Howard University School of Law

Overview of the Computer Based Exams
What is Exam4?

**Exam4** is an armored word processor designed to allow students to take computerized exams safely and securely.
Exam4 Features:

- Basic Editing Functions
- Word Counter
- Auto-saves Exam every 10 seconds plus an additional failsafe backup every 2 minutes
- Submit your exam electronically
Supported operating systems:

- Windows 10
- Windows 8 (and 8.1)
- Windows 7
- Apple OS X 10.11 "El Capitan"
- Apple OS X 10.10 "Yosemite"
- Apple OS X 10.9 "Mavericks"
Laptop Requirements

The following operating systems and hardware configurations are NOT supported:

- Apple Macintosh OS X 10.8 "Mountain Lion" and earlier
- Apple iDevices (iPad, iPhone, etc.)
- Windows Vista and earlier (incl. XP)
- Microsoft Surface (RT versions)
- Linux
- Chromebooks
- Virtual operating systems (VMs)
- Anything else not specifically listed as supported above
Laptop Requirements Cont.

- 25 MB free hard disk space (a very small amount).
- Full administrative control over your laptop.
- Network connection and/or working USB port.
- All Apple Macintosh computers MUST have a working built-in Wi-Fi Connection.
- Temporarily disable automatic updates on your laptop before taking an exam.
Downloading and Installation

Go to www.exam4.com
Downloading and Installation

SELECT “Law Schools”
Downloading and Installation

**SELECT**
For Mac users, please download Exam4 using the Safari browser.

COMPLETE the Registration Form, SELECT your Operating System and CLICK “Submit Form”

If you have technical issues please contact IT immediately 202.806.8013.
Getting Started...

SCREEN 1

1. Start or Save

SELECT

Prepare to start new exam
2. Exam ID & Course

- Enter Student Exam Number
- Re-Enter Student Exam Number

If you are a graduating student, you must enter a “G” next to your Student Exam Number. **LLM** students, enter “LLM”.

- Select Course
- Re-Select Course

SELECT “NEXT”
3. Network Connection

- Check Network Connection
- Select “OK” once Network Connection is updated.

SELECT “NEXT”
4. Exam Time & Font Size

- Do NOT Enter Time
- Set optional alert(s) – Disabled
- Set screen font size
- Set Auto-insert answer separators for the required number of questions.
5. Notice of Instructions

PLEASE READ CAREFULLY

Standard Crash Recovery Procedure

➢ Check Got it?

SELECT “NEXT”
6. Exam Mode

- Choose **CLOSED** Exam Mode
- Type selected Exam Mode here:
- Confirm Exam Mode

**SELECT “NEXT”**
WAIT!!

- Wait for Proctor Instructions
- Confirm Exam Details
- Click Begin Exam once the Proctor has given permission.
answer-to-Question-_1_

-------------ANSWER-1-ABOVE-------------
-------------DO-NOT-EDIT-THIS-DIVIDER-------------
-------------ANSWER-2-BELOW-------------
-------------DO-NOT-EDIT-THIS-DIVIDER-------------
-------------ANSWER-3-BELOW-------------

answer-to-Question-_2_

-------------ANSWER-2-ABOVE-------------
-------------DO-NOT-EDIT-THIS-DIVIDER-------------
-------------ANSWER-3-BELOW-------------

answer-to-Question-_3_

-------------ANSWER-3-ABOVE-------------
-------------DO-NOT-EDIT-THIS-DIVIDER-------------
-------------ANSWER-4-BELOW-------------
Auto-insert answer separators.

Click on Show/Hide Doc Stats to see the word count.
➢ Click on Multiple Choice to open the Multiple Choice Answers screen.

➢ Click on Hide to close the Multiple Choice Answers screens.
Testing Features

➢ For Word Count:
  Go to **Tools** ➔ **Document Statistics**

➢ For Multiple Choice:
  Go to **Multiple Choice** tab at the top of the screen ➔ **Show Multiple Choice**
When time is called by Proctor, STOP TYPING

- Click top left corner to End Exam
End Exam

➢ Check **Confirm** box and click **OK, end exam**
Submit Electronically

➢ Click Submit Electronically
You will receive confirmation that your file has been stored on the server.
Once you have submitted your exam...

- Read through Exam Submittal Receipt
- Select “I understand”
- Click “OK”
Exit Exam

➢ Click top left corner to Exit Exam
Confirm that you want to exit your exam.

Select “I’m sure”

Click “Exit Exam”
Technical Troubleshooting

- If your computer freezes or crashes during testing. **Notify the proctor immediately.**

- **DO NOT** reboot or shut down your computer.
Opt-Out Policy

If you choose not to participate in the computer based exams during final exams you have the option to opt-out.

You will be required to use a Bluebook during the testing period and you will remain in the classroom.
Q & A
Faculty Services Center – 202.806.8068
Technical Issues – 202.806.8013
http://www.exam4.com/userguide