

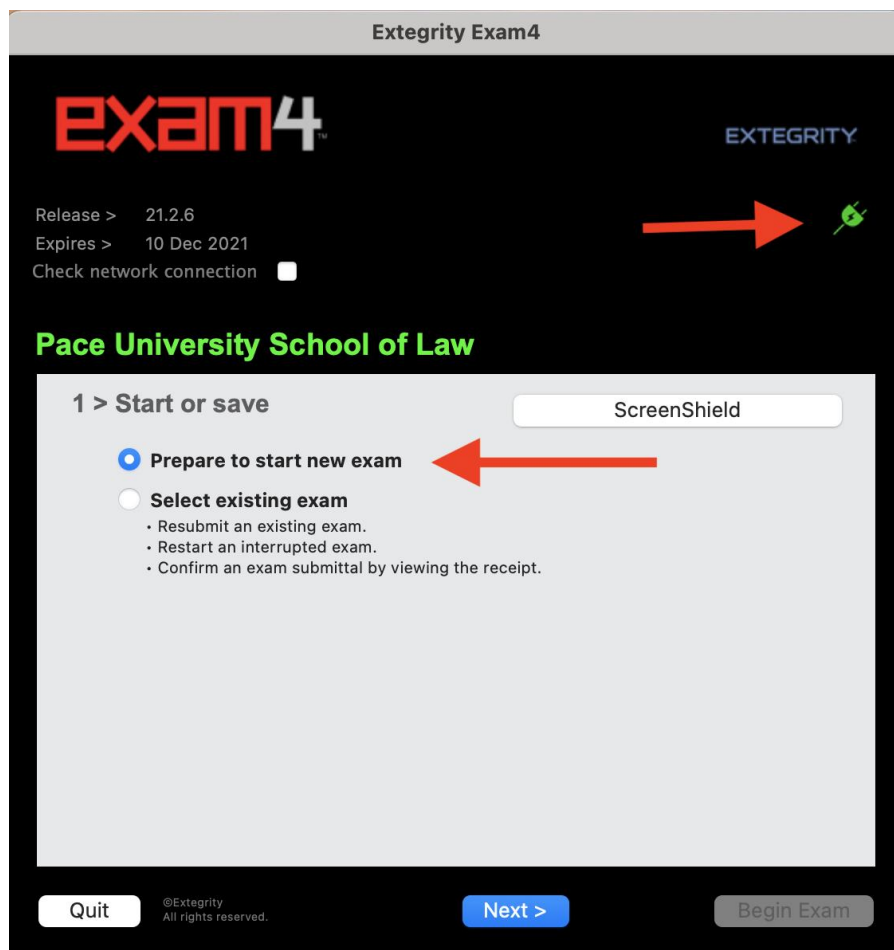
## Exam4 Installation and Practice Exam Instructions

### Installation:

1. **Save** and **close** any open files or programs on your computer before you install Exam4
2. Direct your browser to <http://exam4.com> and click on Law Schools (top left-hand corner).
3. Select **N** for New York and then select **Pace University School of Law** from the list.
4. Fill out the registration form with your personal information, select your laptop's **operating system** and click on **continue**.
5. Click on Download Exam4 and follow the download instructions to install.

### Take a practice exam:

1. **Save** and **close** any open files or programs on your computer before you start Exam4.
2. Double click on the red “e” on your desktop. Click **Ok** to begin.
3. Select **prepare to start new exam** and click **next**.



5. Enter your **4 digit exam ID** twice, (the Exam ID that you receive after completing your SCATES. For any questions about your Exam ID, please contact the Registrar's office) insert your **Pace Law School User ID ONLY** (ex. js12345w) and select your **course** from the available list twice and click **next**.

The screenshot shows the 'Extegrity Exam4' application window. At the top, it displays 'Release > 21.2.6', 'Expires > 10 Dec 2021', and a 'Check network connection' button. The 'exam4' logo is on the left, and 'EXTEGRITY' is on the right. Below this, 'Pace University School of Law' is written in green. The main form area is titled '2 > Exam ID; Course or exam title'. It contains two columns of input fields. The left column has 'Exam ID' (1234) and 'Exam ID (confirm)' (1234). The right column has 'Pace Law School User ID' (js12345w). Below these are two 'Course' dropdown menus, both set to 'Practice Exam - OPEN NETWORK'. At the bottom, there are buttons for 'Quit', '< Back', 'Next >', and 'Begin Exam'. A small copyright notice '©Extegrity All rights reserved.' is visible near the 'Quit' button.

6. Check **box** to re-confirm correct information entered.

The screenshot shows a 'Re-confirm carefully...' screen. It displays the 'Exam ID' as '1234' and the 'Course' as 'Practice Exam - OPEN NETWORK'. At the bottom, there is a red arrow pointing to a checked checkbox labeled 'Check box to re-confirm'. Below the checkbox are two buttons: 'Go Back' and 'OK'.

7. All selections on this page are optional and can be filled in or left blank. If you setup the countdown timer and time runs out, the Exam4 software will **NOT** shutdown. You can change the font size, as well as, the color and contrast. All exams will be printed out by the Registrar's office in standard font size and double-spaced, no matter what option you select below.

Extegrity Exam4

**exam4**

EXTEGRITY

Release > 21.2.6

Expires > 10 Dec 2021

Check network connection ☐

**Pace University School of Law**

**3 > Exam time; Font size and contrast**

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 font size and contrast

☐ Small

☐ Medium

☒ Large

☐ XL

☒ Standard

☐ Reduced

☐ Reversed

Quit

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< Back

Next >

Begin Exam

**PACE UNIVERSITY**  
Information Technology Services

8. Once you have read and understand the information regarding the honor code/security check and crash recovery, check off the box next to **Got it?** and click **next**.

Extegrity Exam4

**exam4**

EXTEGRITY

Release > 21.2.6

Expires > 10 Dec 2021

Check network connection ☐

**Pace University 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 the exam4.com website

**Exam4 Security Check Help**  
If your computer fails the check, record the violation number and go to exam4.com/support for help.

**Crash Recovery Procedure**  
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer until expressly directed to do so.

**Got it?** ☒ Check here.

Quit

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< Back

Next >

Begin Exam

9. Check **box** to confirm and click **next**. On exam day, your **Exam Mode** will either say **CLOSED** or **OPEN LAPTOP** depending on what exam you are taking.

Extegrity Exam4

**exam4**

EXTEGRITY

Release > 21.2.6  
Expires > 10 Dec 2021  
Check network connection ☐



**Pace University 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 device
- Typical for most exams

**OPEN**

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

**TAKEHOME**

- Use only for takehome exams

Type selected Exam Mode here

OPEN

OPEN Exam Mode access

LAPTOP (default)

NETWORK

Check box to confirm Exam Mode is  
**OPEN LAPTOP + NETWORK** ☒  
Exam Mode is reported on exam printouts.

Quit

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All rights reserved.

< Back

Next >

Begin Exam

10. On this screen, confirm that all of your exam information is correct (Exam ID, Course name and Pace Law School User ID). Make sure your laptop is plugged in and charging (top right should be green).

\*\*\*On a Windows computer this screen and other screens in Exam4 may look slightly different but contain the same information\*\*\*

Extegrity Exam4

**exam4** EXTEGRITY

Release > 21.2.6  
Expires > 10 Dec 2021  
Check network connection ☐

**Pace University School of Law**

6 > Almost ready to begin exam...

Verify the following information

|                         |                               |
|-------------------------|-------------------------------|
| Institution             | Pace University School of Law |
| Exam ID                 | 1234                          |
| Exam Mode               | OPEN LAPTOP + NETWORK         |
| Course                  | Practice Exam - OPEN NETWORK  |
| Duration                | None Entered                  |
| Pace Law School User ID | js12345w                      |

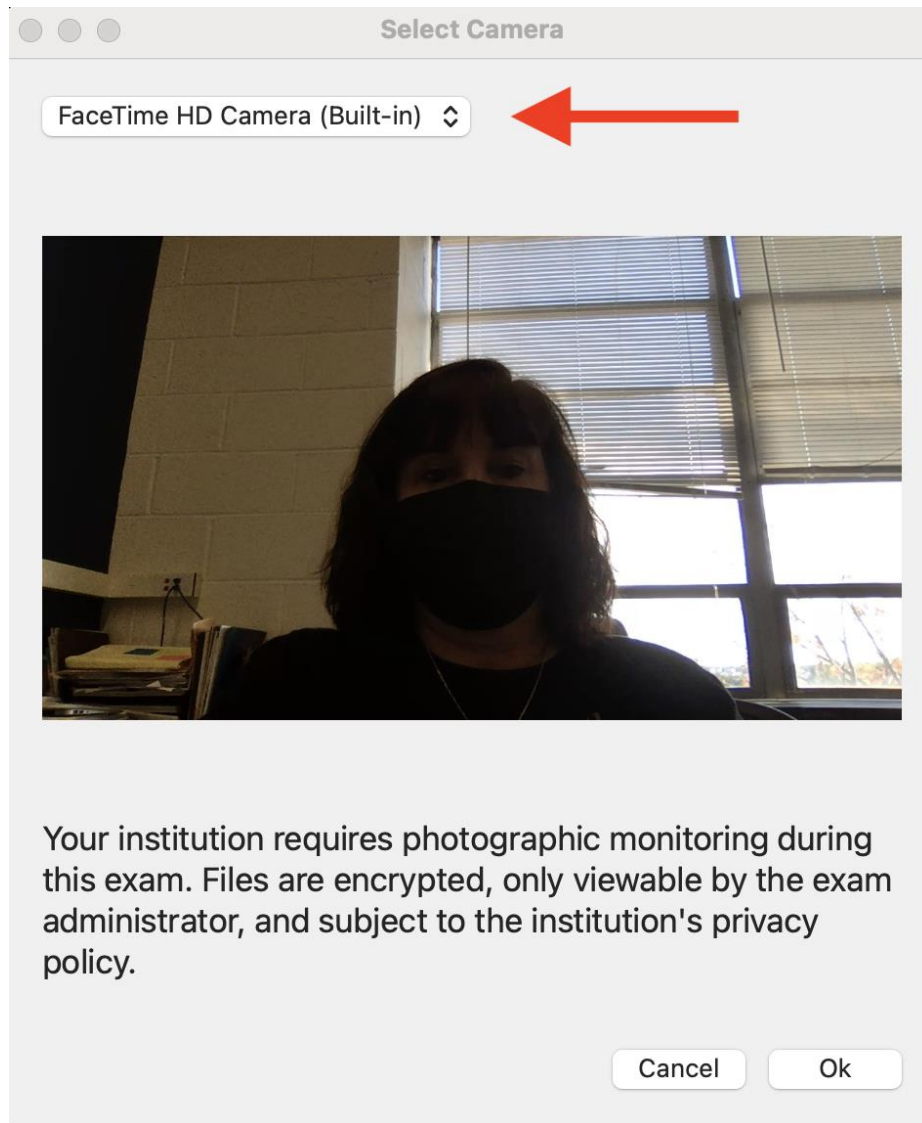
**Wait for the instruction to begin your exam. Wait!**

If you are taking a remote exam, follow the written instructions.

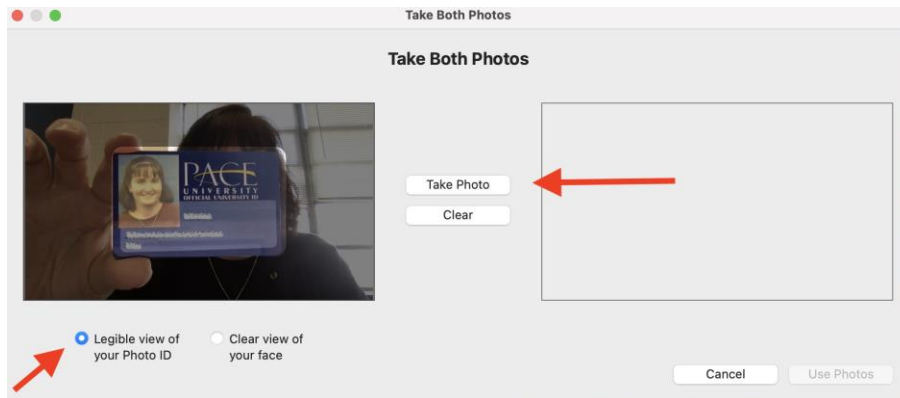
Quit Extegrity All rights reserved. < Back **Begin Exam**

11. Select a camera or leave the default camera if it is working properly. Click OK.

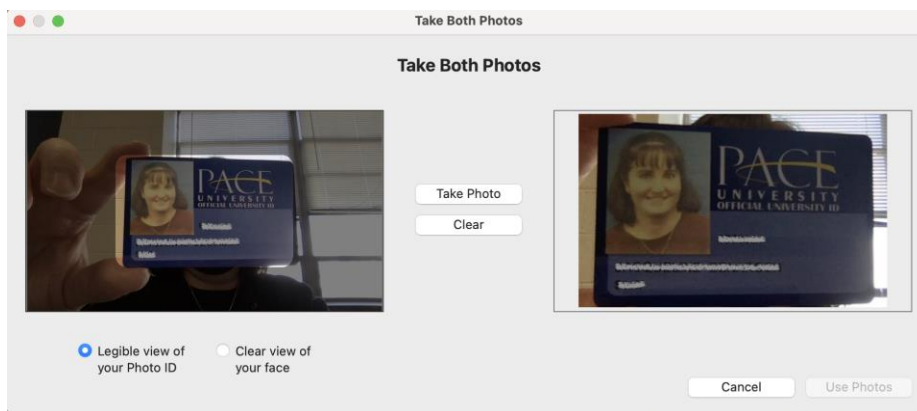
**The exam taker must have a laptop with a functioning web camera to take the exam in Exam4. The web camera must remain on, uncovered and with a front view of the exam taker for the entire exam time.**



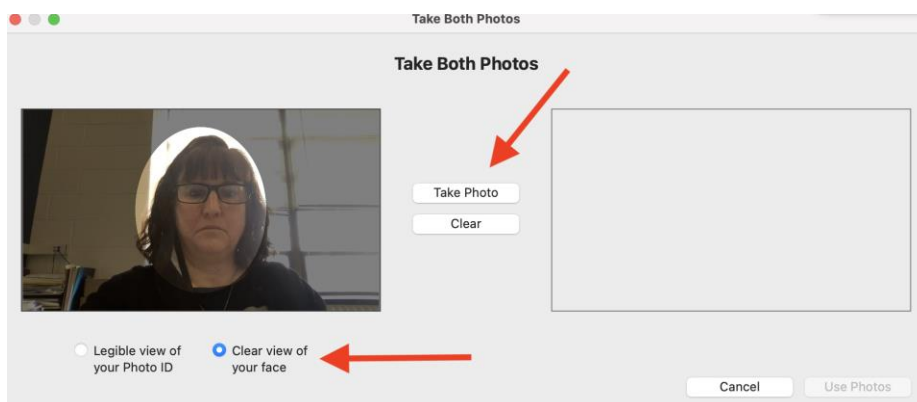
12. Place your whole Pace ID inside the rectangle provided on the screen. **Do not** use your driver's license or any other form of ID. Select **take the photo**.



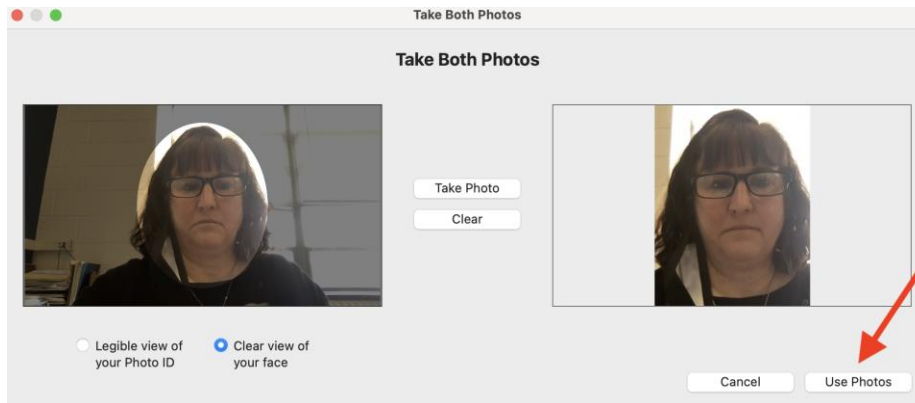
13. Your Pace ID should now be displayed on the right hand side or underneath. If it is not clearly visible, you can clear it and take the picture again.



14. You will now need to take a photo of your face. Click where it says, **clear view of your face**. Make sure your face is visible inside of the oval and click on **take photo**. Again, if your face is not clearly visible, please clear it and re-take the picture.



15. Once you click on use photos, your exam will begin. All exams will **only** begin at scheduled start times.



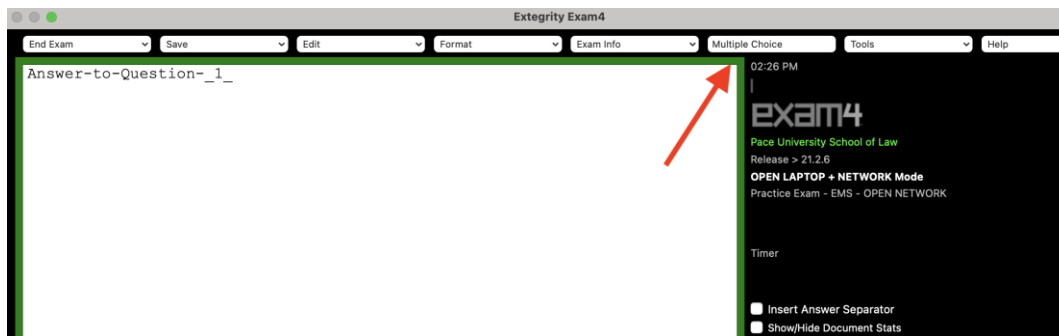
16. You will now be in the main essay screen of Exam4.



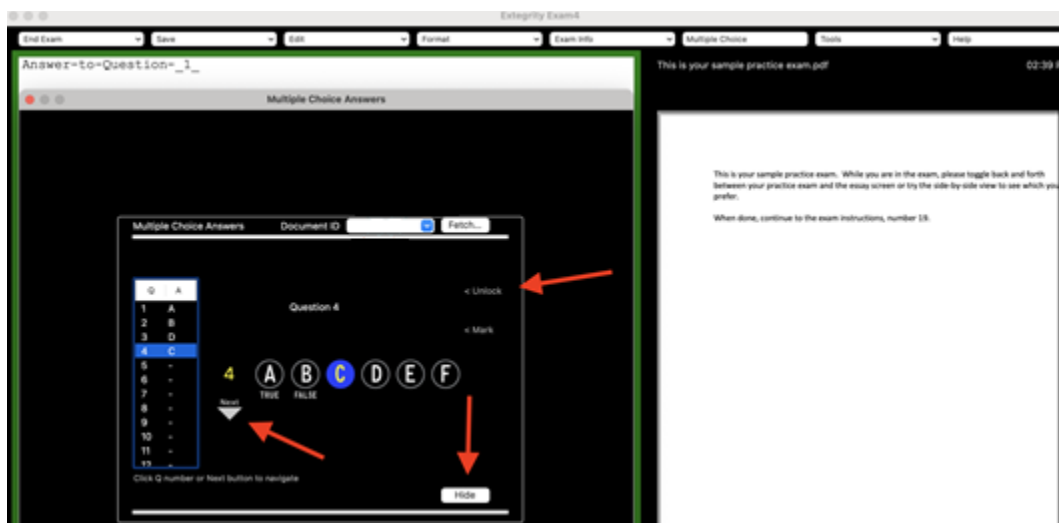
### Multiple Choice answers

\*\*\*If you have a multiple-choice exam, your multiple-choice answers will **ONLY** show up on the multiple-choice answer screen and not on the essay screen (white screen) when submitting your answers. Once you click "hide" on the multiple-choice screen you will be brought back to the essay screen which will appear to be blank if you had no essay questions to answer. You can now end and submit your exam.\*\*\*

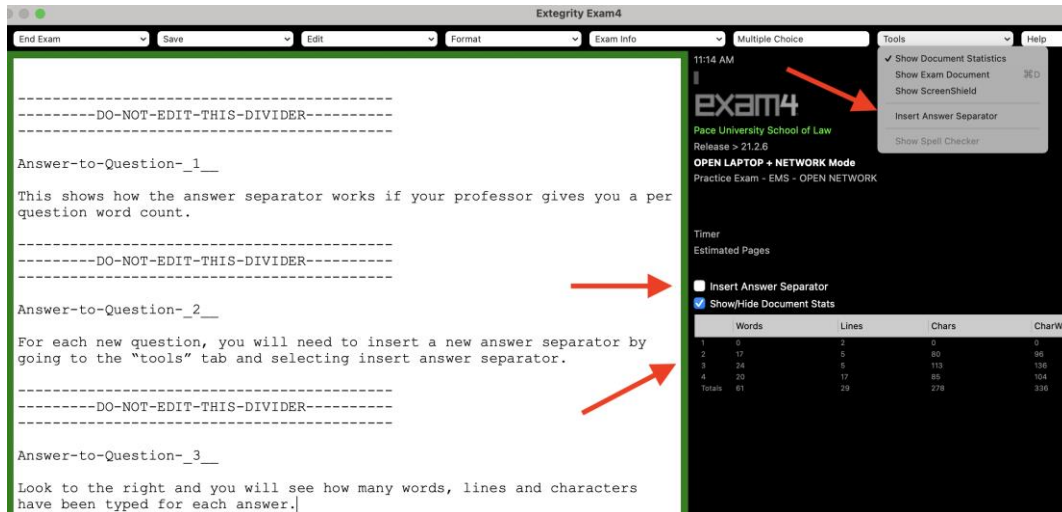
17. Some of your exams may be all multiple choice or have some multiple-choice questions. You can toggle between both **essay** and **multiple-choice** screens within Exam4 when entering your answers. Keep in mind that the essay screen is the default screen. To type your multiple-choice answers into your exam, select **multiple-choice** from the top toolbar.



18. Below is an example of the multiple-choice screen. Select your answers by clicking on the letters provided. You will need to click on the **next** arrow to go to the next line. To delete an answer, please click on **unlock** and then **clear**. To go back to the essay screen within Exam4, select **Hide**. The multiple-choice and essay screen will automatically save your answers.

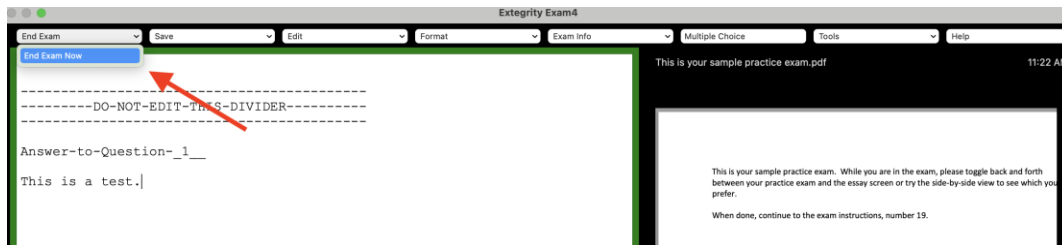


19. Your Professor may or may not have a word limit on each exam question. If there is a word limit, you will need to insert an **answer separator** (which can be done two different ways – see below) between each one of your answers. Click on **show/hide** document statistics to keep an eye on the word count for each question. See below (in screenshot) for more specific instructions. If you cannot see the document statistics, the resolution on your screen may need to be adjusted. Please click [here](#) if you need help adjusting the resolution on your laptop.

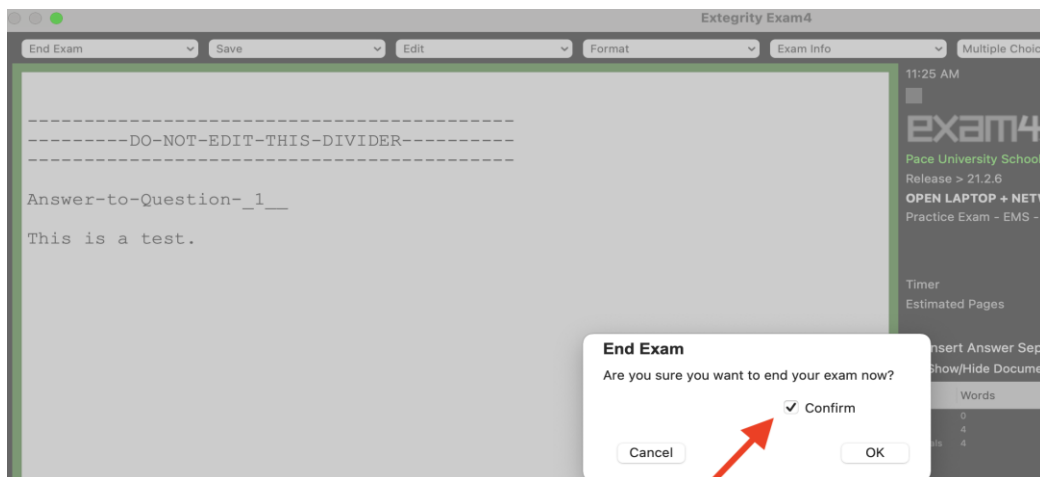


## How to Exit and Submit/Upload Your Exam:

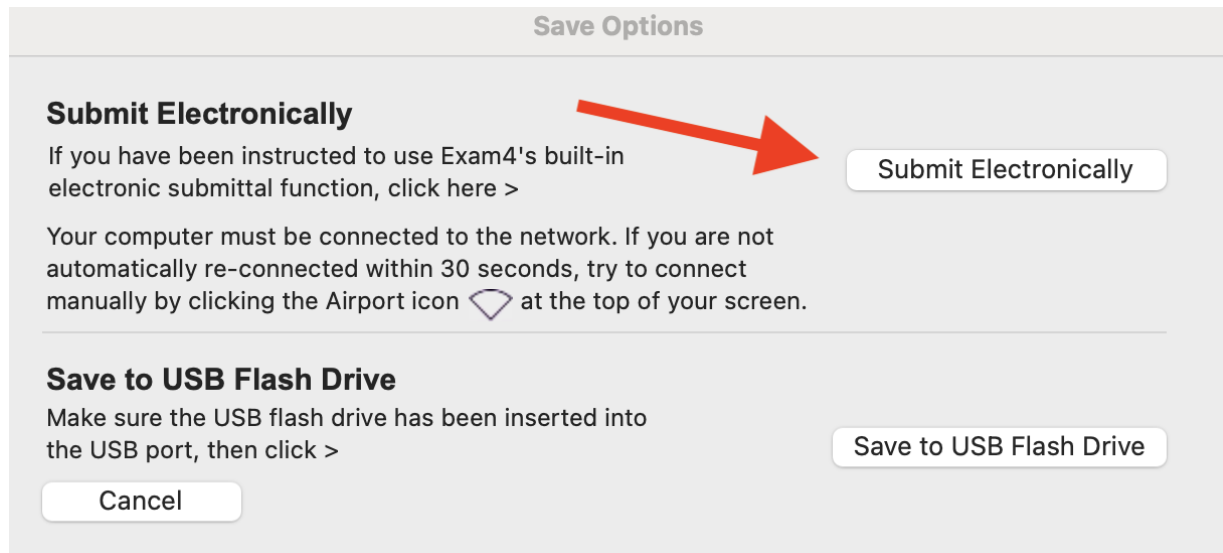
1. When you are finished with your exam, select **end exam** (top left-hand corner).



2. You will get a popup to confirm you are ending your exam. **Check the box** to confirm and select **OK**.

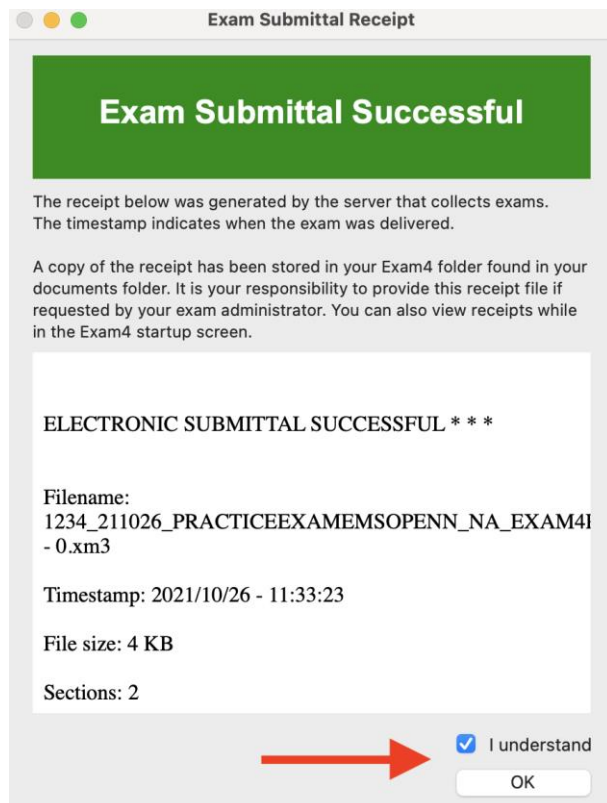


3. Select **Submit Electronically**. You will now get a popup stating that your file has been stored to the server. Click **OK**.



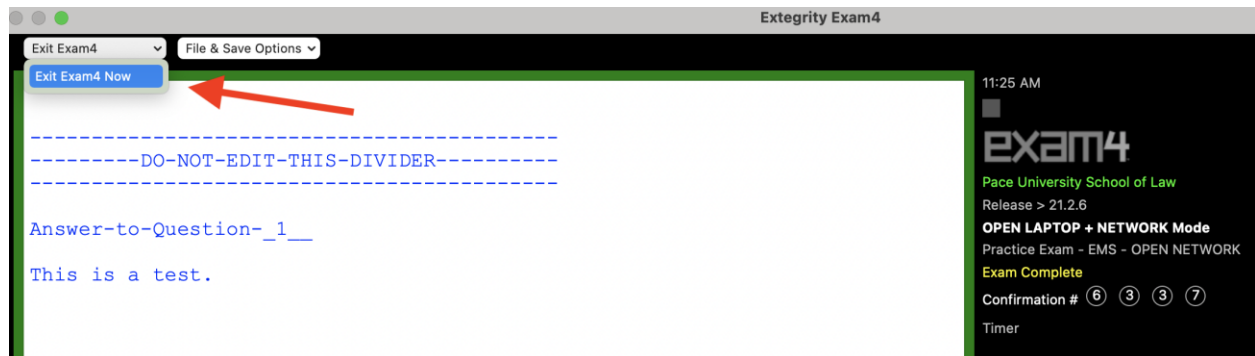
The image shows a 'Save Options' dialog box with a light gray background. At the top, the title 'Save Options' is centered. Below the title, there are two main sections. The first section is titled 'Submit Electronically' in bold. It contains the text: 'If you have been instructed to use Exam4's built-in electronic submittal function, click here >'. To the right of this text is a button labeled 'Submit Electronically'. A red arrow points from the text 'click here >' to this button. Below this text is another paragraph: 'Your computer must be connected to the network. If you are not automatically re-connected within 30 seconds, try to connect manually by clicking the Airport icon [airport icon] at the top of your screen.' The second section is titled 'Save to USB Flash Drive' in bold. It contains the text: 'Make sure the USB flash drive has been inserted into the USB port, then click >'. To the right of this text is a button labeled 'Save to USB Flash Drive'. At the bottom left of the dialog box is a button labeled 'Cancel'.

4. The popup below confirms that your exam has been submitted successfully. Check off the **I understand** box and click **OK**. If the banner is **red** instead of green, please make sure you are connected to the wifi and re-submit.



The image shows an 'Exam Submittal Receipt' dialog box with a light gray background. At the top, the title 'Exam Submittal Receipt' is centered. Below the title is a green banner with the text 'Exam Submittal Successful' in white. Below the banner, there is a paragraph: 'The receipt below was generated by the server that collects exams. The timestamp indicates when the exam was delivered.' Below this is another paragraph: 'A copy of the receipt has been stored in your Exam4 folder found in your documents folder. It is your responsibility to provide this receipt file if requested by your exam administrator. You can also view receipts while in the Exam4 startup screen.' Below this text is a white box containing the following information: 'ELECTRONIC SUBMITTAL SUCCESSFUL \* \* \*', 'Filename: 1234\_211026\_PRACTICEEXAMEMSOPENN\_NA\_EXAM4I-0.xml3', 'Timestamp: 2021/10/26 - 11:33:23', 'File size: 4 KB', and 'Sections: 2'. At the bottom right of the dialog box, there is a checkbox labeled 'I understand' which is checked, and a button labeled 'OK'. A red arrow points from the 'I understand' checkbox to the 'OK' button.

5. You are done and can exit Exam4. Click on **Exit Exam4 now**.



6. Last step. **Check off** I'm sure and select **Exit Exam4**.

