Exam4

Georgetown University Law Center

Student Information Session

Overview

- How should I prepare for exams?
- What else do I need to know?

Supported Operating Systems

- Extegrity currently supports:
  - Windows 10 *(Home, Pro, Edu and Enterprise) [versions 1909**, 2004, 20H2, 21H1, 21H2, 22H2]*
  - Windows 11 *(Home, Pro, Edu and Enterprise) [versions 21H2, 22H2]*
  - macOS 13.x.x Ventura *(including the Apple Silicon Processors (e.g., M1, M2, etc.)*
  - macOS 12.x.x. Monterey *(including the Apple Silicon Processors (e.g., M1, M2, etc.)*
  - macOS 11.7.x Big Sur *(including the Apple Silicon Processors (e.g., M1, M2, etc.)*
  - macOS 10.15.7 Catalina**

    ** Extegrity Support for these operating systems ends August 1, 2023

  - Please note: You must also have full administrative rights to your device in order to run Exam4. Users of institutionally owned/controlled devices should contact their IT Department for assistance.

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Non-Supported Operating Systems

- Beta OS versions
- Apple macOs 10.14 and earlier
- Apple iDevices (iPad, iPhone, etc.)
- Windows 8.1 and earlier
- Windows (RT, IoT, Mobile, Team & S versions)
- Windows 10 SL (non-English Editions)
- Surface devices that do not have Windows 10/11 Home, Pro, Education or Enterprise version
- Windows computers with ARM processors (i.e., Snapdragon)
- Linux
- Chromebooks
- Virtual operating systems (VMs)
- Anything else not specifically listed as supported in the previous slide

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How should I prepare for exams?

1. Read the instructions on the Registrar's website.
2. Download the software.
3. Submit practice exam(s).
4. Know where to find your exam number.
5. Know who to contact for help; Registrar's Office at lawreg@Georgetown.edu or 202-662-9220.

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Exam4: Install & Test

- Install and run Exam4 software on your laptop.
- Submit your practice exam(s).

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

- We recommend taking multiple Practice Exams to familiarize yourself with the functionality of the software.
  - Takehome Practice Exam: Takehome (only)

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Take-Home Exams

➢ On the day of your take-home exam, you will encounter THREE points of contact:

1. Exam Number (Exam Paper Management System)
   1. [Exam Paper 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:

[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)
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 Exam4 software before downloading exam questions

- First open the Exam4 software.
  - Launch Exam4 software
  - 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**
- Exam4 automatically saves exam answers every 10 seconds to the hard drive and backs up exam files every 2 minutes.

Pause & Return to Take-Home Exam

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

- Click end exam now, confirm that you wish to end exam and on the suspend or submit exam screen, select suspend exam. Click exit exam4 now.

- Once ready to return to your exam, launch Exam4, on the start screen, pick select existing exam. Find the correct exam file by looking at the file name. Your exam file name will start with your exam ID_the date is was saved starting with the year, month and day_the name of the exam and end with the 4 digit confirmation number. Once you have found the correct file, click on it and select begin exam.

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). A time standard that is 4hours later Eastern Daylight Time (EDT) and 5 hours later than Eastern Standard Time(EST).

- 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.

Multiple Choice Exams

- Exam4 has a multiple choice feature. 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.

What else do I need to know?

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

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

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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

lawreg@georgetown.edu
202-662-9220

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

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

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

Questions?