



Exam4

Georgetown University Law Center

Student Information Session

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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 2004**, 20H2, 21H1, 21H2, 22H2, 23H2*]
 - Windows 11 (*Home, Pro, Edu and Enterprise*) [*versions 21H2, 22H2, 23H2*]
 - macOS 14.x.x Sonoma
 - macOS 13.x.x Ventura
 - macOS 12.x.x Monterey
 - macOS 11.7.x Big Sur

*** Extegrity Support for these operating systems ends August 1, 2024*

- *Note: Exam4 does not support new upgrade versions of Windows and Mac OS upon release.*
 - 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.

Non-Supported Operating Systems

- Beta OS versions
- Apple macOS 10.15 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

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.

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)

Take-Home Exams

- On the day of your take-home exam, you will encounter **THREE** points of contact:
 - I. Exam Number (Exam Paper Management System)
 1. [Exam Paper Management System](#)
 2. Exam4 answer software (launch from your laptop)
 3. Exam4 exam questions (accessed [once you are in the Exam4 Software interface](#))
- 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:\(s\)\(s\)shib-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)shib-idp.georgetown.edu(s)idp(s)shibboleth%7Czdapp=es)

Open Exam4 software and follow the steps below.

- **First** open the Exam4 software.
 - Launch Exam4 software
 - Prepare to start a new exam
 - Enter your five-digit exam number
 - Under "Course" select "Practice Exam" (when ready to take an actual exam, select the name of the course from the drop down box)
 - Click next to confirm the information, then click Next to proceed. Then select "Begin Exam"
 - At this point the exam time will display
 - Exam4 automatically saves exam answers every 10 seconds to the hard drive and backs up exam files every two minutes.

- The typing interface will open with heading "Exam Information"
- Two tabs will appear "Instructions" and "Resources"
- Select "Resources" to access the document
- Highlight the exam document, then click "Open"
- The document will open, the header "Document ID/Fetch" will appear, DISREGARD, NO INFORMATION SHOULD BE ENTERED IN THESE BOXES

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 it 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. You must click on End Exam in the top left corner of the software, then go through the prompts to exit out of the software.

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.
- Open the exam questions "first" from the Exam Info tab
- Then select the "Multiple Choice" option to access the multiple choice interface to answer the 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.

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?



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