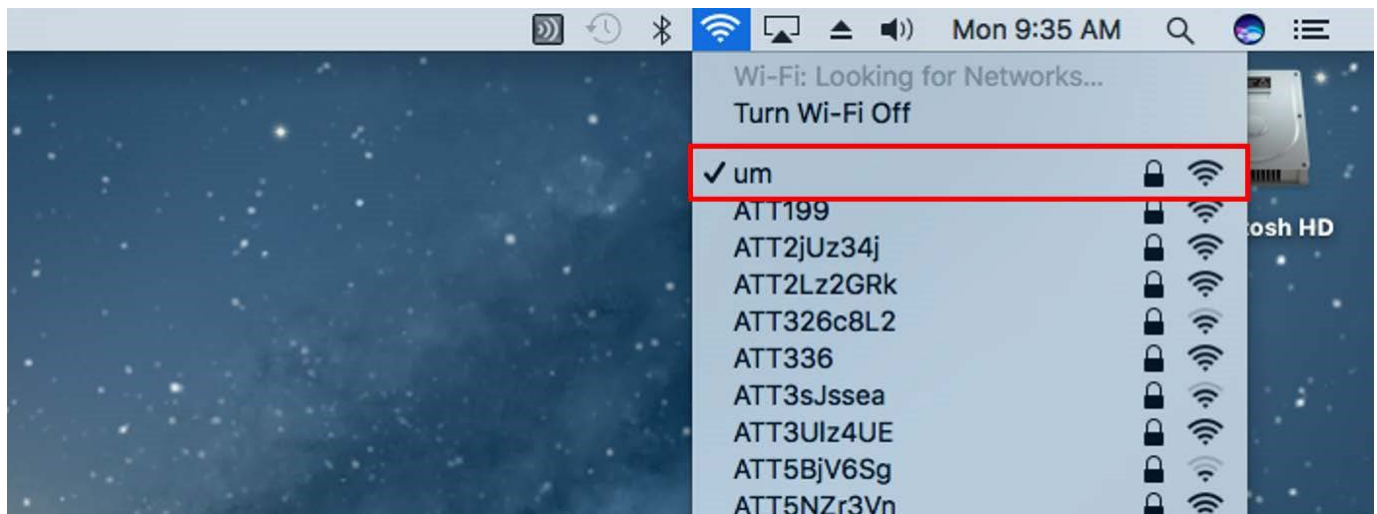


Exam4 Instructions

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
 - Windows 8
 - Windows 7
 - MacOS 10.14 Mojave
 - MacOS 10.13 High Sierra
 - MacOS 10.12 Sierra
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.10 Yosemite
 - 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 “umguest” 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.

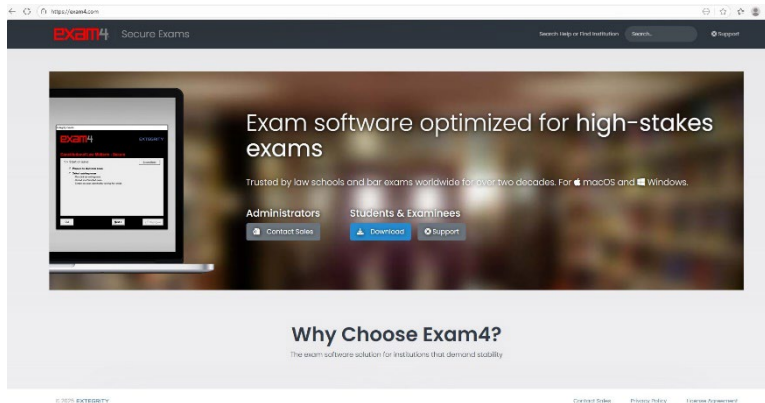
Extegrity Exam4



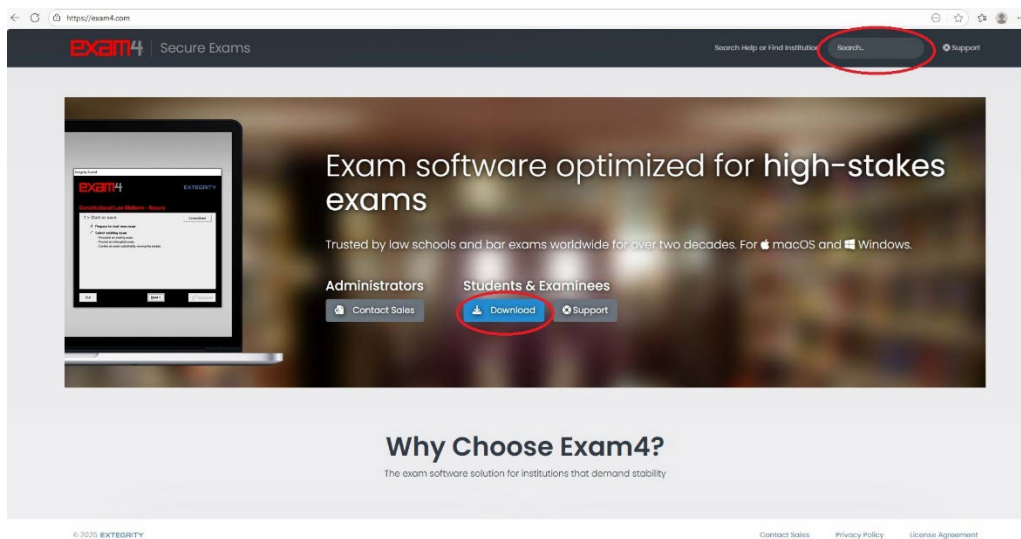
- If you are having trouble with your system prior to exams, please come see IT in Room 209 or email lawit@memphis.edu AS SOON AS POSSIBLE **BEFORE YOUR EXAM DATE**.

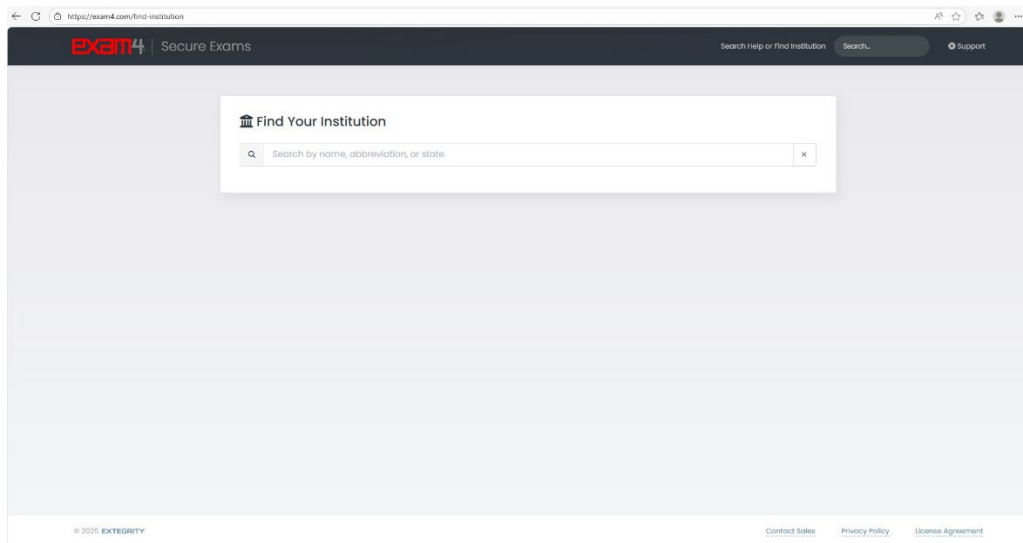
Installing the Exam4 software

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

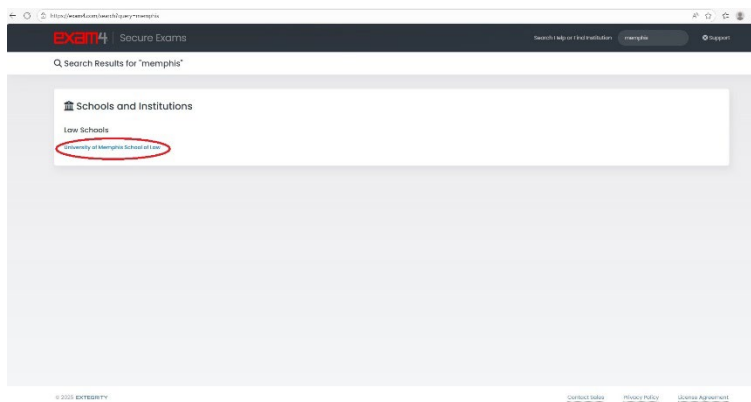


2. Click the blue Download button to open a school search page and search for Memphis or enter Memphis in the upper right search bar and press Enter.

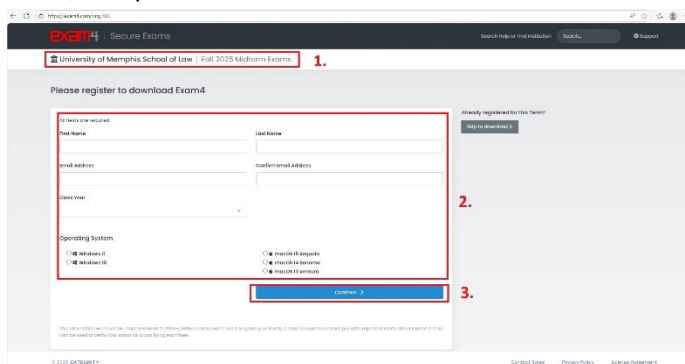




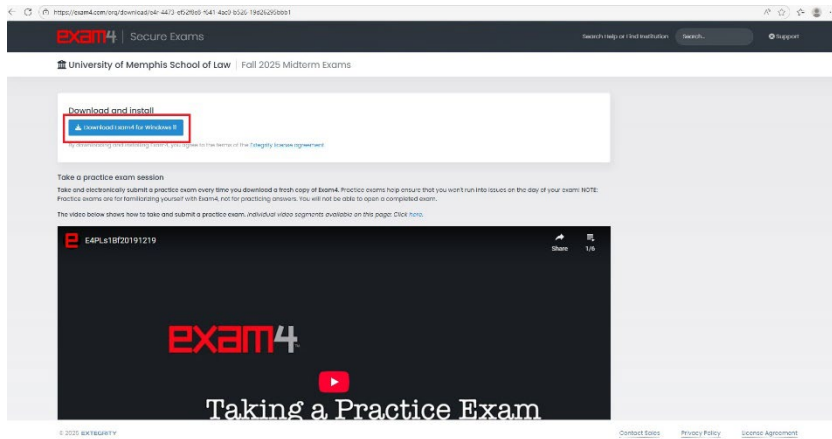
- Those search results will present a link for **University of Memphis School of Law**, which you should select.



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

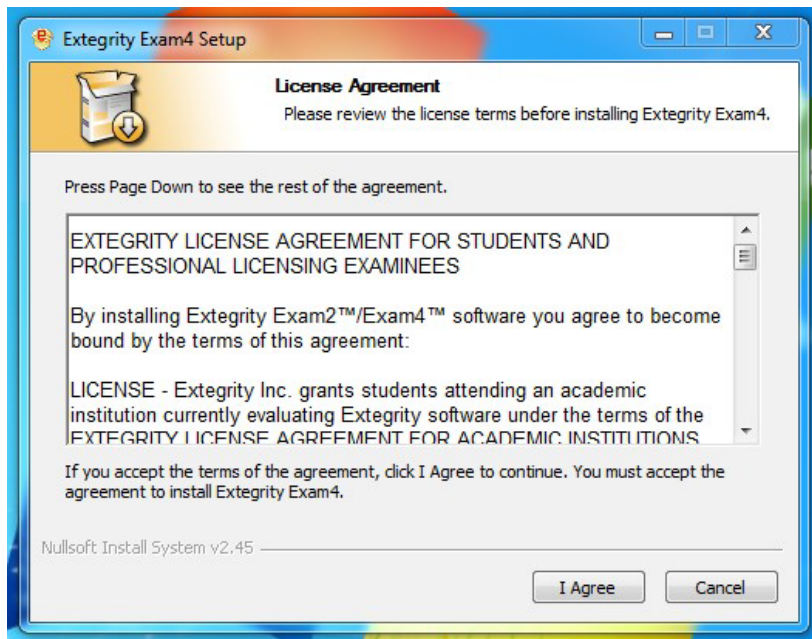


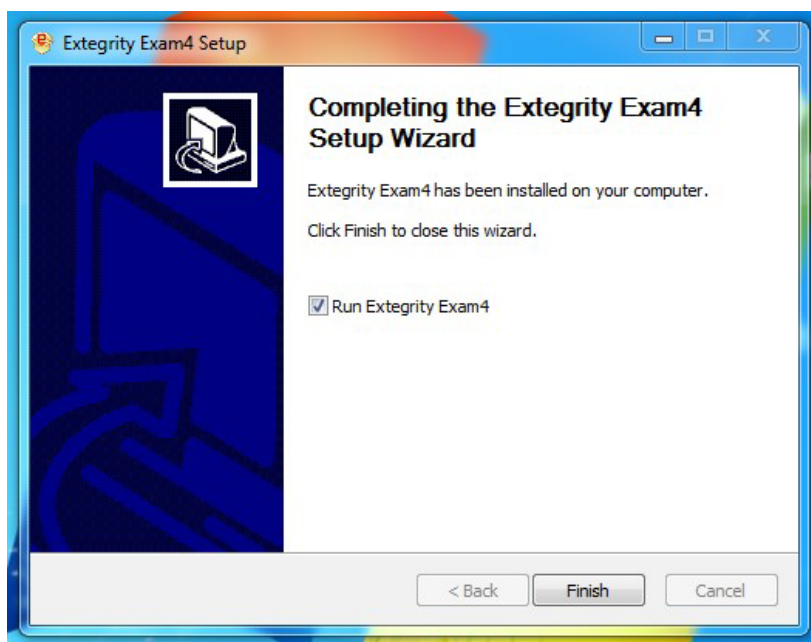
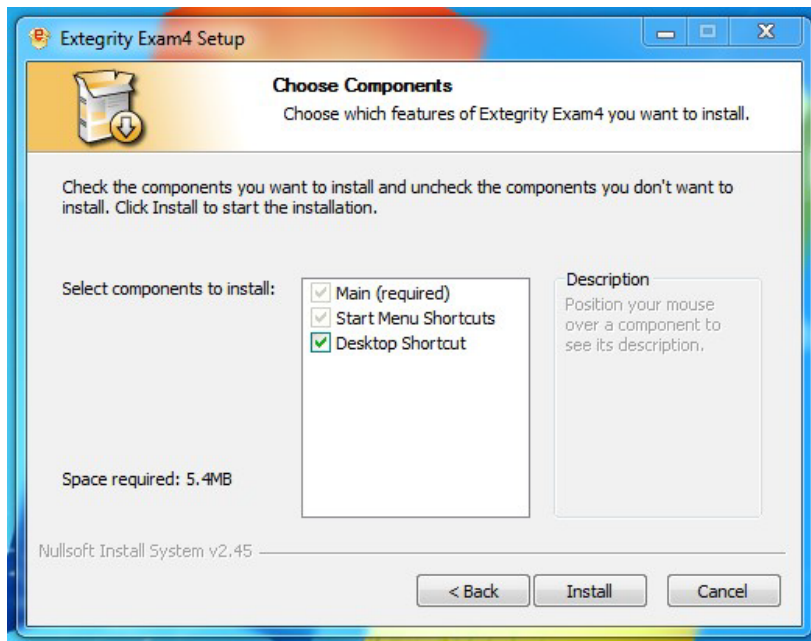
5. After registration, you will see a screen providing a button to download the software.



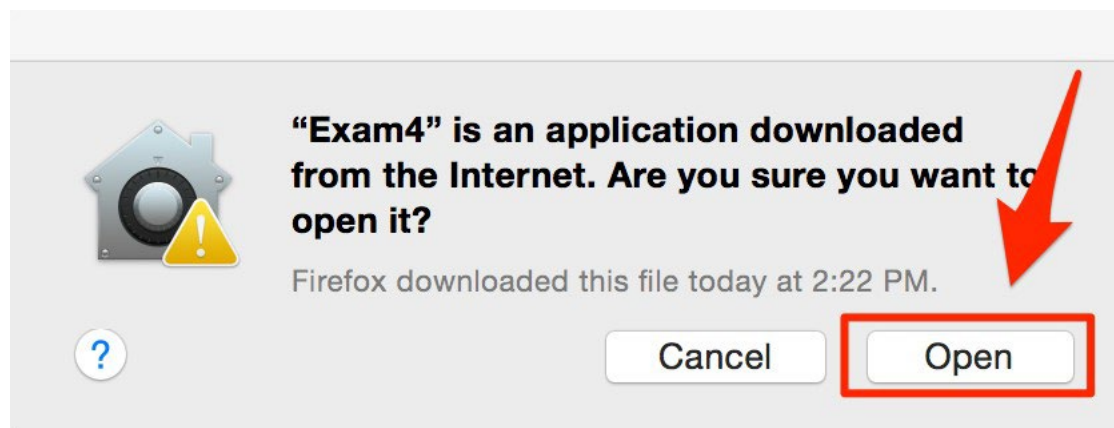
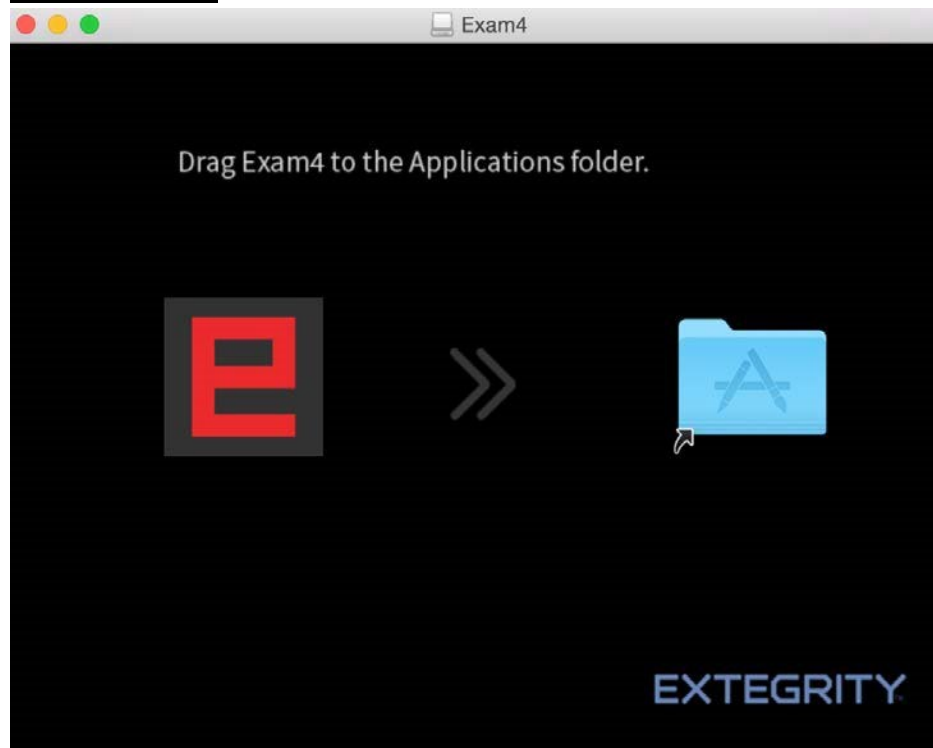
6. After downloading, you will need to install the software and take a practice exam to confirm that it is working.

PC Installation





Mac Installation

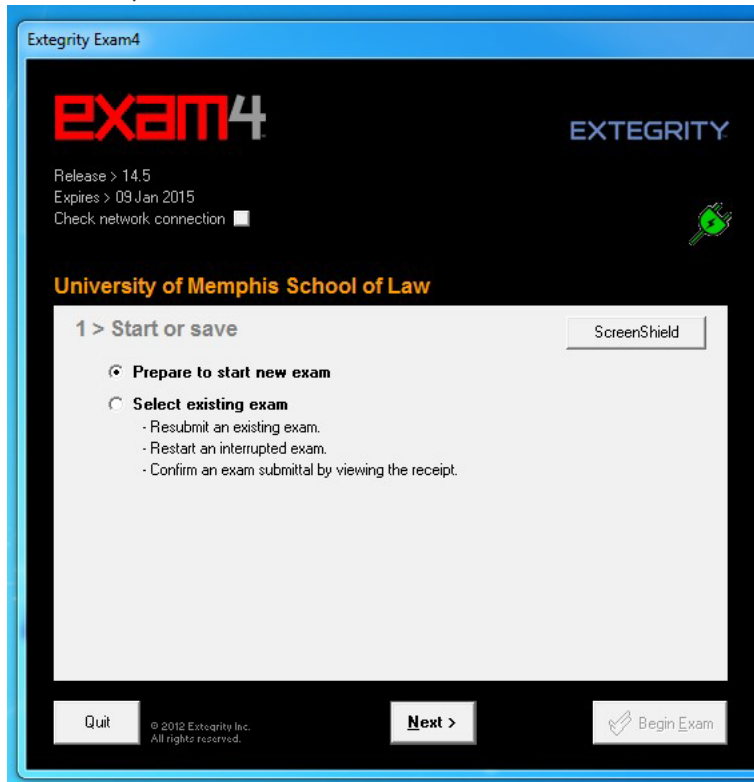


Taking a Practice Exam

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.

Extegrity Exam4

exam4 EXTEGRITY

Release > 14.6.9
Expires > 09 Jan 2015
Check network connection ☐

University of Memphis School of Law

2 > Exam ID; Course

Enter your Exam ID for this exam.

Exam ID

One more time... Exam ID Protected info (optional)

Choose the course for this exam from both lists.

Course

Course

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

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

Extegrity Exam4

Re-confirm carefully...

Exam ID
00000

Course
F14 Practice Exam

1. → ☐ Check box to re-confirm

2. → OK

Go Back

Exam ID

One more time... Exam ID Protected info (optional)

Choose the course for this exam from both lists.

Course

Course

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- 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).

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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.

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

Extegrity Exam4

exam4 EXTEGRITY

Release > 14.6.9
Expires > 09 Jan 2015
Check network connection ☐

University of Memphis 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 Macintosh
- Typical for most exams

OPEN

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

Type selected Exam Mode here
CLOSED

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

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

Extegrity Exam4

exam4 EXTEGRITY

Release > 14.6.9
Expires > 09 Jan 2015
Check network connection ☐

University of Memphis School of Law

6 > Almost ready to begin exam...

Verify the following information

Institution	University of Memphis School of Law
Exam ID	00000
Course	F14 Practice Exam
Duration	None Entered
Protected info (optional)	None Entered

All examinees, wait for the instruction to begin your exam.

Wait!

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

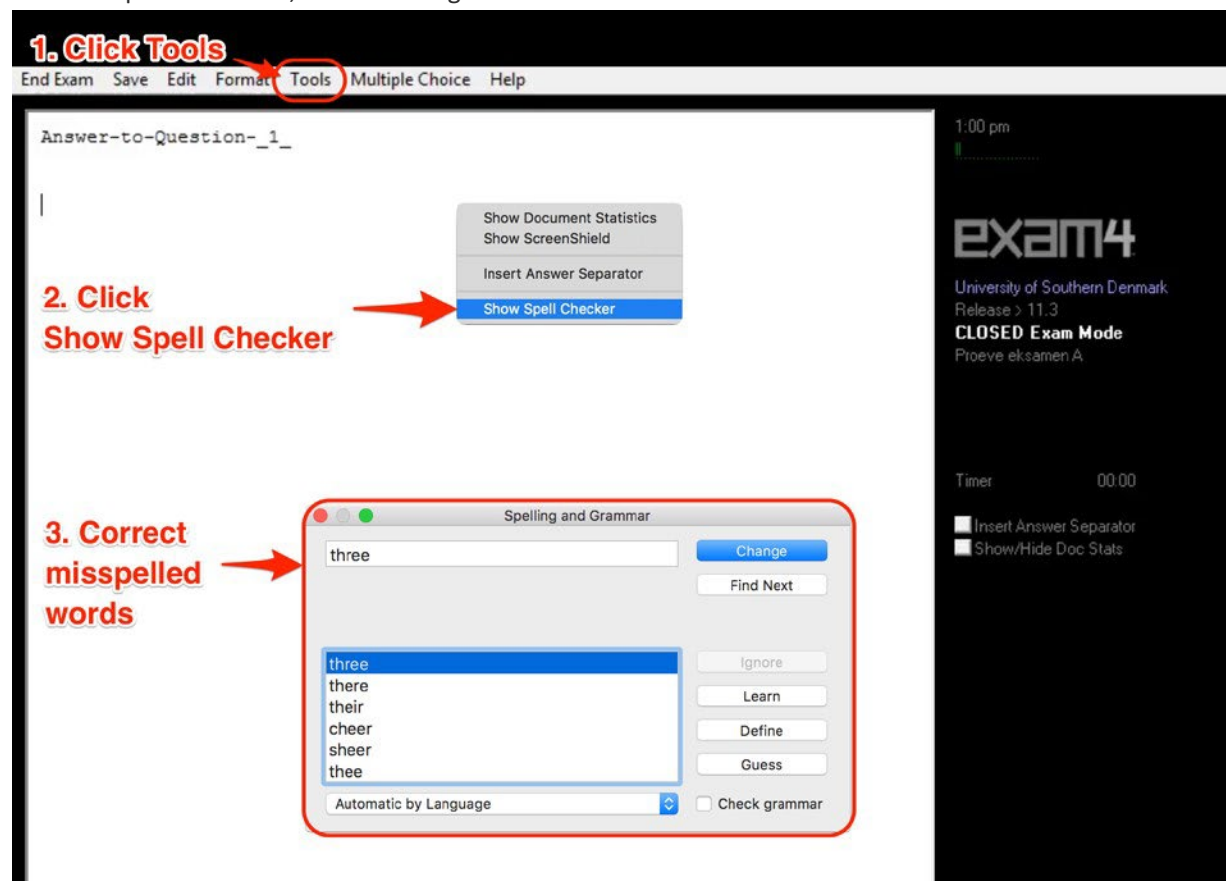
The first time that you run Exam4, it will perform a Security Check. Your screen may go blank for a few seconds. At the end of the check, you will see the exam window.

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.

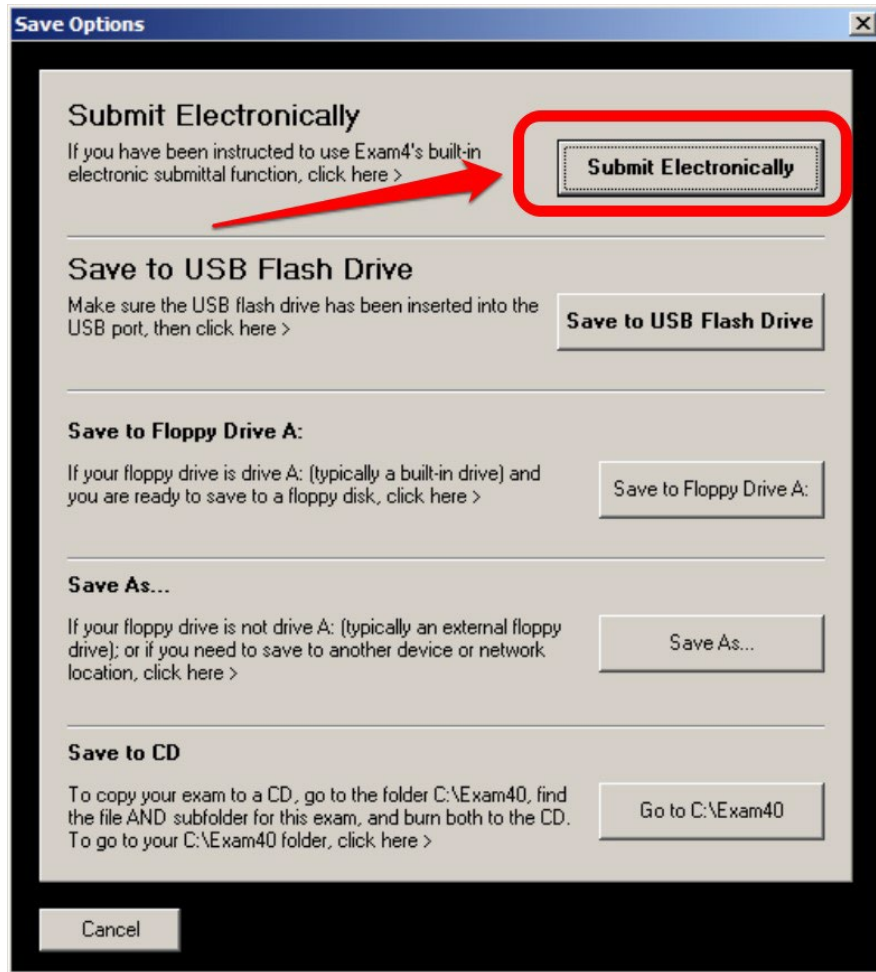
Spell Check

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:

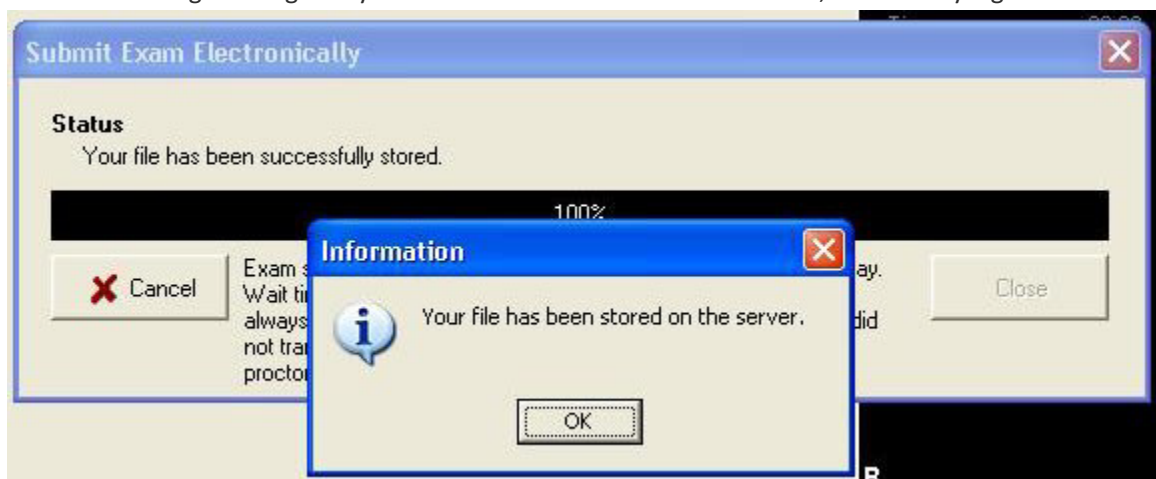


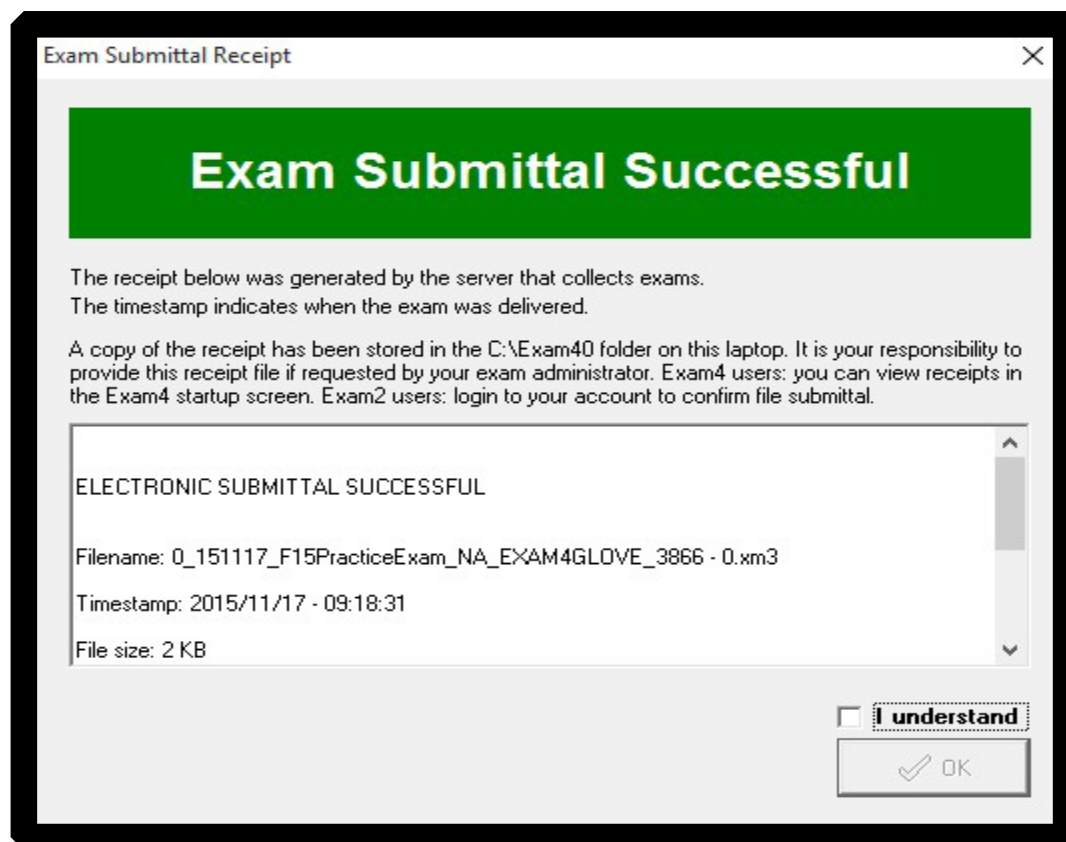
Submitting a Practice Exam

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.





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 YOUR 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.