Exam4

Georgetown University Law Center

Student Information Session
Overview

• Why Exam4?
• How should I prepare for exams?
• What else do I need to know?
Why Exam4?

• Georgetown University is discontinuing the use of customized electronic systems for several reasons including cybersecurity.

• Required to adopt a new exam system for this academic year.

• Exam4 best meets Law Center’s needs at this time.

• Memo addresses privacy, security and tech concerns.

✓ We will focus on instructions for installing and using Exam4.
Supported Operating Systems

• Extegrity now supports Fall 2019 OS updates:
  – Windows 10 (Home, Pro, Edu and Enterprise) (including "Spring 2019 Update (v1903)")
  – Windows 8.1 (Home, Pro and Enterprise)
  – macOS 10.14.6 Mojave
  – macOS 10.13.6 High Sierra
Support Coming Soon

- Exam4 does **NOT** currently support the following:
  - macOS 10.15 Catalina

- The Office of the Registrar will announce when support is available.
Non-Supported Operating Systems

- Beta OS versions
- Apple Macintosh OS X 10.12.6 and earlier
- Apple iDevices (iPad, iPhone, etc.)
- Windows 8 and earlier
- Windows (RT, IoT, Mobile, Team & S versions)
- Windows 10 SL (non-English Editions)
- Surface devices that do not have Windows 10 Home, Pro, Education or Enterprise version
- Linux
- Chromebooks
- Virtual operating systems (VMs)
- Anything else not specifically listed as supported above
How should I prepare for exams?

1. **Read** the instructions on the Registrar’s website.
2. Download the software.
3. **Submit** a practice exam.
4. Know where to find your exam number.
5. Know who to call for help.
Exam4: Install & Test

- Install and run Exam4 software on your laptop.
- **Submit** your practice exam.

- Download and install once per semester
  - October → reinstall for December

- **We recommend testing multiple exam modes:**
  - In-Class Practice Exam: Open and Closed
  - Takehome Practice Exam: Takehome (only)
Take-Home Exams

- On the day of your take-home exam, you will encounter **THREE** points of contact:
  1. Exam Number (Online Exam Management System)
  2. Exam4 answer software (launch from your laptop)
  3. Exam4 exam questions (accessed from Exam4 website)

- You will **submit** the exam via Exam4 software
Exam Number

Your Exam Number will be located on the Online Exam/ Paper Management System:

https://apps.law.georgetown.edu/exams/index.cfm?fuseaction=security.login
Open take-home answer file **before** exam questions

- **First** open exam answer file.
  - Launch Exam4 software
  - Enter exam mode: TAKEHOME
  - Choose “Begin Exam” → **Exam time has NOT started**

- **Then** download and open exam questions.
  - Open web browser and go to [www.exam4.com](http://www.exam4.com)
  - Choose “Start Exam” □ **Exam time BEGINS running**
Pause & Return to Take-Home Exam

• You may save, close, and later re-open a take-home exam.

• Read the exam instructions on the Registrar’s website carefully to learn how to open and close an exam without submitting it electronically.
Submit Take-Home Exam

• Leave time for spell-check (available but not automatic).

• The start and end-time will be displayed in Eastern Time, but confirmation will display Coordinated Universal Time (UTC).

• The software does not include a continuous timer. You are responsible for tracking your progress and submitting the exam on time.

• The software will not close automatically at the end of the exam window.
In-Class Exams

• On the day of your exam you should know:
  • How to access your Exam Number
  • How to launch Exam4 software
  • How to correctly enter the exam mode
  • How to submit your exam
Begin In-Class Exam

- Enter your 5-digit exam number found on the Online Exam Management System.
- Launch Exam4 from your laptop.
- The proctor will hand out exam questions on paper.
- The proctor will provide instructions in the exam room and will call the official start time (click “Begin Exam”).
- The proctor will keep the official time in the exam room.
Enter Exam Mode

- You must enter an exam mode before starting an in-class exam.
- The three in-class exam modes are:
  1. Open + Network
  2. Open
  3. Closed
- Exam mode will be located on the exam coversheet.
- Selecting the incorrect mode will be considered a violation of the Student Disciplinary Code.
Submit In-Class Exam

• Leave time for spell-check (available but not automatic).
• The proctor will call a 5 minute and a 2 minute warning.
• The proctor will announce the end-time for the exam.
• Timer is deactivated for GULC.
• You should ”submit electronically” before or at announcement.
What else do I need to know?

- If you wish to step away from your exam, you can protect your work using the ScreenShield available in “Tools”.

- Take-home exam answers are accessible to students after submission on their laptops, but in-class answers are encrypted and must be obtained from the Registrar during Exam Review.

- Read the Exam4 instructions and submit a practice test at least 48 hours BEFORE your first exam.

- Make sure your laptop is in good working order prior to your first exam.
Exam4 Tech Support

• Write down “Error Message” or “Violation Number” for reference.

• Go to Exam4’s support page at: http://www/exam4.com/support and review top ten questions and/or use the search box to resolve your issue.

• THEN submit a support form (located at the bottom of the support page). Enter “Georgetown Law” for the institution.
Law Center Resources

Exam Administration & Policy
Office of the Registrar
Hotung 4th Floor
lawreg@georgetown.edu
202-662-9220

Ethics Counsel
Professor Michael Frisch
415 McDonough Hall
frischm@law.georgetown.edu
202-662-9926

Exam4 Technical Issues
Exam4 User Support
https://www.exam4.com/support/

General Computer/Laptop Issues
IST HelpDesk
152 McDonough Hall
lawhelp@georgetown.edu
202-662-9284