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 supports the following operating systems
  - Windows 10 (Home, Pro, Edu and Enterprise) (including "Fall 2019 Update (v1909)"
  - Windows 8.1 (Home, Pro and Enterprise)
  - macOS 10.15 Catalina
  - macOS 10.14.6 Mojave
  - macOS 10.13.6 High Sierra
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
  o October → reinstall for December

• We recommend testing multiple exam modes:
  o In-Class Practice Exam: Open and Closed
  o 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 Exam Paper Management System:

https://zdapi.appointlink.com/ZDConvert/AutoLaunch/2611/37647397/206/Comp/login=shib%7Cidp=https:(s)(s)shibb-idp.georgetown.edu(s)idp(s)shibboleth%7Czdapp=es
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
  – 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 Exam Paper 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