



CECIL C. HUMPHREYS SCHOOL OF LAW

Exam4 Instructions Supplement for Exams with Uploaded Documents

For some courses, you will need to upload documents created *outside* of Exam4 (e.g., Word documents) for your exam answer. This document provides you with instructions for this exam type. These exams are conducted *entirely* through the Exam4 website:

<https://memphiscloud.exam4.com:20763/>. You will obtain your exam materials via that website, prepare your exam answer in one or more documents according to your professor's instructions, and then upload the documents via the website.

A. Obtain your exam materials following the same process you use for all other remote exams. Specifically:

1. Go to the Exam4 website: <https://memphiscloud.exam4.com:20763/>.
2. Select the appropriate exam for the list of Available Takehome Exams.
3. Read any instructions provided.
4. Enter your Exam ID and Password (provided by the Registrar) and click "Continue."
5. Click "Start Exam."
6. On the next page, read any instructions provided, make note of the deadline, and then download and print the exam materials.

(See the full Exam4 Instructions for more detailed instructions and screenshots.)


B. Prepare your exam answer in one or more documents according to your professor's instructions. Save early and often.

C. Upload and submit the documents to the Exam4 website by the deadline for submitting the exam following these instructions:

1. Go to the Exam4 website: <https://memphiscloud.exam4.com:20763/>.
2. Select the appropriate exam for the list of Available Takehome Exams.
3. Attach all documents necessary to complete your exam answer and then click "Submit Answer," as shown in the screenshots on the next page.

NOTE: Each file must be less than 5000 KB. That's a very large file, so you should not have any problems staying within the limit. If you do, contact

LawExams@memphis.edu and LawIT@memphis.edu for help.

 **Submit Your Answer**

Your instructor would like you to submit your answer as a document.
(.doc,.docx,.odt,.pdf,.rtf,.txt,.zip)

Choose File

No file chosen

Choose File

No file chosen

Choose File

No file chosen


1. Click "Choose File."
2. Navigate to the location with the file.
3. Click on the file.
4. Click Open to attach the file. The file name will appear (in place of "No file chosen").
5. Repeat until all files are attached.

6. Click here after attaching all documents.

Submit Answer

After you click "Submit Answer," you will see a confirmation page that looks like this:

Exam

 **University of Memphis School of Law**

Answer submitted

You have submitted an answer for this exam

We recorded that your exam was received on **24 Feb 2021 3:51 PM**

Your confirmation code is: **1276** (345_210224_S21mAdminUseOnly1_NA_TAKEHOME_1276.zip)

If you do not get a confirmation page, please contact LawExams@memphis.edu.