



## Belmont University College of Law Exam4 FAQ

### What is Exam4?

Exam4 is a word processing program, just like Microsoft Word, that you will use to write your in-class exams (essays). There is also an option to take multiple-choice exams as well on Exam4. You will need to download the software twice each semester for it to work (watch for email on when). For your exams, you will still receive a hard copy of the exam questions to use – only your answers get typed into Exam4.

You are responsible for knowing how Exam4 works for your exams. Office staff will be on hand to deal with unforeseen technical difficulties that arise, but the primary responsibility for using and understanding Exam4 belongs to the student.

### What is the difference between a paper exam and a paperless exam?

For a paper exam, you will have a hard copy of the exam with the questions on it. For a paperless exam, you will bring up the exam questions within Exam4.

The NexGen Bar Exam is tentatively being administered around July 2026 and will be completely computer-based, eliminating the current paper question booklet.

We will be transitioning our method of taking an exam to match the Bar. More details to come.

### Will I have access to normal editing functions?

Exam4 allows access to cut, copy, paste, undo/redo, delete and select all within your exam text. Exam4 prohibits cutting and pasting to and from external files and programs.

### Is there a spell-check option?

Yes. Exam4 spell check is in the Tools menu. You may use it at any time, although it will not check the spelling as you type. There are other options in Exam4 under Format to check out as well.

### Is there a timer available?

No. It has been disabled. Exam4 does show the current time though.



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Do I have to use Exam4 if I'm going to write my exam on my laptop?

Yes. All students must use the Exam4 software.

I use Exam4 to answer my essay questions. What will I use to answer my multiple-choice questions?

All course exams with multiple-choice questions will use the Multiple Choice register option in Exam4. Scantrons are no longer being used.

What if I still have problems or questions with the download or installation?

For any technical questions, please email [chris.varga@belmont.edu](mailto:chris.varga@belmont.edu), [nathan.collins@belmont.edu](mailto:nathan.collins@belmont.edu), [nicholas.pleasant@belmont.edu](mailto:nicholas.pleasant@belmont.edu), or [elizabeth.sapp@belmont.edu](mailto:elizabeth.sapp@belmont.edu).

I'm not sure my computer will be compatible with the exam software. What do I do?

Many Windows and Mac operating systems are supported. For the most current list of supported operating systems, please visit the Support section on the Exam4 website ([exam4.com](http://exam4.com)). **Note: \*\*DO NOT upgrade your computer to a new operating system or major update without first going to [exam4.com](http://exam4.com) to see if it is supported. \*\***

Will the software take up a lot of room on my hard drive and make my computer slower?

No. Exam4's software package is small and will not affect the normal operation of your computer.

What if I have a problem with my laptop right before exams that cannot be resolved immediately?

The library circulation desk will have loaner laptops on hand for you to borrow. They will be available on a first-come first-served basis.



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I downloaded this once. I'm done, right?

No. You must download a new version – once at the beginning of the semester (for quizzes, midterms, Bar Refresher) and again for finals.

Do I have to take a practice exam?

Practice exams are **STRONGLY** encouraged. Taking a practice exam involves no more than 10 minutes of your time. Practice exams are a good way to have your computer run through the Security Check in CLOSED mode, so you get used to the options and features of Exam4. You can take as many practice exams as you need to feel comfortable taking an exam with the software.

**\*\*\*Do NOT wait until the day of the exam to download and take your practice exam!\*\*\***

If you have any technical problems or questions that arise during your practice exam, you can email [chris.varga@belmont.edu](mailto:chris.varga@belmont.edu), [nathan.collins@belmont.edu](mailto:nathan.collins@belmont.edu), [nicholas.pleasant@belmont.edu](mailto:nicholas.pleasant@belmont.edu) or [elizabeth.sapp@belmont.edu](mailto:elizabeth.sapp@belmont.edu).

NOTE: You will not be able to retrieve the content of your practice exam, so do not use it to write anything that you would like to access later.

How do I take a practice exam?

Taking a practice exam is about making sure Exam4 runs as expected on your computer, and it gives you a chance to become familiar with the interface. Launch Exam4 and follow the on-screen instructions. There is also documentation on this website.



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When you get to the course list, choose "Practice Exam CLOSED". Do NOT choose any other option unless you have been informed otherwise. There is no "practice exam question," just a blank page where you type your exam answer. You can also click on the Multiple Choice option in the toolbar to bring up the Multiple Choice register to test. For the Exam ID, use your anonymous three-digit number (emailed to you by the faculty assistants around a week before exams). If you do not have your anonymous number yet, a random number can be used for practice purposes only.

### Can I access my practice exam, or get a copy of my answer after I submit it?

No. Practice exams serve to help students familiarize themselves with the software and to make sure it's compatible with their operating systems. They are not meant to be used as a study tool and should not contain content that you wish to retrieve.

### What is my Exam ID?

Your Exam (or Anonymous) ID is a 3-digit identification number that is used on your exams. Your anonymous number will be emailed to you around a week before exams start from the faculty assistants.

### What does the CLOSED mode exam mean?

You have access only to the exam you are taking. You may not access your hard drive, applications, or the internet. Once you end your exam, you may not go back and edit it.

### What is the difference between CLOSED, OPEN LAPTOP and OPEN LAPTOP + NETWORK modes?

CLOSED mode means no access to the internet or other applications (most exams). OPEN LAPTOP mode means access to other applications but not the internet. OPEN LAPTOP + NETWORK mode means access to both the internet and other applications. You will be notified if you need to use a different mode other than CLOSED.



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### What is the Exam4 Security Check?

The Security Check is a mandatory check of the hard drive of computers for files that may interfere with Exam4 in CLOSED mode. Once you select "Begin Exam" the Security Check will begin. It usually takes between 10 – 20 seconds but can take up to a minute. If the indicator is moving, the scan is active.

If the Security Check finds a file that it considers to be a risk, you will not be allowed to start your exam without correcting the problem first. Also, keep in mind that anything you download between the time of your practice exam and the actual exam may affect the Security Check.

### The Security Check found a file that is a security risk. Can someone override it so I can start my exam?

No. If you are in Exam4 and the Security Check has found a problem, this needs to be corrected on the spot.

### What is the Answer Separator?

The Answer Separator is a feature of Exam4 that allows you to separate the word counts by question. Do NOT edit the Answer Separators in any way – it will not count your words correctly if you do.

### Will Exam4 save my exam as I'm typing it?

Yes. Exam4 auto-saves your exam every 10 seconds and auto-backs up every 2 minutes.

### What happens if my computer crashes during the exam?

Raise your hand or walk up to notify the exam proctor that there is a problem and a staff member will be called to assist. Grab a bluebook and start writing out your exam until one of them gets there. Do not restart your computer. Do NOT end your exam. If you end your exam, you won't be able to get back into it. Remember, Exam4 saves backup files to your hard drive every 2 minutes, so the work you had done until that point will be saved. Once the problem gets resolved, you will be able to start your exam right where you left off. If we are not able to restart your exam on your own computer, you may finish it with a loaner or bluebook.



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Depending on the situation, you may or may not have access to what you have previously written. You will not be given extra time for any computer issues during the exam.

We strongly encourage you to take as many practice exams as you can to feel comfortable working with the software and to make sure it is working properly.

### How can I tell how many pages I've written?

Exam4 counts only words and not pages.

### I accidentally ended my in-class exam when I didn't mean to. Can I get back into it?

No, you can exit the exam one time only. There is a check box that you must check to be sure you want to exit the exam. We strongly encourage everyone to take a practice exam to see what this box looks like.

Exam4 puts that double-check box into the system on purpose so you cannot end your exam by accident.

### My completed exam didn't upload. What should I do?

First, make sure that you are on the Belmont WIFI network. Please inform the exam proctor of the situation. You can exit Exam4 and then restart the program. Choose "Select Existing Exam" and select your exam and click "Submit Electronically" in the bottom right corner of the window.

### After I clicked End Exam, my exam answers disappeared. Is my exam text still there?

Yes. After you click to end the exam, it is Exam4's security feature that hides your text. You will need to click the option to submit electronically.

### Can I review my exam after I've submitted it?

Exam4 saves only encrypted copies of your exam answer – your exam administrators can read it, but you won't be able to. Please contact your professor and/or the faculty assistants if you would like to review it.