

Exam Instructions



GEORGETOWN UNIVERSITY

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General Information

Please note the following:

- Exam4 is required for electronic in-class and **all** take-home exams
- Before installing Exam4 on your laptop:
 - know your laptop operating system
 - obtain administrator rights
- Exam4 is compatible with most but not all operating systems
- Once Exam4 is installed, do not run updates on your computer
- Remember to take practice exams in all modes including “Closed”
- Take-Home exams require use of the Exam4 software *and* website
- In-class exam submissions are encrypted but take-home answers are not

Exam Modes

Mode options for In-Class Exams:

- CLOSED
 - Cannot access hard drive or Internet
- OPEN
 - Can access hard drive but not Internet
- OPEN + NETWORK
 - Can access hard drive and Internet

Mode option for Take-Home Exams:

- TAKEHOME
 - Can access hard drive and Internet
 - Applies to all take-home exams
- **Note:** Please review your exam cover sheet for additional instructions.

Exam Number

- You will use your Exam Number to access your exam files in Exam4.
- Students are provided with a unique 5-digit Exam Number each semester.
- Your exam schedule and Exam Number can be found in the:
[Exam Paper Management System](#)

Download & Install Exam4

- Download from Exam4 website: www.exam4.com/org/1521
- Complete the registration form.
- Choose your Operating System (OS).
- Submit & Proceed to Download.

Registration Information

* All fields are required

First Name	Email Address
<input type="text" value="Joe"/>	<input type="text" value="jcb12345@georgetown.edu"/>
Last Name	Confirm Email Address
<input type="text" value="Cage"/>	<input type="text" value="jcb12345@georgetown.edu"/>
Class Year	
<input type="text" value="1L"/>	

Operating System

OS not showing up? See if it's supported.

- Windows 10
- Windows 8.1
- Windows 8
- Windows 7
- macOS 10.13 High Sierra
- macOS 10.12 Sierra
- Mac OS X 10.11 El Capitan
- Mac OS X 10.10 Yosemite
- Mac OS X 10.9.5 Mavericks

Submit & Proceed to Download

Georgetown Law

Summer Exams

Download Exam4 for Windows 10

Download Exam4 for Windows 10

By downloading and installing Exam4, you agree to the terms of the Extegrity license agreement.

Take a Practice Exam

Take and electronically submit a Practice Exam every time you download a fresh copy of Exam4. Practice exams help ensure that you won't run into issues on the day of your exam! If your school has a set of specific instructions for taking a practice exam, please follow those.

Note: You will not be able to access the content of your practice exam.

Install or re-install

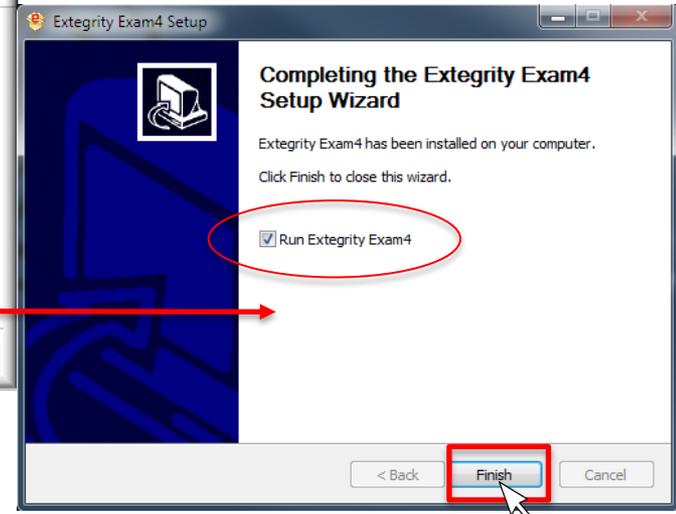
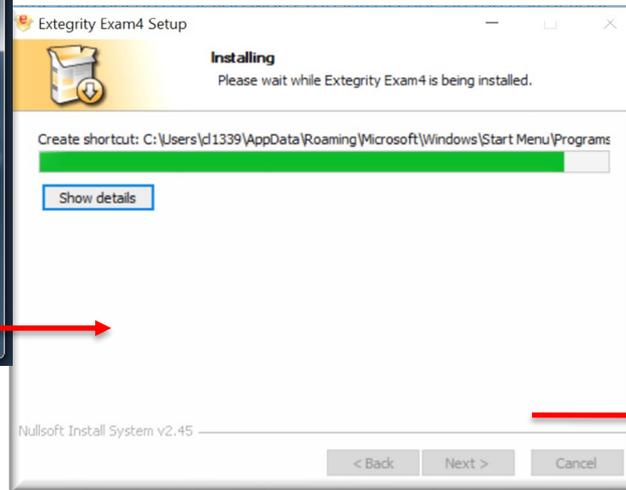
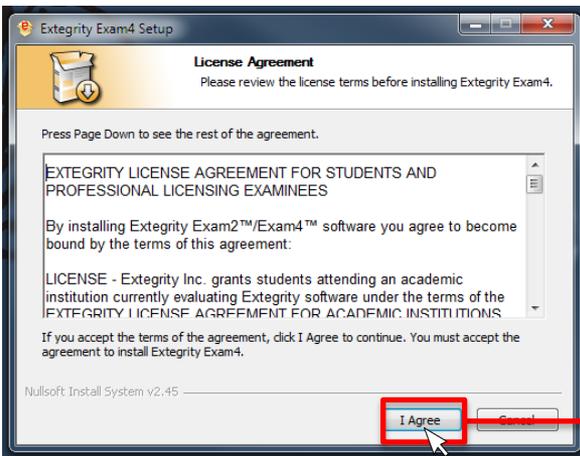
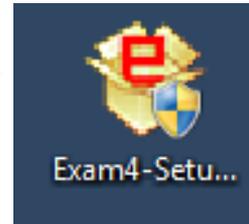
If you are re-installing, new copies of Exam4 will overwrite the old automatically. It's OK to download as many times as you need to.

Expiration date

Expiration dates vary by institution and are shown on the first screen when you launch Exam4. Your exam administrator will advise you when it is time to re-download and re-install.

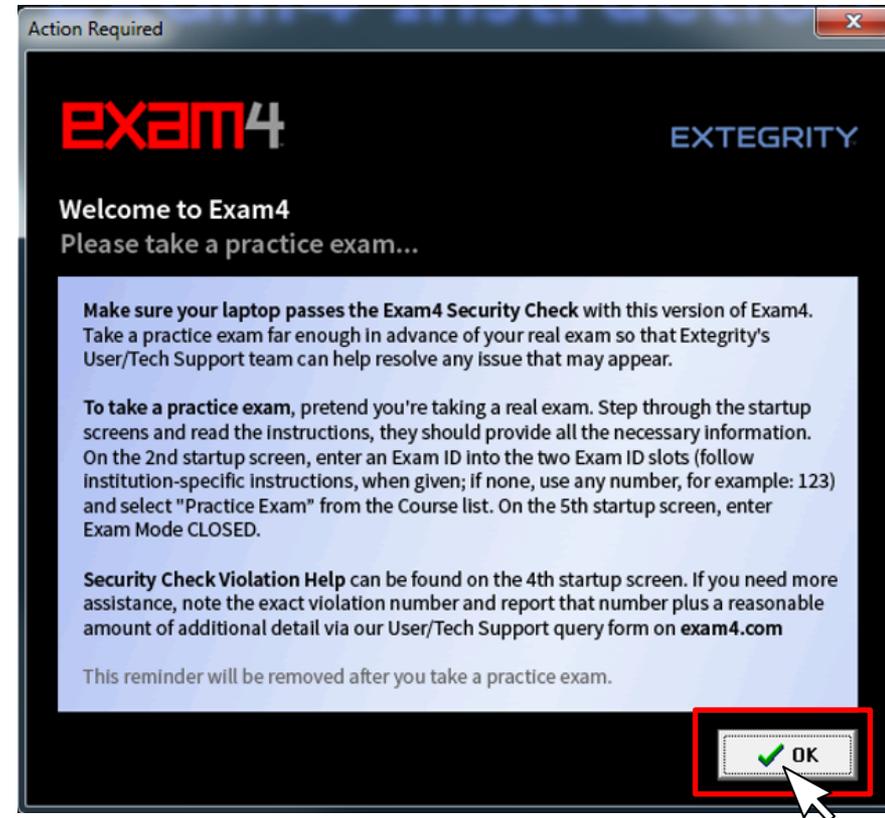
Download & Install Exam4

- Double click the “Installer File” →
- Follow the installation screens.



Practice Exams

- Run Exam4.
- **Submit practice exams.**
 - minimum 48 hours before first exam
 - test multiple exam modes
 - if scheduled for an in-class exam, complete practice exam in **CLOSED** mode to eliminate issues related to security check
 - Only use the practice exam course slot when taking a practice exam
 - no limit to number of practice exams
 - if computer updates after first set of practice exams, do them again
 - test editing features in Exam4
- **Use following instructions to open, test and submit your practice exams**



In-Class Exams

- Launch Exam4 from your laptop
 - To begin working on a practice exam or your actual exam, click radio button next to “Prepare to start a new exam”
- Click “Next” at bottom of page



In-Class Exams

Extegrity Exam4

exam4 EXTEGRITY

Release > 22.0
Expires > 10 Jun 2022
■ Check network connection 

Georgetown Law

2 > Exam ID; Course or exam title

Exam Number

Exam Number (confirm)

Course

Course (confirm)

Quit © Extegrity Inc. All rights reserved. < Back **Next >**  Begin Exam

- Enter Exam Number

- Please use five digit exam number assigned to you for the term

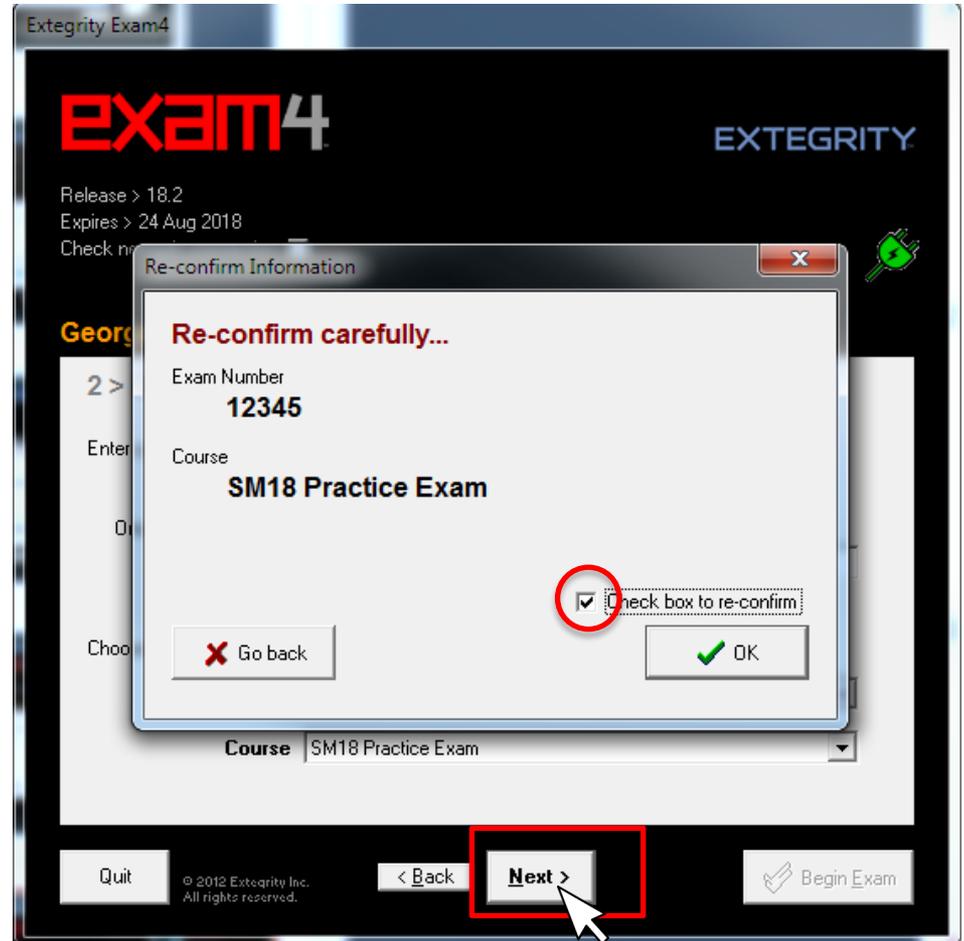
- Select course from drop down

- make sure to only use the practice exam course slot

➤ Click “Next” at bottom of page

In-Class Exams

- Confirm Exam Number and Course
 - Click “Check box to re-confirm”
 - Click “OK”
 - Click “Next”



In-Class Exams

- Exam4 timer is deactivated
- Proctors keep official time
- Font Selection is optional:
- Set text color and contrast
- Answer separator is optional
 - select “0” if not planning to use
 - can be added during exam

➤ Click “Next”

Extegrity Exam4

exam4 EXTEGRITY

Release > 22.0
Expires > 10 Jun 2022
 Check network connection

Georgetown Law

3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).

0 0
Hours Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

Timer unavailable by administrative request.

Set font size and contrast

Small Standard
 Medium Reduced
 Large Reversed
 XL

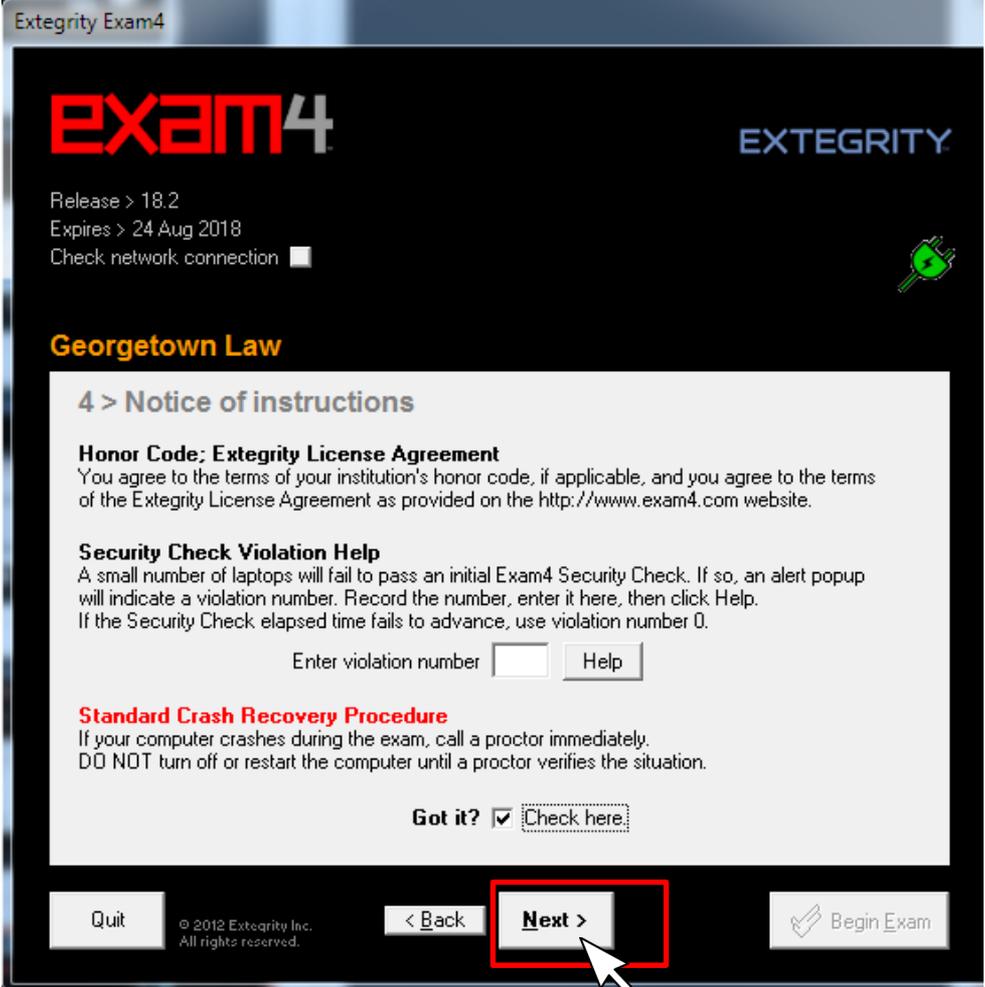
Auto-insert answer separator for 1 question.

1

Quit © Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

In-Class Exams

- Review Honor Code: Extegrity License Agreement
- If you received a security check violation number:
 - Enter violation number
 - Click “Help”
- No violation number? Read Standard Crash Recovery Procedure
 - Click “Got It?”
 - Click “Next”



Extegrity Exam4

EXAM4 EXTEGRITY

Release > 18.2
Expires > 24 Aug 2018
Check network connection

Georgetown 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 <http://www.exam4.com> website.

Security Check Violation Help
A small number of laptops will fail to pass an initial Exam4 Security Check. If so, an alert popup will indicate a violation number. Record the number, enter it here, then click Help.
If the Security Check elapsed time fails to advance, use violation number 0.

Enter violation number

Standard Crash Recovery Procedure
If your computer crashes during the exam, call a proctor immediately.
DO NOT turn off or restart the computer until a proctor verifies the situation.

Got it?

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In-Class Exams

- In-Class:
 - CLOSED
 - OPEN
 - OPEN + NETWORK
 - Type “OPEN” in first field and “NETWORK” second

➤ Click “Next”

Extegrity Exam4

exam4 EXTEGRITY

Release > 18.2
Expires > 24 Aug 2018
Check network connection

Georgetown 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 PC
- Typical for most exams

OPEN
- Open-computer exam
- Access to other data on this PC
- 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

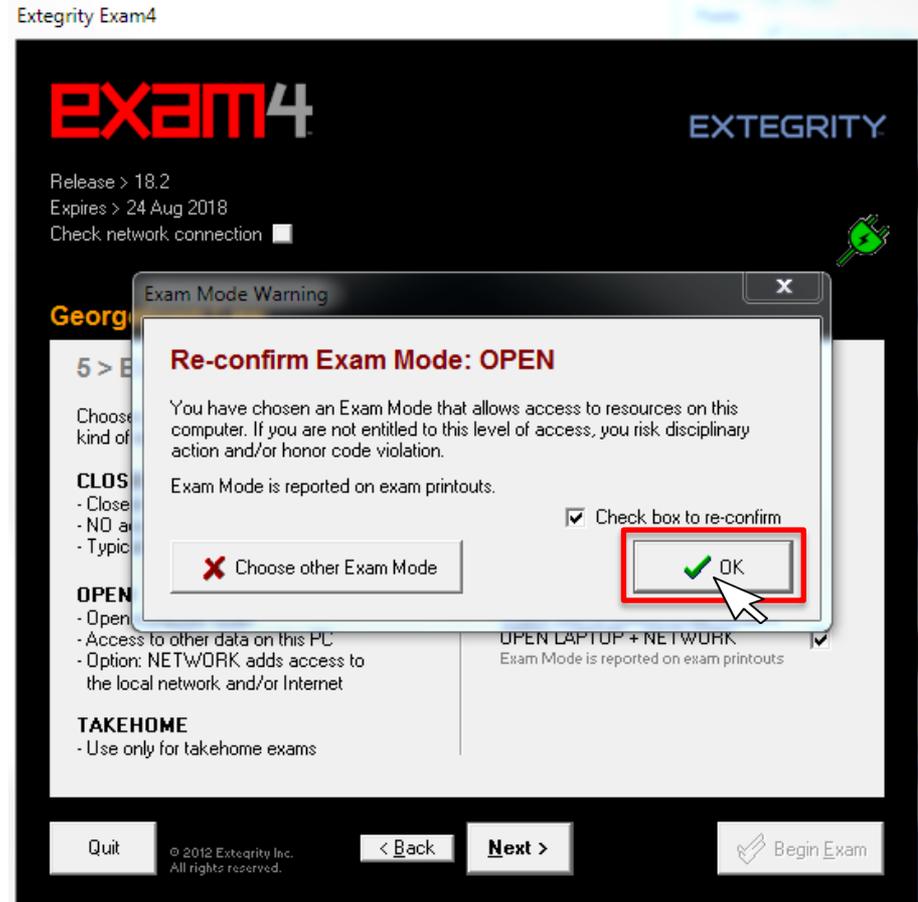
Check box to confirm Exam Mode is OPEN LAPTOP + NETWORK
Exam Mode is reported on exam printouts

Quit © 2012 Extegrity Inc. All rights reserved. < Back **Next >** Begin Exam

In-Class Exams

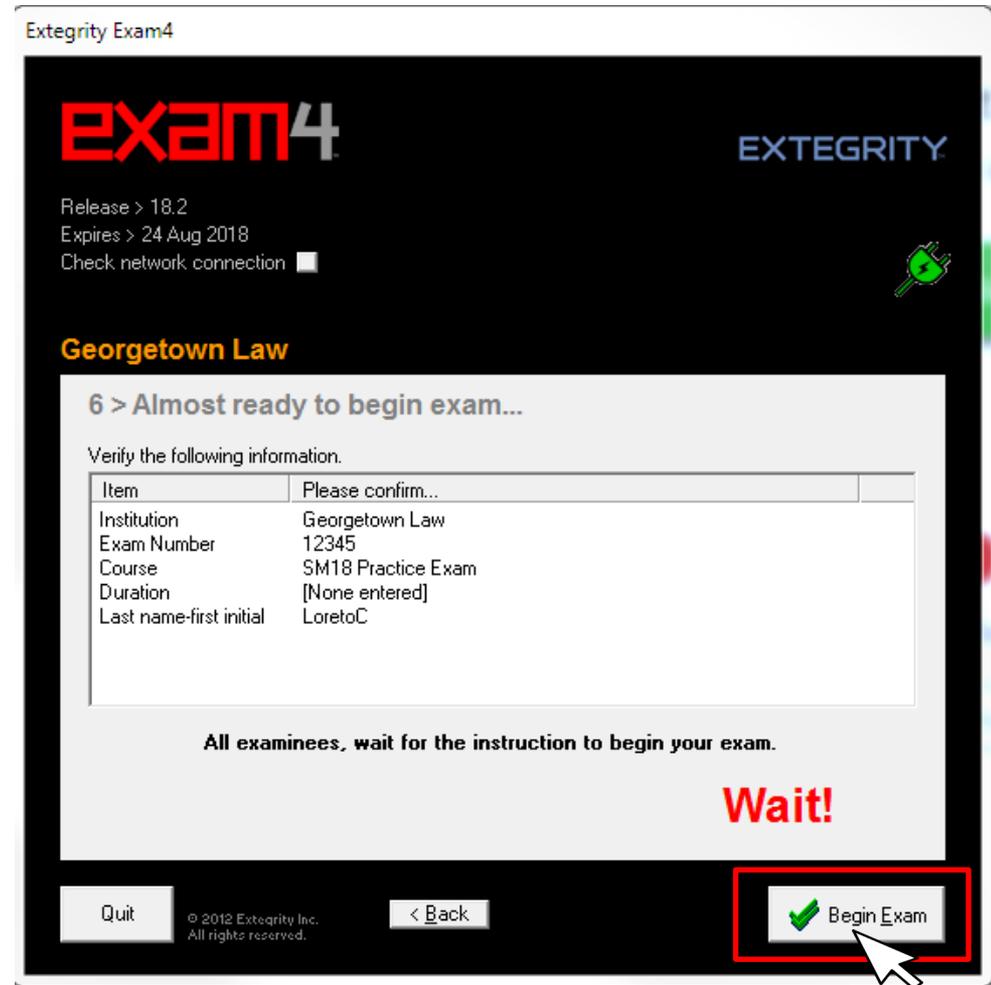
- Re-confirm Exam Mode

➤ Click “Next”



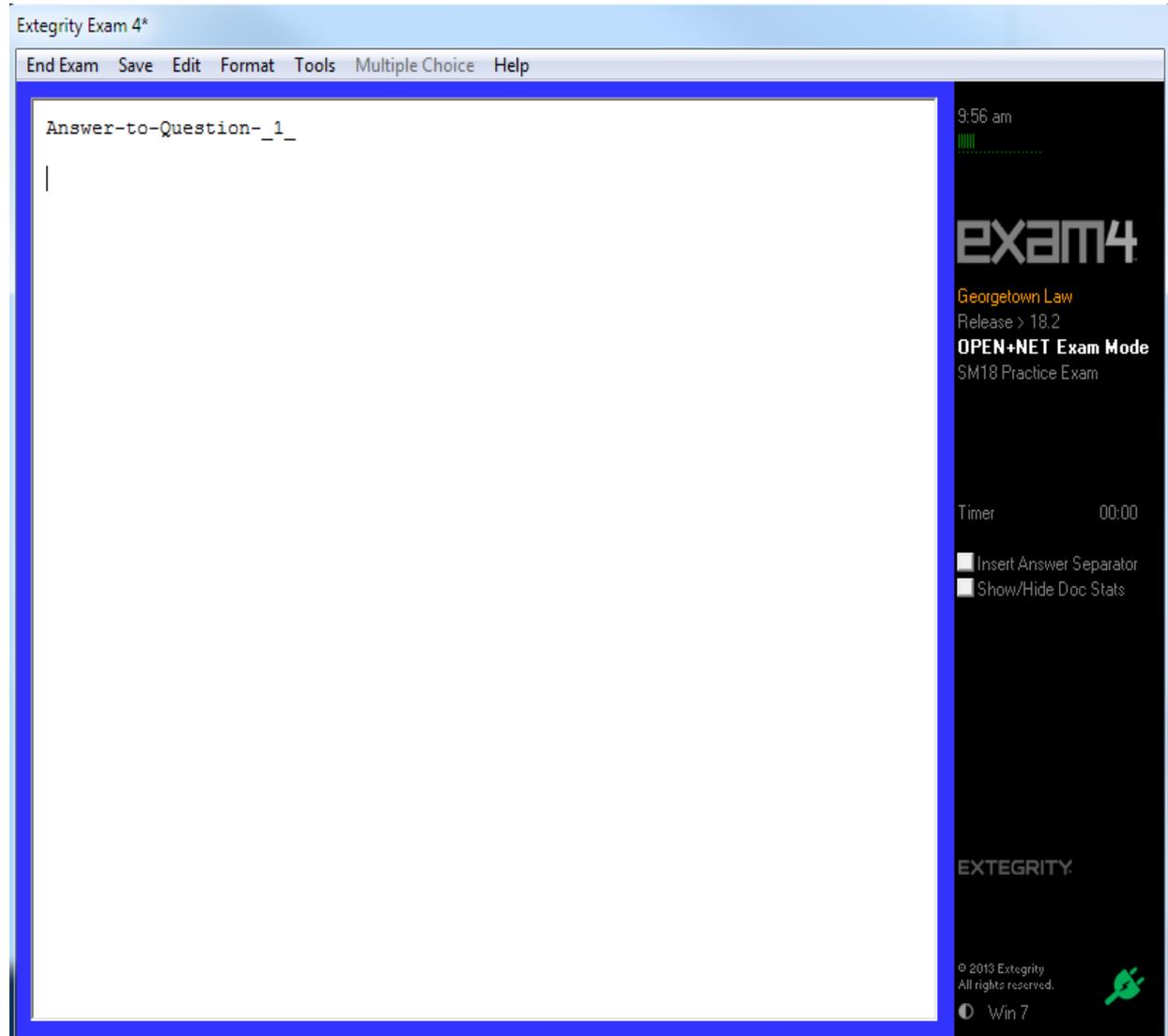
In-Class Exams

- Verify exam information
- When proctor makes the announcement, click “Begin Exam”
- “Begin Exam” officially opens the exam answer file



In-Class Exams

- Practice exams
 - test features
 - run multiple modes
 - submit when done



In-Class Exams Multiple Choice

- You will use this feature only if instructed to do so in your exam instructions.
- Can be used to answer multiple choice and or true or false questions.
- Click “Hide” to submit answers and exit Exam4
- Software.

Extegrity Exam 4

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question- 1

Multiple Choice Answers Document ID [] Fetch...

Q	A
1	A
2	C
3	E
4	
5	
6	
7	

3

A B C D E F

T F

Next

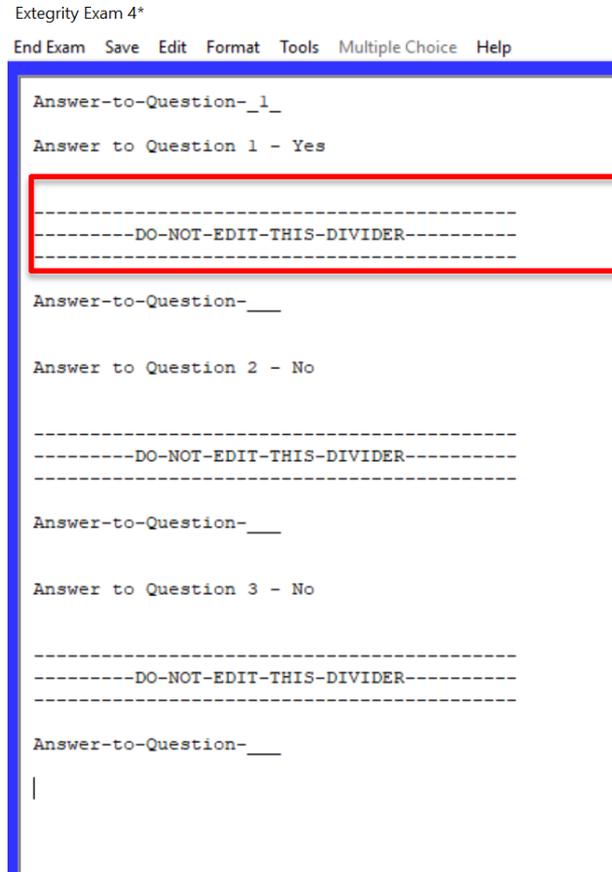
< Clear
< Mark

Hide

Click Q number or Next button to navigate.

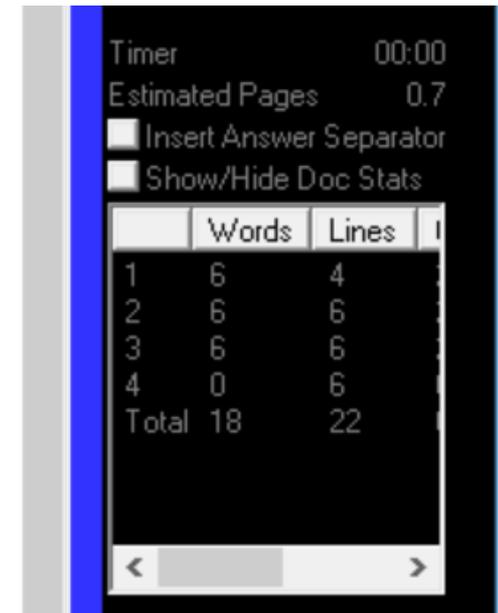
In-Class Exams

- The answer separator may be used when there is a specific word count for individual questions or the entire document.
- “Show/Hide Doc Stats” allows students to see the word count.
- Do not rely on page count as is it is only an estimate.



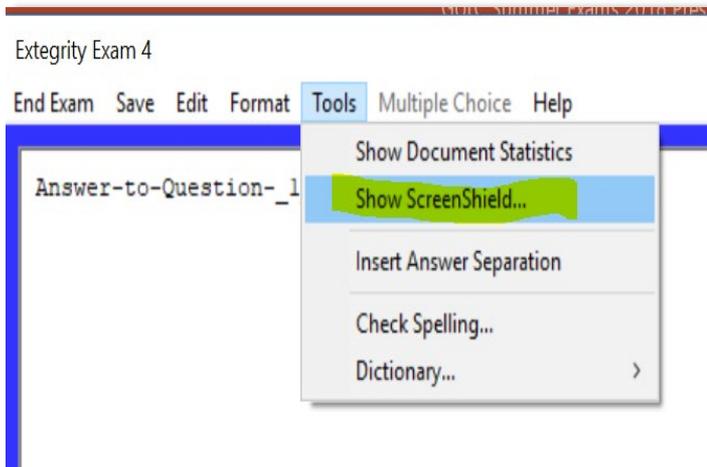
Answer Separator

Word Count Box



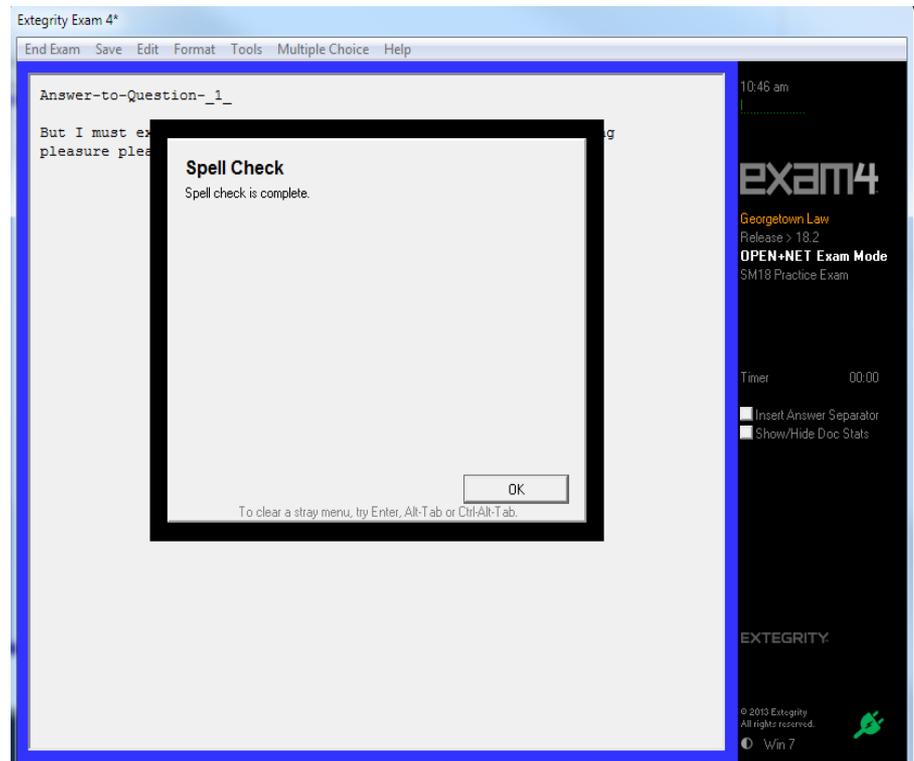
In-Class Exams

- Your exam file can be covered by a screen shield when you are not actively using the screen.
- Click on Tools and select “Show ScreenShield”



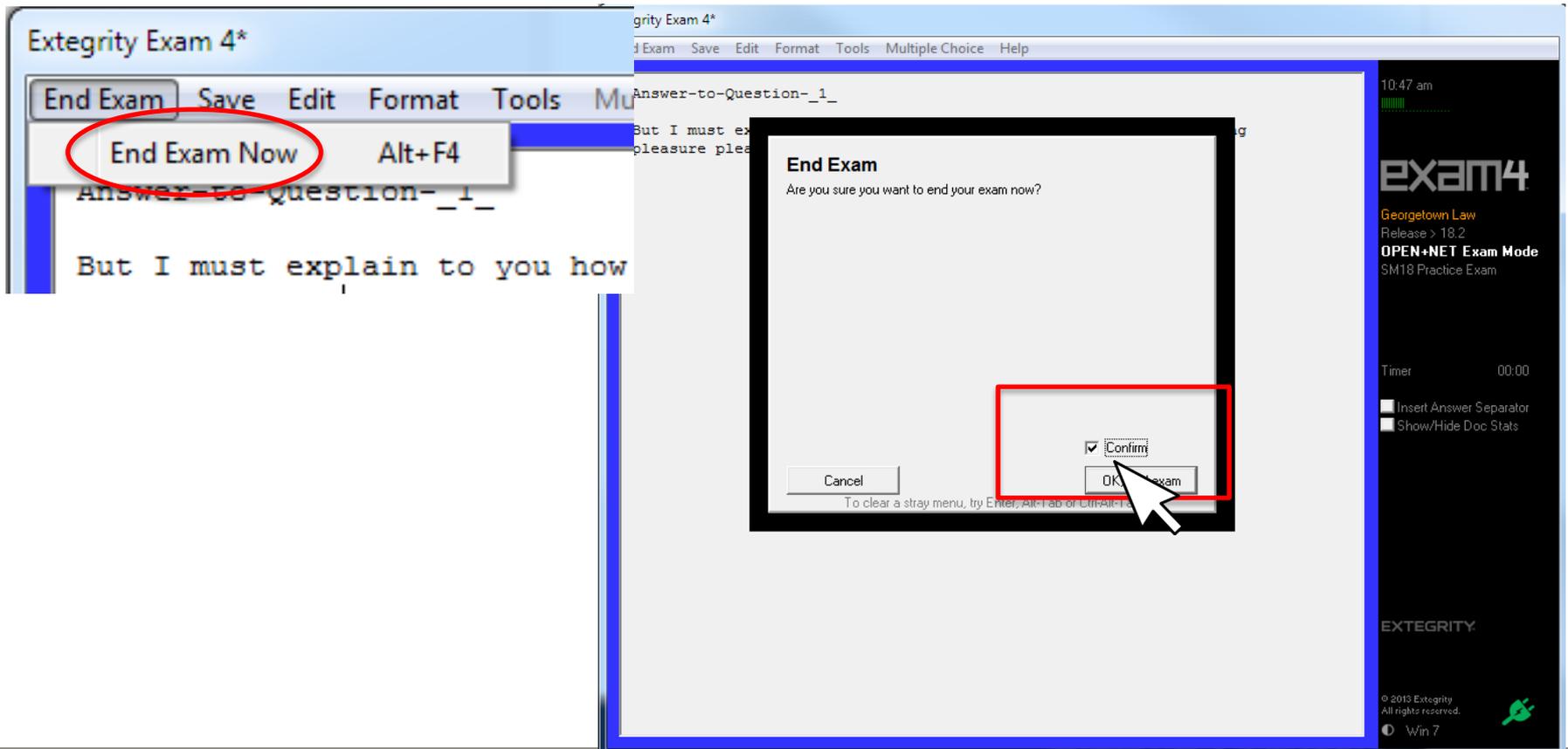
In-Class Exams

- Allow yourself time to run a spell-check before ending your exam.
- Click on Tools and select:
 - “Check Spelling” for Windows users or
 - “Show Spell Checker” for Mac users



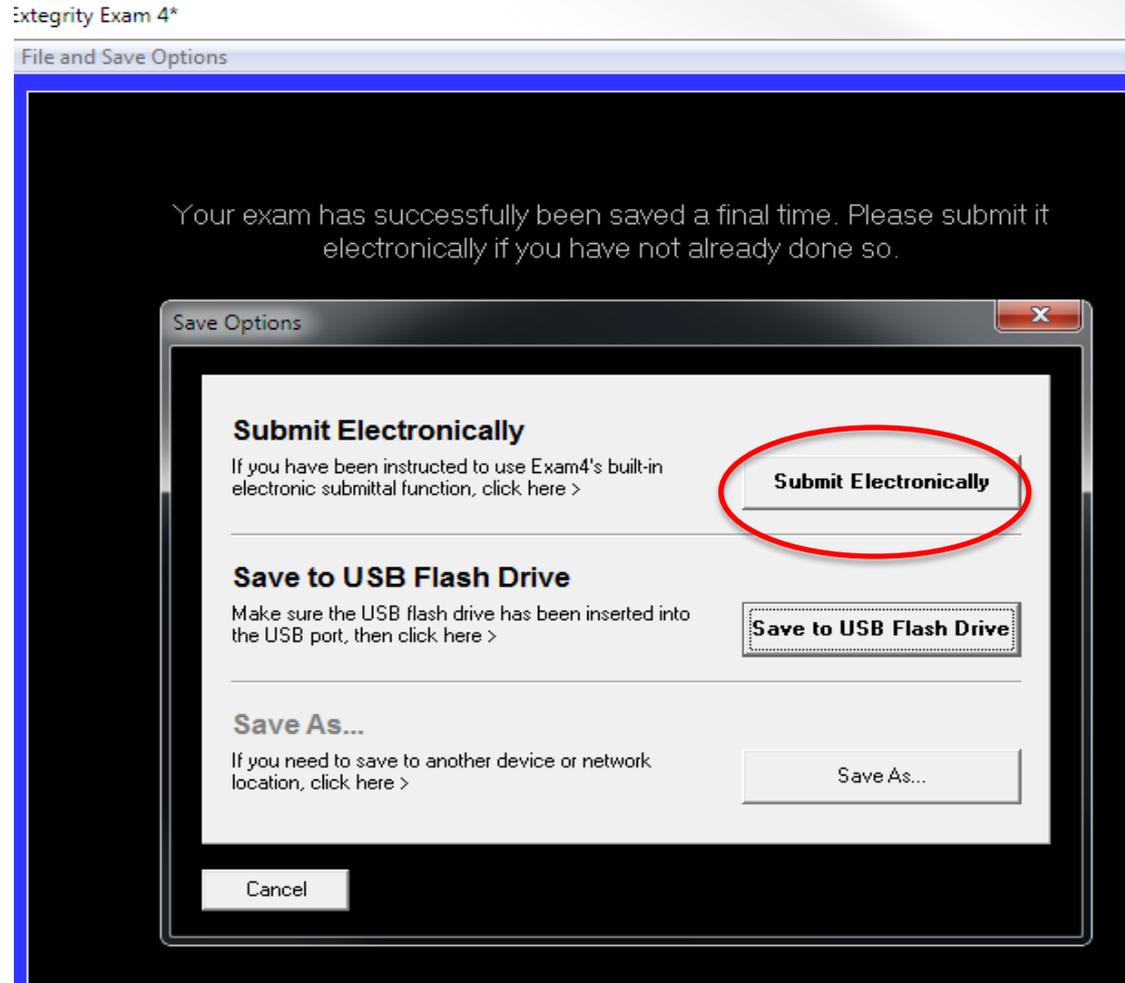
In-Class Exams

- Before, or at the time the proctor announces the end of the exam, you will end your exam and submit it electronically.
 - Click “End Exam Now”
 - Then confirm that you would like to end the exam



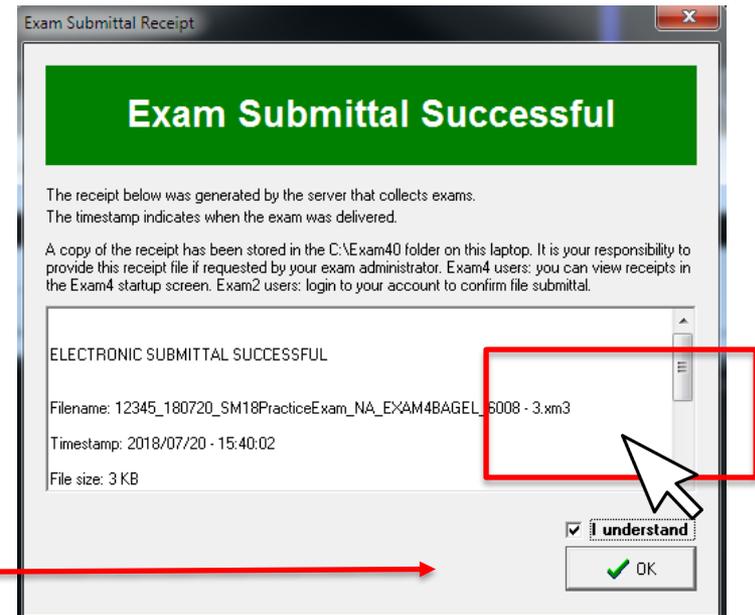
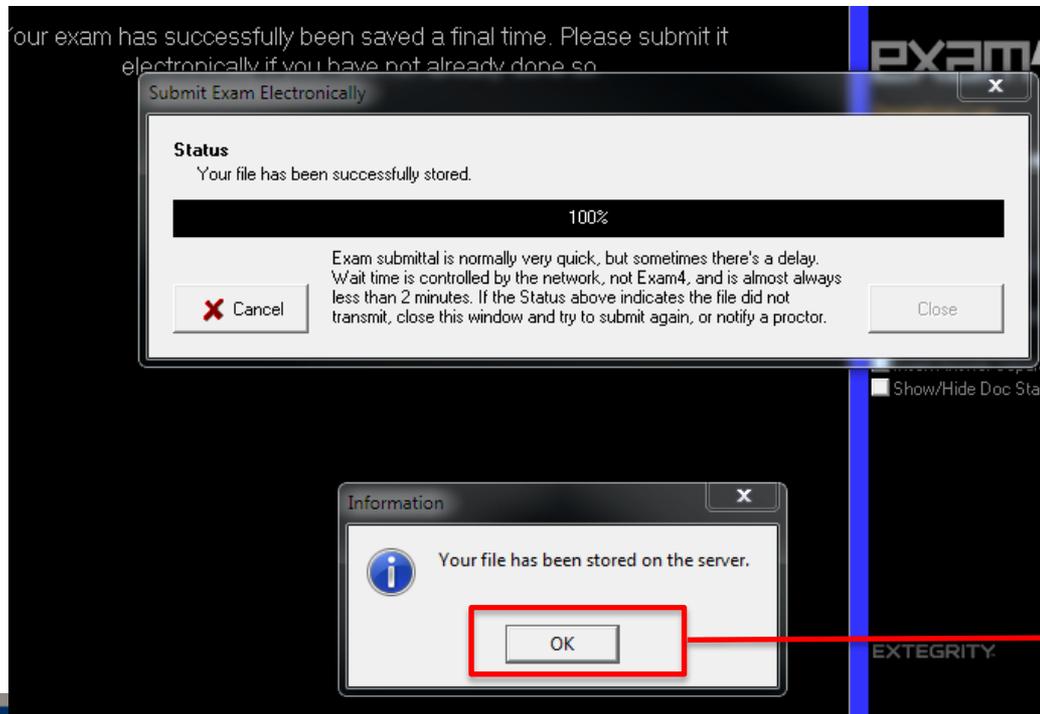
In-Class Exams

- Once your exam is submitted electronically, you cannot re-open the file.
- The file is now encrypted and accessible only to administrators.
- You can save the file to a USB flash drive or to the computer's hard drive but it will be encrypted.
- Content in practice exams cannot be retrieved.



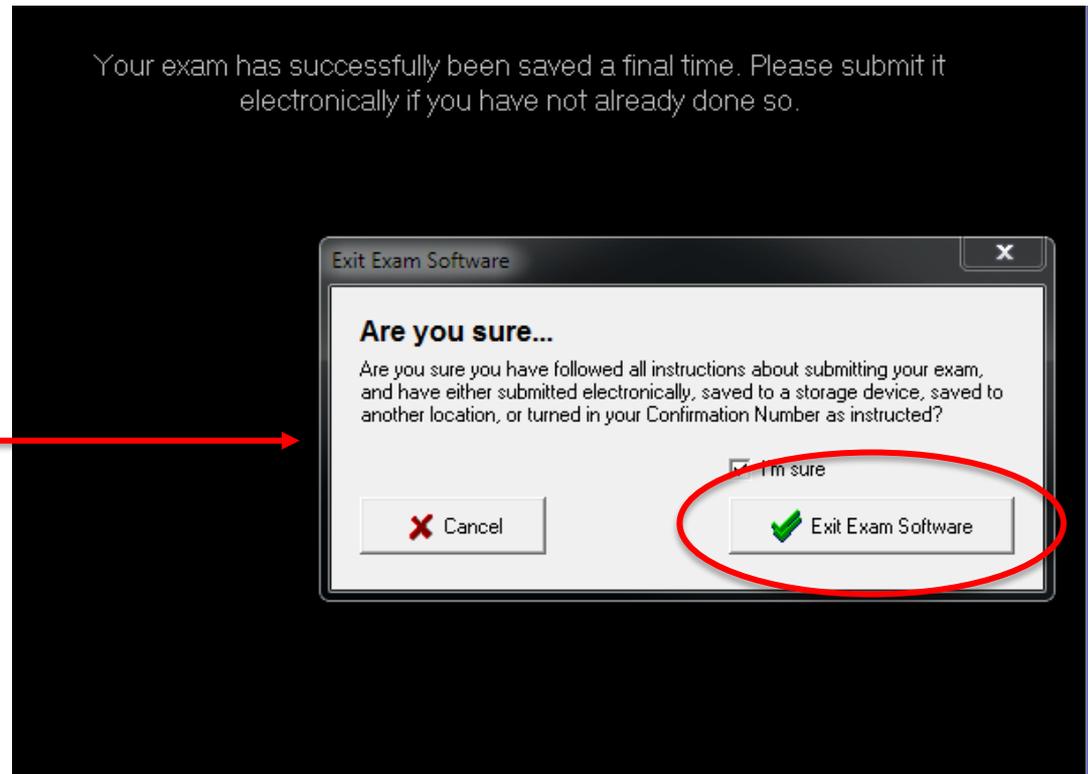
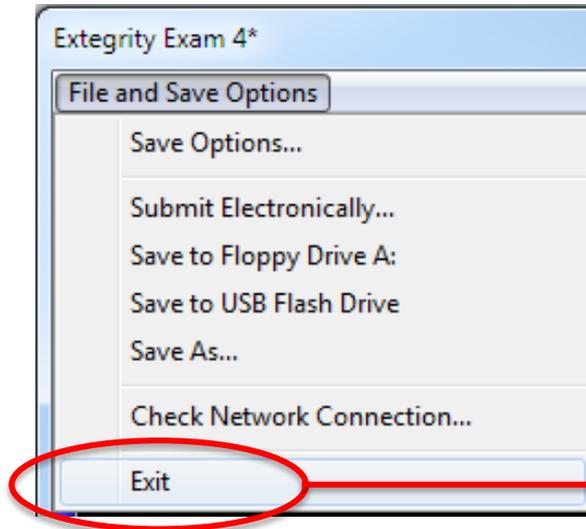
In-Class Exams

- A confirmation box will appear when the exam has been successfully submitted.
- The time stamp is set to Universal Coordinated Time (UTC), a time standard that is 4 hours later Eastern Daylight Time (EDT) and 5 hours later than Eastern Standard Time (EST). Even though students will see the UTC time on the timestamp, it is converted to Eastern Time (EDT or EST) once received.
- When submitting an exam on campus, please make sure you are logged into the **Saxanet network**. Otherwise, you will receive an error message when attempting to submit your exam.



In-Class Exams

- You may now exit Exam4



Take-Home Exams

You will need the following before taking a take-home exam:

1. Exam Number ([Exam Paper Management System](#))
 2. Exam Answer (Exam4 software downloaded to your computer)
 3. Exam Questions (Accessed from [Exam4.com website](#))
- Your exam time officially begins when you download the exam questions from the Exam4 website and click “Start Exam” not when you open the Exam4 software.

Take-Home Exams

- **FIRST** Launch Exam4 from your computer
- Click “Begin Exam”

Extegrity Exam4

exam4 EXTEGRITY

Release > 18.2
Expires > 24 Aug 2018
Check network connection

Georgetown Law

6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	Georgetown Law
Exam Number	12345
Course	SM18 Adv Ind Inc Tax - Kirk
Duration	[None entered]
Last name-first initial	SmithW

All examinees, wait for the instruction to begin your exam.

Wait!

Quit © 2012 Extegrity Inc. All rights reserved. < Back **Begin Exam**

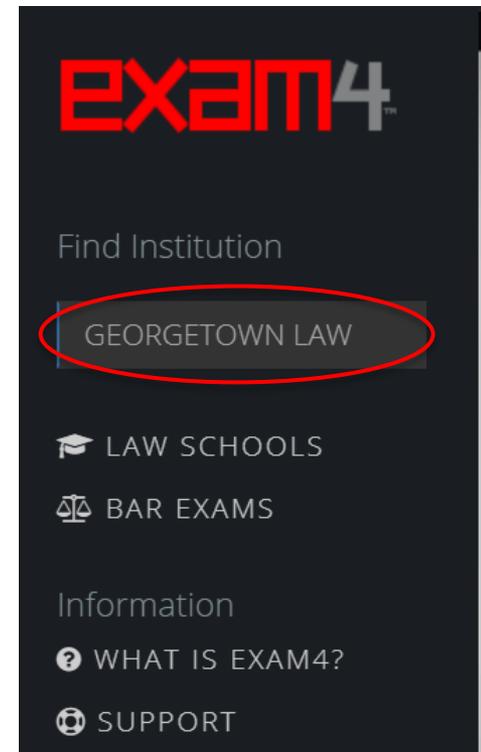
Take-Home Exams

- **THEN** open a web browser and go to the Exam4 website: www.exam4.com
- Type “Georgetown Law” into the search field
 - Click “Enter”

Q Search Results for: “GEORGETOWN LAW”

Law Schools

[Georgetown Law](#)



Take-Home Exams

- After selecting "Georgetown Law" proceed through next steps.
- Go to the box on the right
 - Click on "[Click here for a list of available remote exams](#)"
 - Select your course from the list of "*Available Take-home Exams"
 - **In order to access the exam questions download page from campus, you must be logged into the Saxanet network**

Please register to download Exam4

All fields are required.

First Name

Last Name

Email Address

Confirm Email Address

Already registered for this term?

Skip to download >

[Click here for a list of available remote exams](#)

 Georgetown Law

Summer Exams

* Available Takehome Exams

- > [SM18 Adv Ind Inc Tax - Kirk](#)
- > [SM18 Criminal Justice - Gunja](#)
- > [SM18 Evidence - Facciola](#)
- > [SM18 Immig Law Policy - Schmidt](#)
- > [SM18 Legal Res Skills Prac - Alayan](#)
- > [SM18 Priv Equ Hedge Funds - Rimmke](#)
- > [SM18 Prof Responsibility - Teicher](#)
- > [SM18 Sec Law Internet - Paz](#)
- > [SM18 Tax Fin Inst Trans - Keinan](#)
- > [SM18 Tax Prac Proc - Johnson](#)
- > [SM18 White Collar Crime - McGovern](#)
- > [SM18 Other Exam F](#)

Take-Home Exams

- Enter Exam Number
- Click “Continue”

Takehome Exam: PRACTICE EXAM - EXAM FILE UPLOAD

 Georgetown Law

Exam Preparations

5 Digit Exam ID

Please enter your Examinee ID

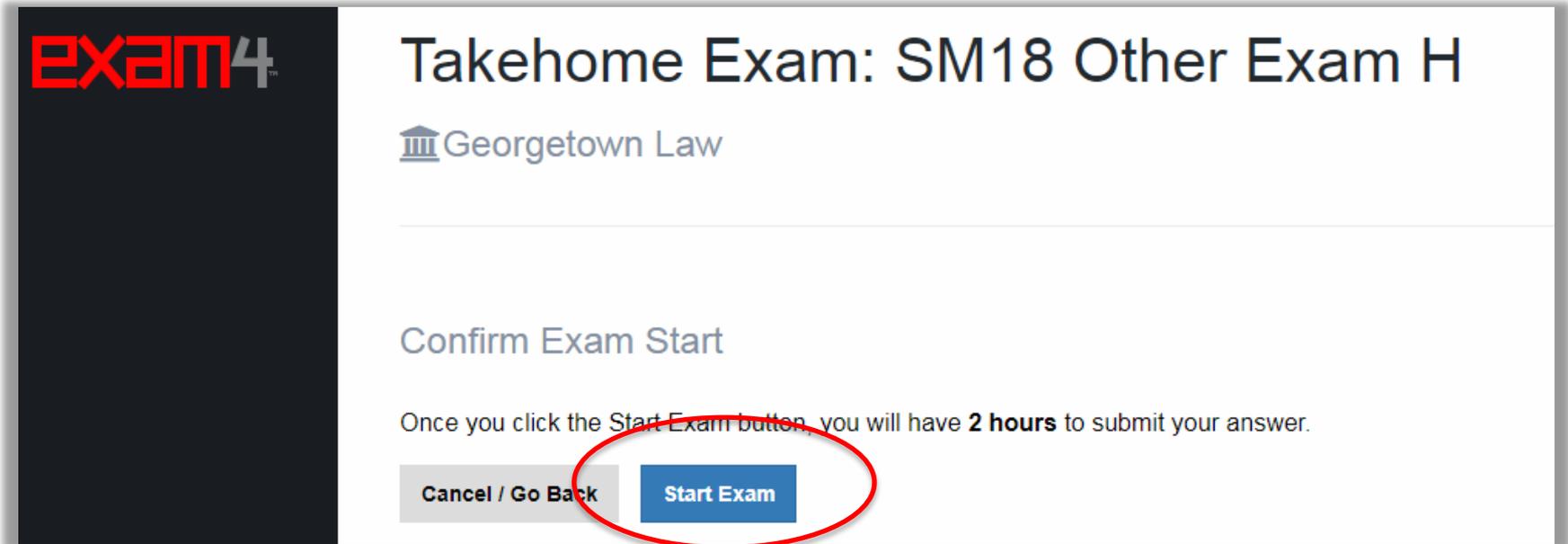
Your institution or instructor will provide this.



Continue

Take-Home Exams

- Your exam officially begins when you click “Start Exam”
- The time allotted to complete the exam will begin from this point.
- The Exam4 timer is deactivated. Students are responsible for tracking time.



The screenshot shows the Exam4 interface for a "Takehome Exam: SM18 Other Exam H" at Georgetown Law. The page features the "exam4" logo on the left and the exam title and institution name at the top. Below the title, there is a section titled "Confirm Exam Start" with a sub-instruction: "Once you click the Start Exam button, you will have **2 hours** to submit your answer." At the bottom of this section, there are two buttons: "Cancel / Go Back" and "Start Exam". The "Start Exam" button is highlighted with a red circle.

Take-Home Exams

- You will then receive:
 - exam question file
 - due date

Takehome Exam: Practice Exam - TAKEHOME

 Georgetown Law

Exam Question & Instructions

Your instructor has also attached this file:

Due Date

13 Apr 2022 5:33 PM

We recorded that your exam began on 13 Apr 2022 3:33 PM

Submit Your Answer in Exam4

Launch Exam4, and use the same Exam ID you entered on this page earlier. After finishing the exam, choose “**Submit Electronically**”.

Need the software for this exam? [Download it here.](#)

Take-Home Exams

- To access the exam questions click on the hyperlinked file.

EXAM4

Takehome Exam: SM18 Other Exam H

Georgetown Law

Exam Question & Instructions

This is the Practice Take-Home Exam. This exam will be available Thursday, August 30, 2018 at 1:00 pm and must be submitted 2 hours after download but no later than 2:00 pm on Friday, September 4, 2018.

Your instructor has also attached this file:

[Practice Take-home Exam 8.30.pdf](#)

Due Date

30 Aug 2018 6:22 PM

We recorded that your exam began on **30 Aug 2018 4:22 PM**

Submit Your Answer in Exam4

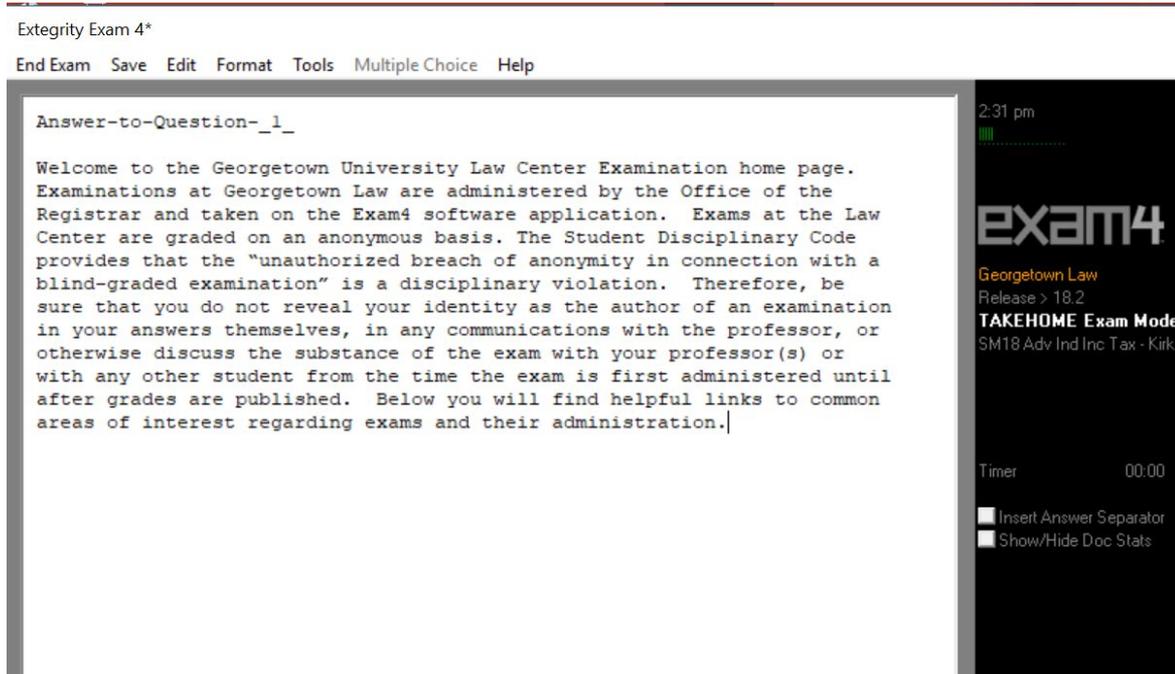
Launch Exam4, and use the same Exam ID you entered on this page earlier.
After finishing the exam, choose "**Submit Electronically**".

Need the software for this exam? [Download it here.](#)

EXTEGRITY

Take-Home Exams

- Your exam answers will be typed directly into the Exam4 program downloaded to your computer.
- The exam questions and exam answer file are **two separate windows** and cannot be combined.



Take-Home Exams Multiple Choice

- You will use this feature only if instructed to do so in your exam instructions.
- Can be used to answer multiple choice and or true or false questions.
- Click “Hide” to submit answers and exit Exam4
- Software.

Extegrity Exam 4

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question- 1

Multiple Choice Answers Document ID [] Fetch...

Q	A
1	A
2	C
3	E
4	
5	
6	
7	

3 (A) (B) (C) (D) (E) (F)

T F

Next

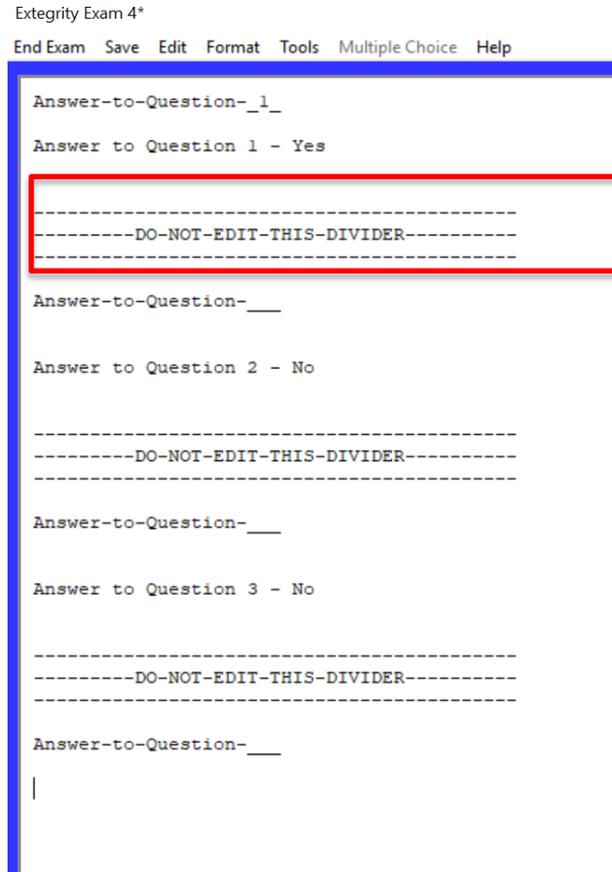
< Clear
< Mark

Hide

Click Q number or Next button to navigate.

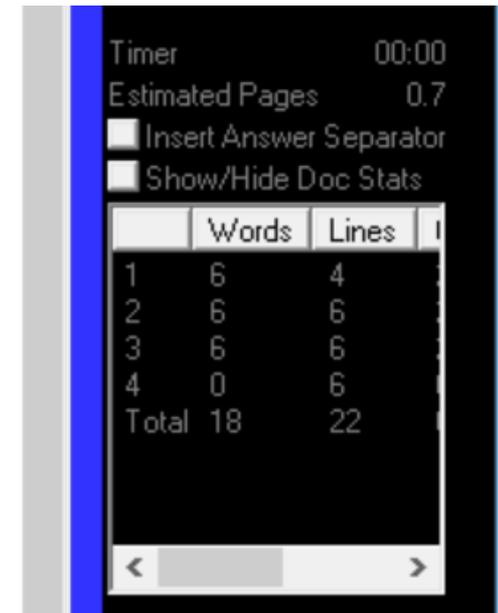
Take-Home Exams

- The answer separator may be used when there is a specific word count for individual questions or the entire document.
- “Show/Hide Doc Stats” allows students to see the word count.
- Do not rely on page count as is it is only an estimate.



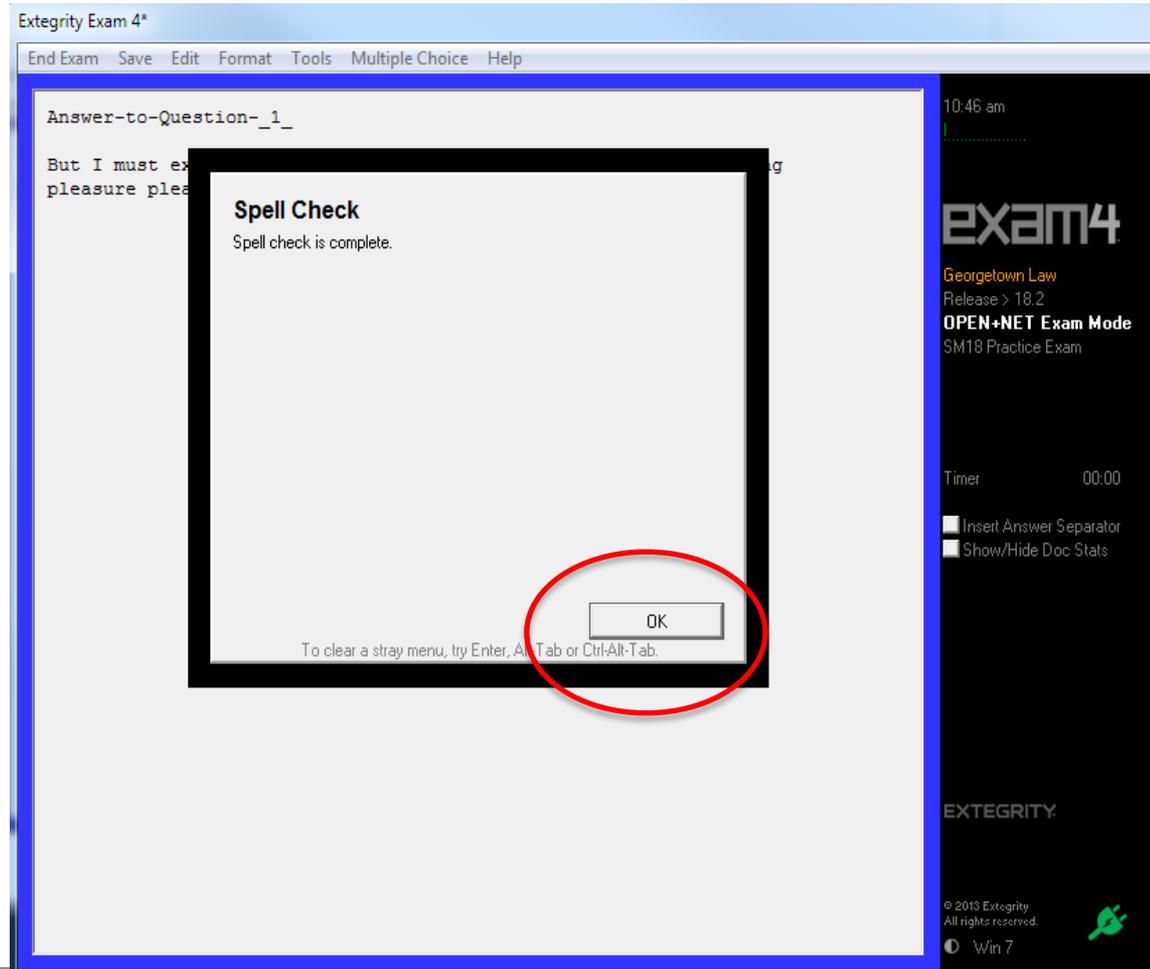
Answer Separator

Word Count Box



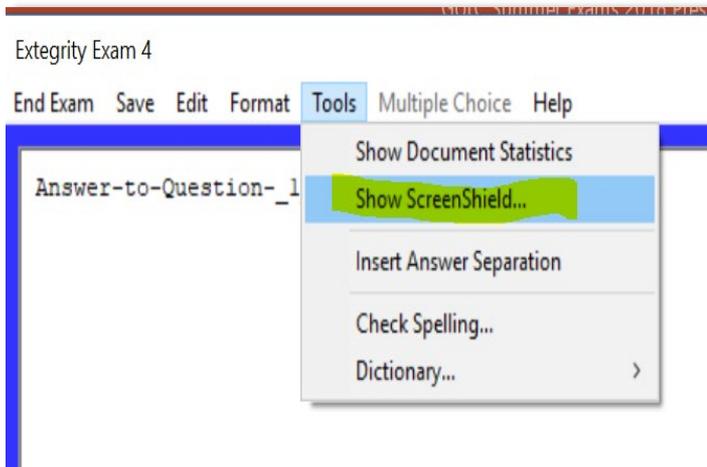
Take-Home Exams

- Allow time to run a spell-check before ending your exam.
- Click on Tools and select:
 - “Check Spelling” for Windows users or
 - “Show Spell Checker” for Mac users



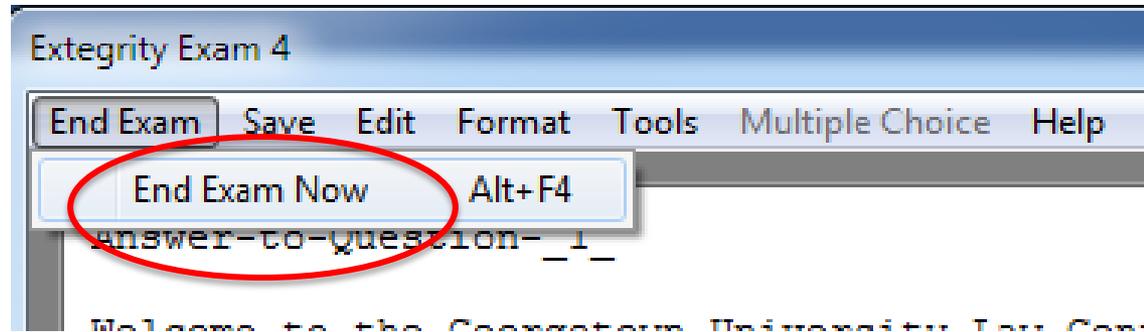
Take-Home Exams

- Your exam file can be covered by a screen shield when you are not actively using the screen.
- Click on Tools and select “Show ScreenShield”



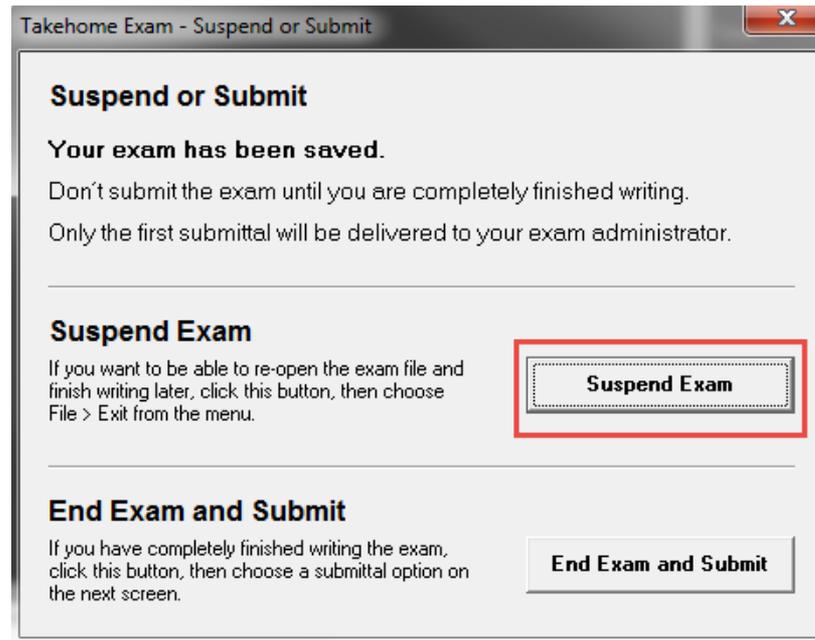
Take-Home Exams

- In TAKEHOME mode **ONLY** you can exit the Exam4 program **and** Exam.4 website
- To exit, select "End Exam Now", but **DO NOT** submit the exam electronically
- To return, re-open the Exam4.com site and re-launch the program
- Your exam time keeps running even when you have closed the exam on your computer



Take-Home Exams

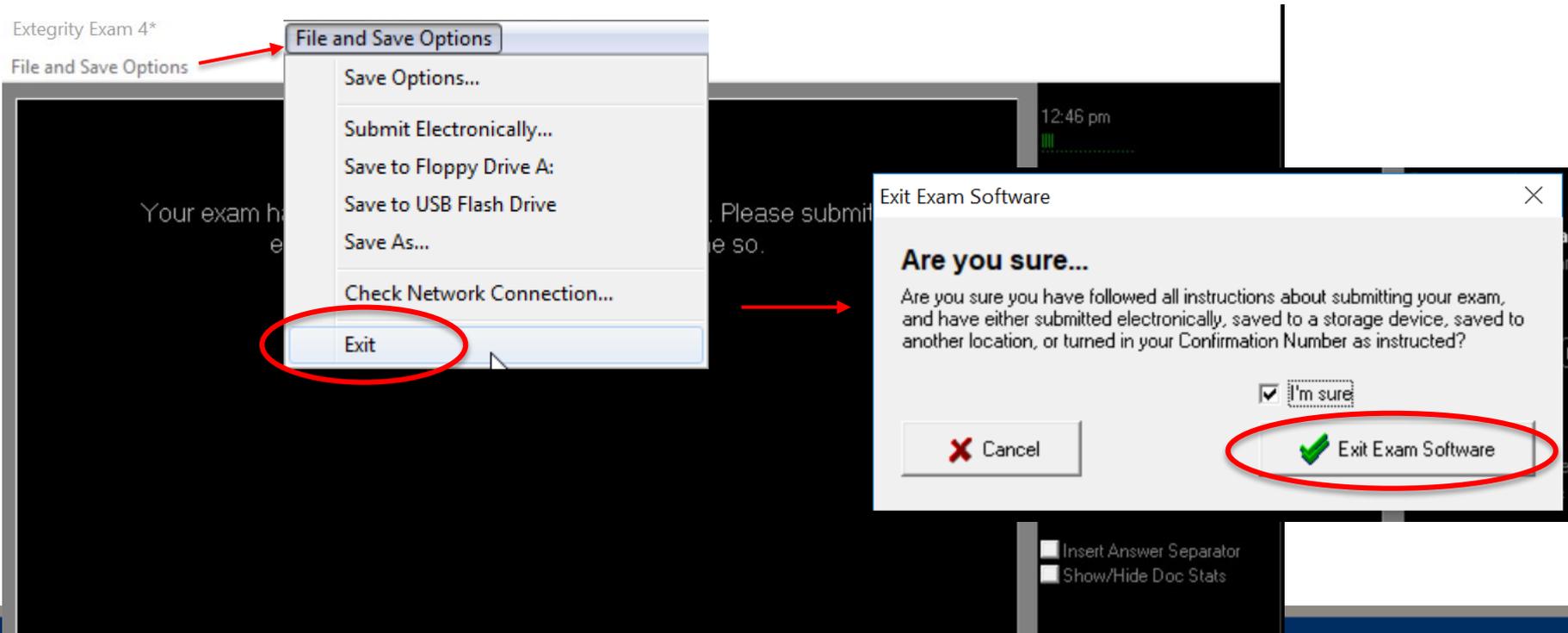
- When temporarily exiting the exam, Click “Suspend Exam” DO NOT click “End Exam and Submit” if you plan on continuing to work on your exam at a later time



- Once an exam has submitted it cannot be re-opened

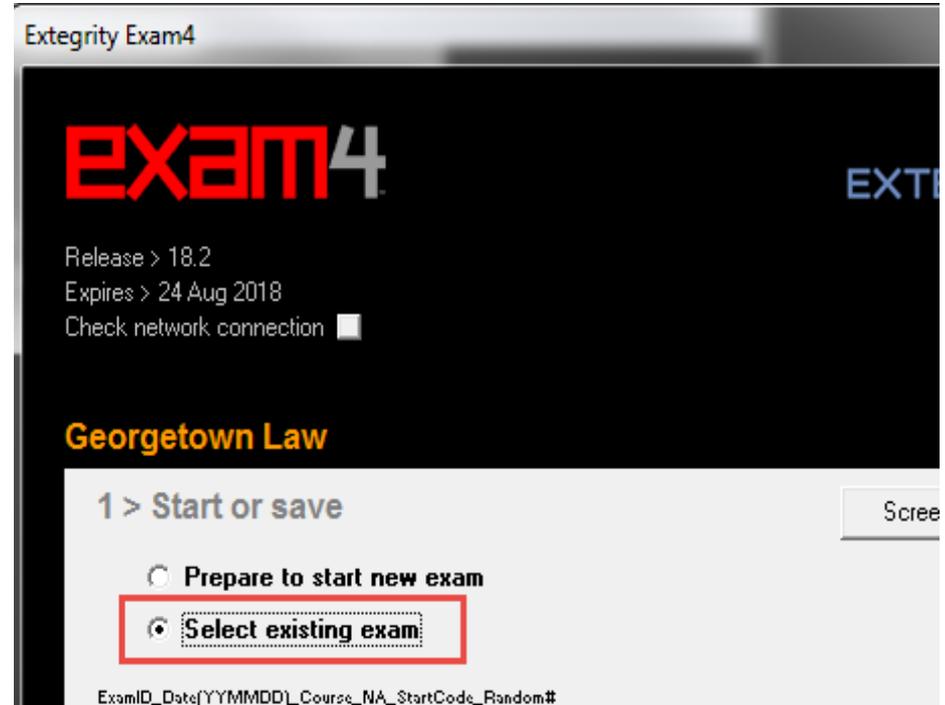
Take-Home Exams

- You may then proceed to exit the Exam4 program.
 - Click on “File and Save Options”
 - Click “Exit”
 - Check “I’m Sure” box
 - Select “Exit Exam Software”



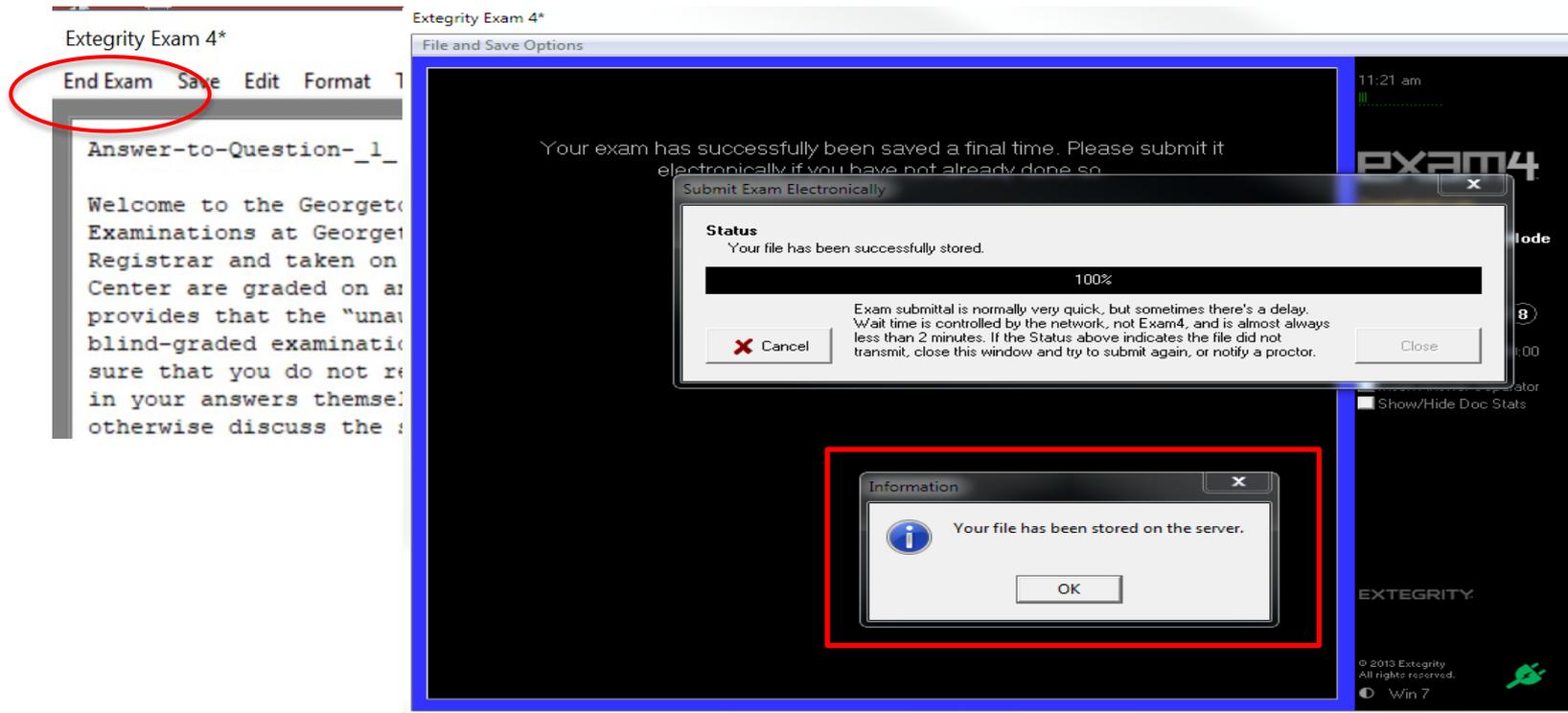
Take-Home Exams

- Restart the exam by opening both the exam answer and question files.
- Re-launch Exam4 to return to the **exam answer file**.
 - Select “Existing Exam”
 - Select the exam from drop-down
 - Click ”Begin Exam”
- Re-open the Exam4 website (www.exam4.com) to return to the **exam questions**.



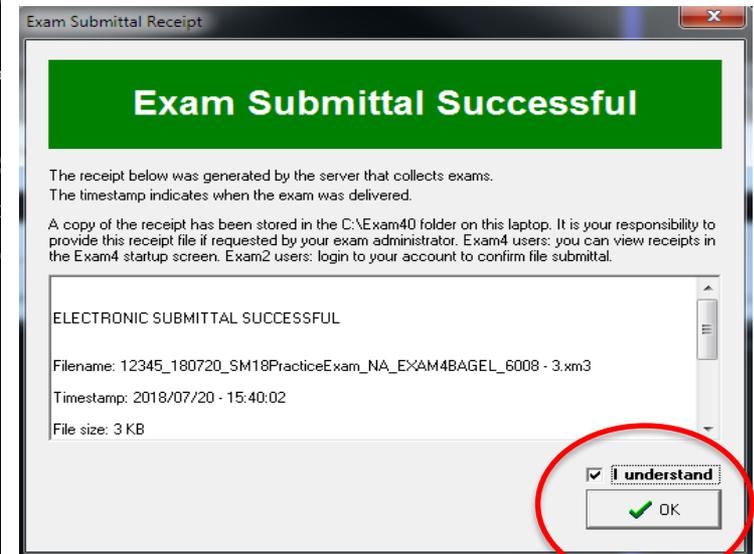
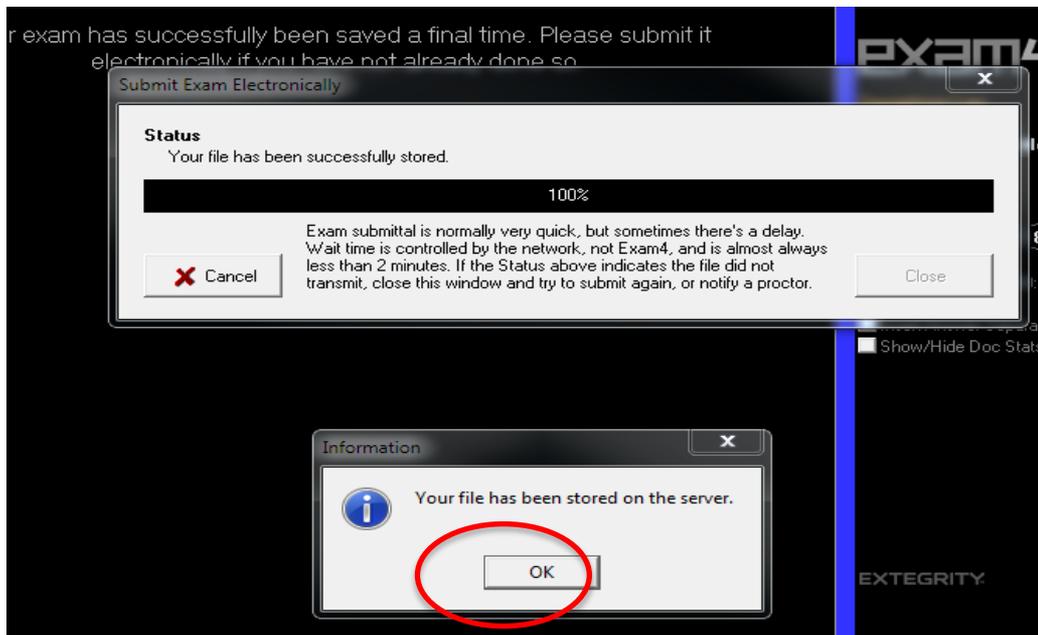
Take-Home Exams

- Students are responsible for tracking the time at which an exam is due.
- Once the exam is complete, it should be submitted electronically.
 - Select “End Exam”
 - Select “Submit Electronically”



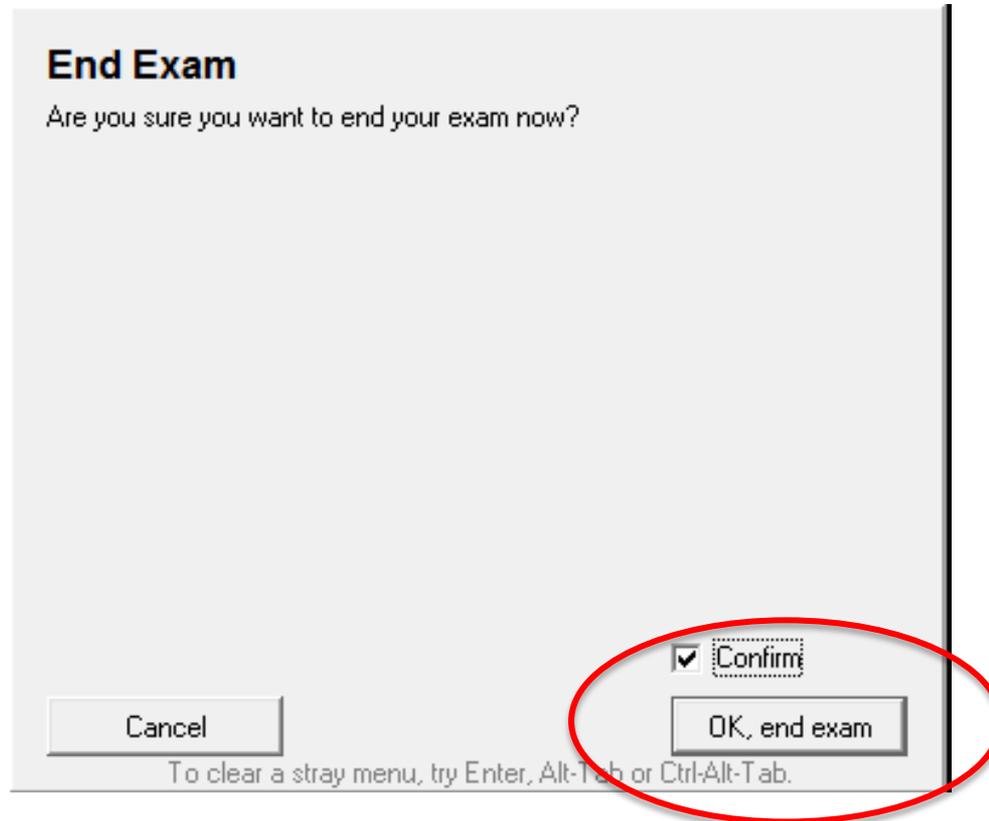
Take-Home Exams

- A confirmation box will appear when the exam has been successfully submitted.
- The software displays Coordinated Universal Time (UTC) and may display a different time than your computer.
- The time stamp is set to Universal Coordinated Time (UTC), a time standard that is 4 hours later Eastern Daylight Time (EDT) and 5 hours later than Eastern Standard Time (EST). Even though students will see the UTC time on the timestamp, it is converted to Eastern Time (EDT or EST) once received.
- When submitting an exam on campus, please make sure you are logged into the **Saxanet network**. Otherwise, you will receive an error message when attempting to submit your exam.



Take-Home Exams

- After the exam has been submitted, you may exit Exam4.



Exam4 Software Issues

Error Message and/or Violation Number? Need to contact Exam4 User Support?

- During the process of downloading, installing, taking a practice exam or electronically submitting an exam, write down the exact wording of the error message and/or the violation number.
- Go to Exam4's User Support page at <http://www/exam4.com/support/> and scroll through their top ten questions/issues or use the search box to find the answer.
- If you are unsuccessful, scroll all the way down to the bottom of the page, complete the support form to submit it via email. At the top of form, check the button for all other institutions and type "Georgetown Law" into the field titled "Name of your school or institution". When entering the comments, provide as much detail as possible about your issue including any error messages and/or violation numbers you received.

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 Help Desk

152 McDonough Hall

lawhelp@georgetown.edu

202-662-9284