The following document will walk you through the Exam4 application.

It is your responsibility to take and submit a practice exam prior to taking your actual examination.
When you start Exam 4 you will be presented with the following screen. Unless otherwise instructed, you will choose to Prepare a New Exam.

There are several useful informational elements on the exam software opening screen:

The **version and expiration date** are in the upper left. You will have to download and install a new version of the software each semester.

In the upper right is a **power connection symbol**. It is a green plug if you are connected to power and an orange battery if your laptop is not connected to AC power. You should always connect your laptop to a power source while taking an exam.
You will need to:

1. Enter your Exam ID (twice).
2. Select the appropriate exam (twice).
3. Click Next to proceed.

Leave the Optional (protected) info field blank.

At this point you need to confirm that your Exam ID and the Course are both correct.

Click the re-confirm checkbox and then chose OK.
At the next screen you will:

1. Set the length of the exam in the Countdown Timer.
2. Choose to set alerts if you want them.
3. Set up the Font size and Contrast within the Exam window. Medium size and standard contrast are the defaults.

Then click Next
At this point you should review the items on the Notice of Instructions page.

You must then check the Got It checkbox. Then click Next.
Selecting the appropriate Exam Mode

You are now going to:

1. Type the correct exam mode into appropriate box.
2. Check the confirmation box.

Please note that there are actually four separate Exam Modes:

**Closed** (access to the Exam4 word processor only)

**Open + Laptop** (access to items applications on your computer, but not the internet)

**Open + Network** (internet access in addition to accessing items and applications on your computer)

**Take Home**
If you are told that your exam will be either of the two Open mode exams, you will have to make a second selection after entering Open into the Exam Mode box.

After entering Open into the Mode box (1) a second mode option will appear.

Once the **Open Access Mode access** box appears, you **MUST** type the word **NETWORK** into the empty field (2) if you are taking an Open + Network exam. If you are taking an Open + Laptop exam, you will leave the empty field **BLANK** (because open + laptop is the default mode).

You must then check the confirmation box and hit Next.
You now need to confirm that your Exam Mode choice. Click the re-confirm checkbox and then chose OK.

At this point the software is configured to start your exam. Do not choose to start (Begin Exam) the exam until the specified time. You will not have access to the exam questions until the specified start time for the exam.

In the interim, you should close down any open web browser windows and close any open applications (Word, Excel, etc.) that are currently open on your computer. The Exam4 software will forcibly close all of these applications as part of its Security Check when you start the exam. This process takes longer the more items you leave open; and occasionally the exam software will error out as it attempts to close down countless application windows and websites. If you are using an Open or TakeHome exam mode, you will be able to reopen applications and the internet as appropriate once the security check has completed.
Once inside the Exam4 wordprocessing window, you can access the exam questions using the appropriate tabs within the Menu Bar (along the top).
You should also verify that your computer is connected to a power source (check the symbol in the lower right hand corner).

If the power symbol in the lower right hand corner of the exam window is a green plug, you know that your laptop is connected to a power source.

If the emblem is an orange battery instead, you are running on battery power only and you should check your computer's power source to see why it is not connected or charging.
Once you have selected to open the exam questions, you will need to enter the Document ID that was provided to you in the exam instructions that were posted or emailed to you by your Professor or Instructor.

Chose Fetch once you have entered the Document ID to view the questions.

You can resize the question font using the slide bar in the lower left.

In the lower right-hand corner, you can choose to hide the questions or display the questions in a side-by-side window. Note that the window is not wide enough to display the question(s) in their entirety unless you make the font very small.
As you start to answer questions you will need to place Answer Separators within your exam.

You may also wish to display the Document Statistics window if you have a word count (could be a total word count or a per-question word count).

Under the Edit tab you will find functions such as Cut and Paste.
When you are ready to submit your exam, you will choose End Exam on the far left of the menu bar. Click **End Exam** now.

At this point you will be asked to confirm your decision to end the exam. If you want to get back into the exam, choose Cancel, otherwise check Confirm and then click OK.

At this point your exam is being encrypted and saved one last time to your computer’s hard drive. The exam cannot be accessed without the encryption key.
Now you need to submit your exam. You will choose to Submit Electronically.

If you have an active internet connection, you should see the status bar progress and then get a message that Your file has been stored on the server.
Shortly thereafter, within a few seconds, you should get the following Exam Submittal Receipt. This certifies that your exam has been received and stored in our Exam4 repository.

If you did not receive a submittal receipt, don’t panic. You can try and submit the exam a second time (our server can handle receiving a duplicate exam.)

If for some reason you cannot get an internet connection or we are having problems within the University network, don’t panic. Your exam is safely stored on your computer and we can provide you with instructions on how to send it to us as at a later date, either electronically, or even as an email attachment if necessary.

Simply send an email to lawhelp@udc.edu letting us know that you are having a submission issue and we get back to you to help resolve the problem.