

The Computer Learning Center is open during Law Library building hours (7am-2am daily). Please complete your exam during this timeframe.

Step 1 - Obtain Login Information via <https://bit.ly/quexam4> or use the QR code to the right.



Step 2 - Log into your selected workstation:

- Take note of your workstation number to relay to the IST/Registrar if assistance is needed.
- Click on “Start Menu”.
- Select User Icon.
- Select “Switch User” or log out.
- Log into the station using the login information from the link provided above
- Once logged in you will now double-click on the Exam4 icon on the desktop.
- Be sure to submit a practice take-home exam before proceeding with selecting and starting your take-home exam to ensure your workstation is functioning.

Step 3 (optional) - this step is If you wish to pause/step-away from your exam and/or workstation:

- Select “End exam” then “End exam now” and confirm
- Select “Suspend”
- Plug in USB drive
- Select “File and Save Options” in the top left-hand corner. Choose “Save to USB Flash Drive” to save your partially completed exam answer.
- Click “OK” save confirmation
- Select “Exit”.
- If you wish to resume your exam on another station or computer you will need your exam file from your USB flash drive to the new station’s Exam40 folder located on the desktop, open Exam4, and select your take-home exam file from the ‘Select Previous Exam’ from the first screen.
- **If you pause your exam, your time keeps running. Please make sure to keep track of your time to ensure a timely submission of your exam.**

Step 4 - Post submission of your exam:

- Submit your exam file via Exam4 by your deadline.
- The stations will be wiped upon the end of your user session, and you will not be able to retrieve your exam file.
- If you wish to retain a copy of your exam file for your records, save a copy of your encrypted Exam4 exam file to a USB flash drive or email a copy of your Exam4 exam file to yourself as an attachment. The exam file can be found in the following folder: C:\Exam40 folder
- Please note the take-home exams files are only readable when dropped into the Exam4 folder on your hard-drive and accessed through the Exam4 software launched from a computer.
- The Office of the Registrar recommends that once you submit a take-home exam file for grading that you not re-open the file until grades are posted.

Technical Issue:

In the event of a technical issue involving the computer during business hours, please contact The Service Desk at lawhelp@georgetown.edu or at 202-662-9284. After business hours, please send an email to lawhelp@georgetown.edu. An IST member will contact you ASAP with further instruction on how to proceed with your technical issues.

In the event of technical issues involving Exam 4, please contact the Office of the Registrar at lawreg@georgetown.edu or at 202-662-9220. After business hours, please send an email to lawreg@georgetown.edu to report your issue. A Registrar member will contact you the following business day with further instruction on how to proceed with your exam