In-Class Exam4 Process

Start of the Process → Download, install, and test Exam4 on your laptop (must download once each semester) → Retrieve Exam Number from the Exam Paper Management System → Launch Exam4 from laptop → Input Exam Number, and select exam course from course list → Review honor code agreement and security check and click "Got It" → Proctors will provide you with a hard-copy of your exam questions, do not turn page until instructed to do so → Look for the exam mode on the coversheet instructions, input it in Exam4, and click 'Next.' → Proctors will instruct you on when to begin exam → Begin exam → Run spell check in Exam4 prior to ending the exam → End exam → Submit exam electronically → **End of the Process**

Detailed instructions are posted to the Office of the Registrar's Exam webpage