

Exam4 Essay Exam Instructions (Paper Exam)

- 1) Open Exam4 on your computer. Choose the option to Prepare to start new exam and click Next.

The screenshot shows the Exam4 application window. At the top left, it says "Extegrity Exam4". The main interface has a black background with the "exam4" logo in red and white on the left, and the "EXTEGRITY" logo in blue on the right. Below the logos, it displays "Release > 23.1" and "Expires > 22 Jun 2023". There is a "Check network connection" button with a green dot. A green shield icon with a red 'X' is visible on the right side. The main content area is titled "Belmont University College of Law" in blue. Below this, there is a white box with the heading "1 > Start or save" and a "ScreenShield" button. Two radio button options are present: "Prepare to start new exam" (which is selected) and "Select existing exam". Under "Select existing exam", there are three bullet points: "- Resubmit an existing exam.", "- Restart an interrupted exam.", and "- Confirm an exam submittal by viewing the receipt." At the bottom of the interface, there are three buttons: "Quit", "Next >", and "Begin Exam". The "Quit" button includes the copyright notice "© Extegrity Inc. All rights reserved."

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection

Belmont University College of Law

1 > Start or save ScreenShield

Prepare to start new exam

Select existing exam

- Resubmit an existing exam.
- Restart an interrupted exam.
- Confirm an exam submittal by viewing the receipt.


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- 2) For your Exam ID, use your three-digit anonymous number provided by the faculty assistant(s).

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2 > Exam ID; Course or exam title

Exam ID	Optional / protected info
<input type="text" value="123"/>	<input type="text"/>
Exam ID (confirm)	
<input type="text" value="123"/>	
Course	
<input type="text" value="Practice Exam CLOSED"/>	
Course (confirm)	
<input type="text" value="Practice Exam CLOSED"/>	


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- 3) For your class exam, please choose the exam letter or number for the exam provided by the exam proctor.

Extegrity Exam4

EXAM4 **EXTEGRITY**

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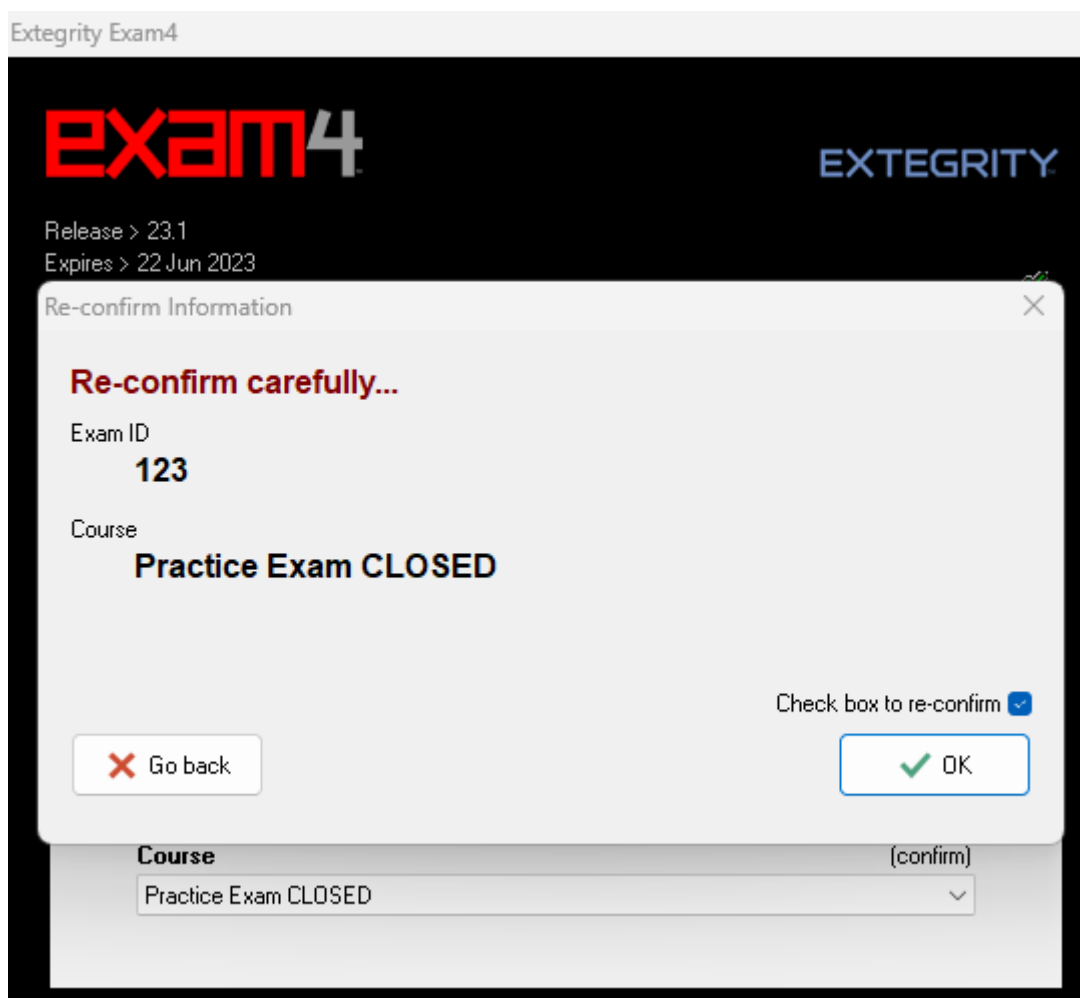
Belmont University College of Law

2 > Exam ID; Course or exam title

Exam ID 123	Optional / protected info <input type="text"/>
Exam ID (confirm) 123	
Course Practice Exam CLOSED	
Course (confirm) Practice Exam CLOSED	

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4) Check box to re-confirm and click OK.




- 5) Set font size and contrast or keep the defaults. The timer has been disabled by the administrator. Click Next.

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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


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- 6) Click the Check here box in the Got it section after reading the instructions. Click Next.

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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 exam4.com website.

Exam4 Security Check Help
If your computer fails the check, record the violation number and go to exam4.com/support for help.

Crash Recovery Procedure
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer unless expressly directed to do so.

Got it? Check here.


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- 7) Exams will be in CLOSED mode (if different, you will be notified via email). You will need to check box to confirm Exam Mode is CLOSED. Click Next.

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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
CLOSED

Check box to confirm Exam Mode is CLOSED
Exam Mode is reported on exam printouts


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- 8) Click Begin Exam. For your course midterm/final exam, you will wait until the exam proctor instructs you to click this button.

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Check network connection 

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6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	Belmont University College of Law
Exam ID	123
Exam Mode	CLOSED
Course	Practice Exam CLOSED
Duration	[None entered]
Protected Info	[None entered]

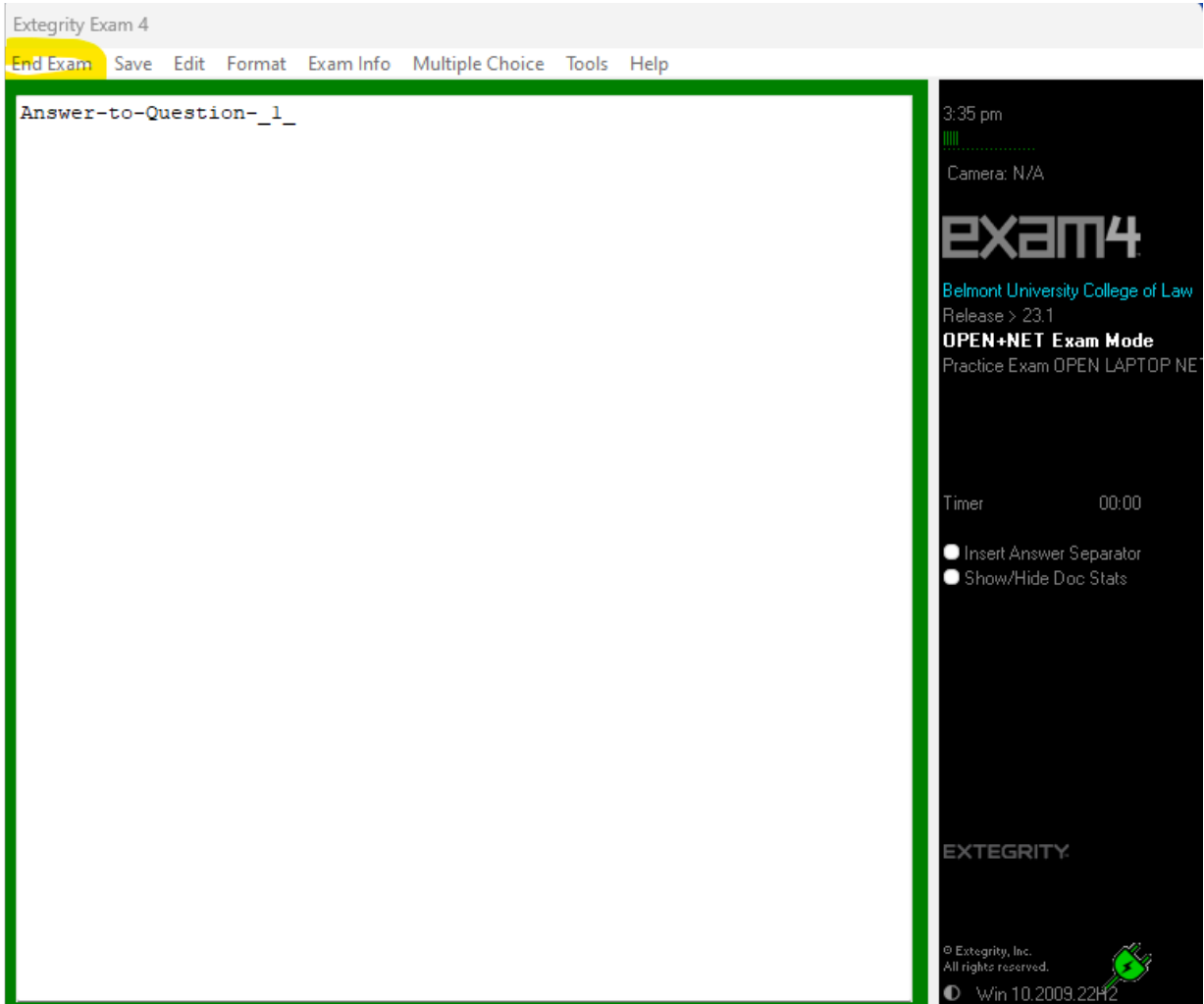
Wait for the instruction to begin your exam. Wait!

If you are taking a remote exam, follow the written instructions.

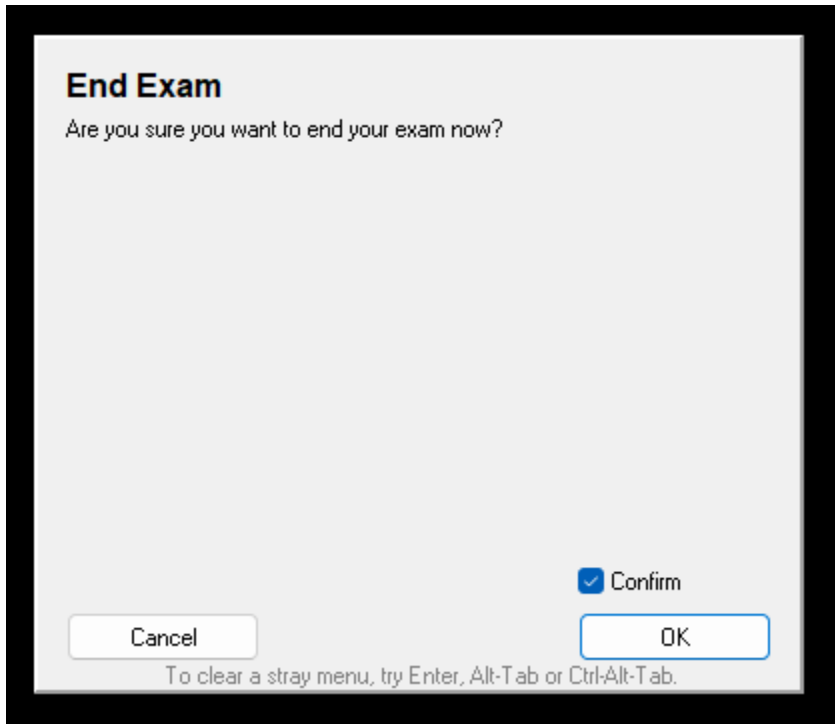
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9) Type whatever you would like to in the box.

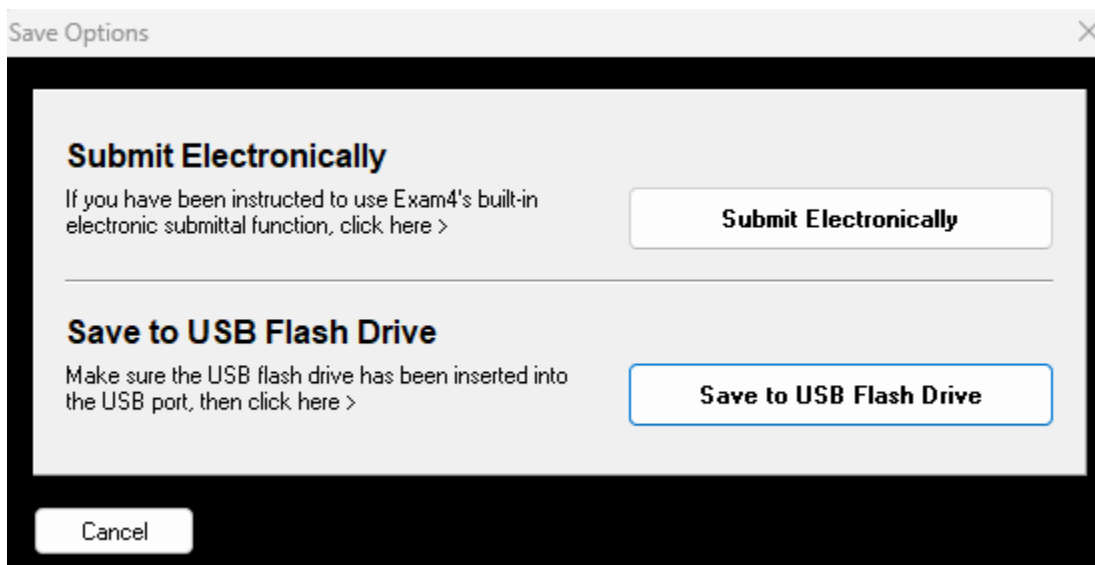
10) To end the exam, click on End Exam.



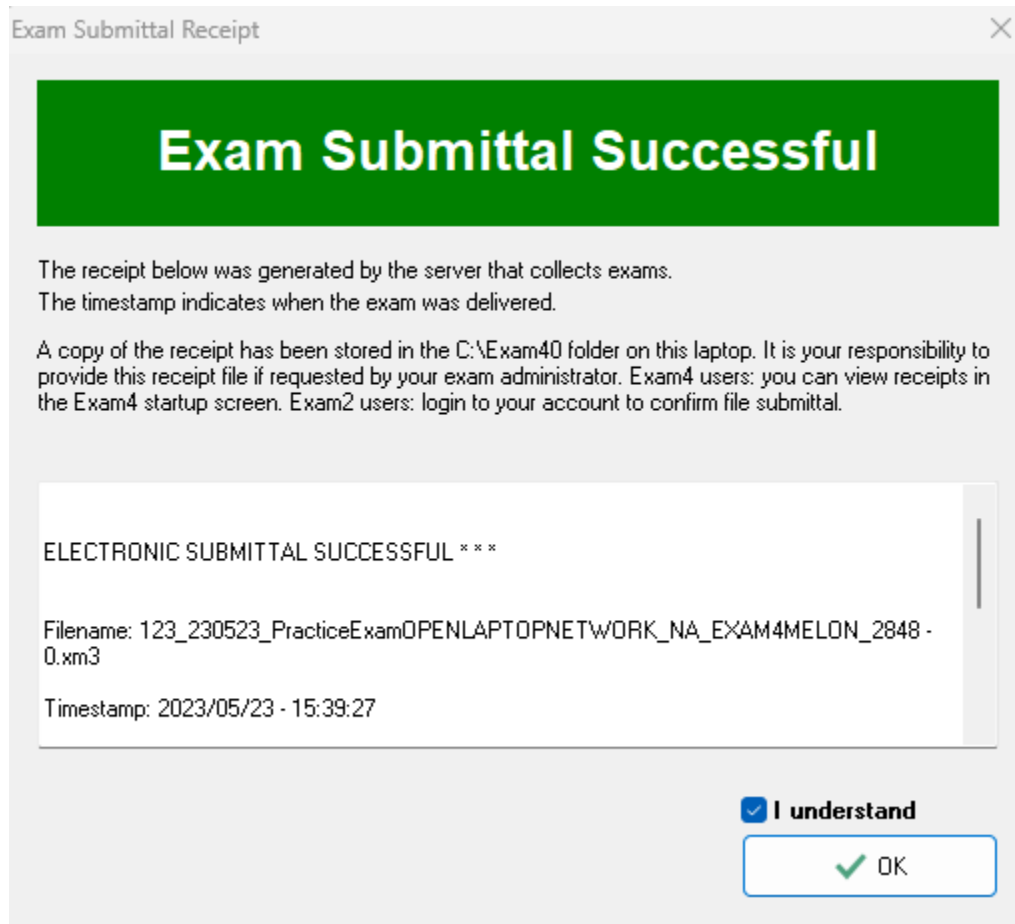
11) Check box to Confirm and click OK.



12) Click Submit Electronically.



- 13) You will see a message that the exam has been submitted successfully. Click the I understand box and Ok to end.



14) Go to Exit Exam4, Exit Exam4 now.

Extegrity Exam 4

Exit Exam4 File and Save Options

Your exam has successfully been saved a final time.
Please submit it electronically if you have not already done so.

3:38 pm
Camera: N/A

EXAM4

Belmont University College of Law
Release > 23.1
OPEN+NET Exam Mode
Practice Exam OPEN LAPTOP NE
Exam Complete

Confirmation #
2 8 4 8

Timer 00:00

- Insert Answer Separator
- Show/Hide Doc Stats

EXTEGRITY

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15) Check the I'm sure box and click Exit Exam4.

