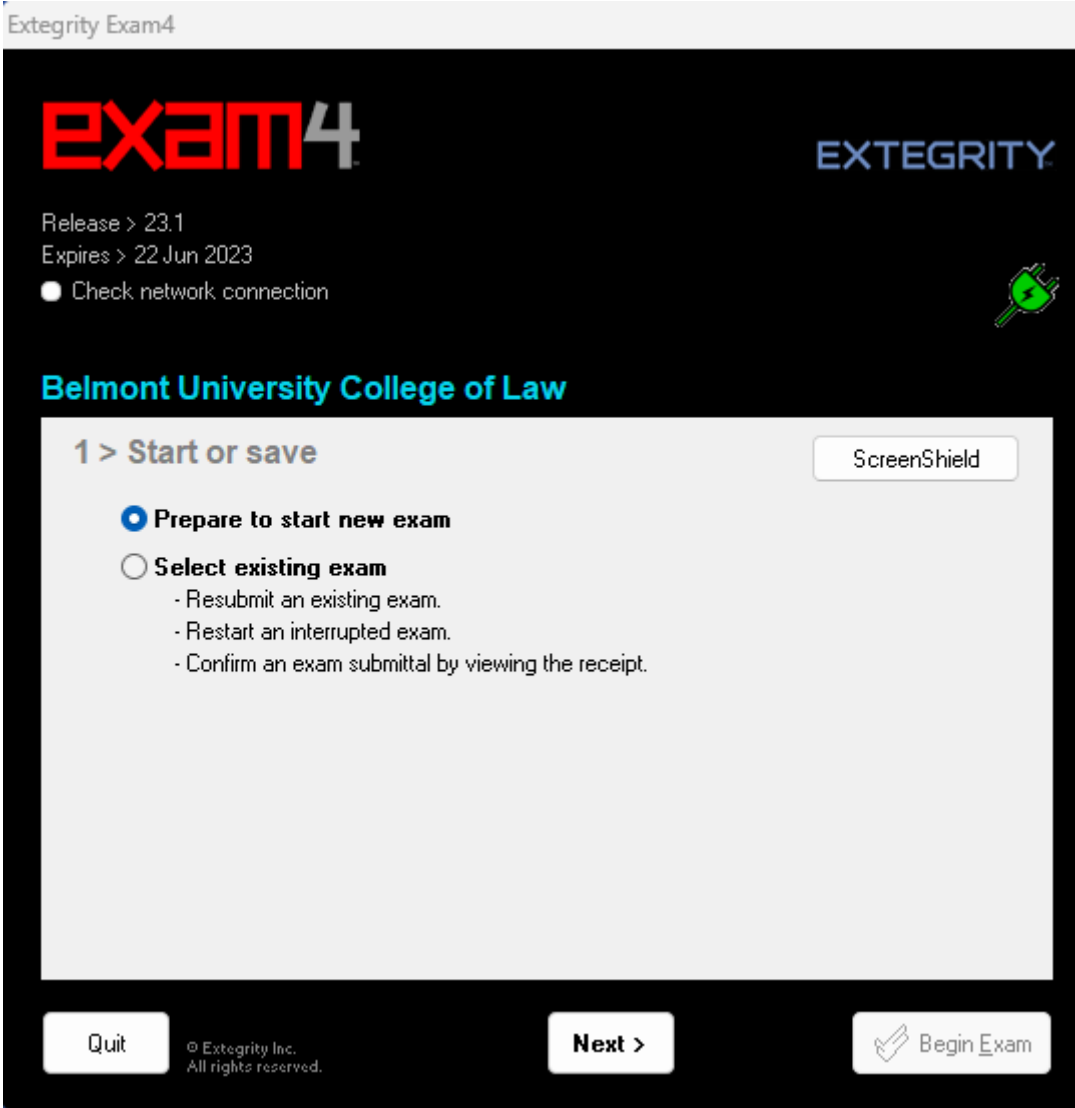


Exam4 Multiple-Choice Exam Instructions (Paper Exam)

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



The screenshot displays the Exam4 software interface. At the top left, the text "Extegrity Exam4" is visible. The main header features the "exam4" logo in red and white, and the "EXTEGRITY" logo in blue. Below the logos, the release version "Release > 23.1" and expiration date "Expires > 22 Jun 2023" are shown. A "Check network connection" status indicator is present, along with a green shield icon. The user's institution, "Belmont University College of Law", is displayed in blue text. The main content area is titled "1 > Start or save" and includes a "ScreenShield" button. Two radio button options are available: "Prepare to start new exam" (selected) and "Select existing exam". The "Select existing exam" option has three sub-points: "Resubmit an existing exam.", "Restart an interrupted exam.", and "Confirm an exam submittal by viewing the receipt." At the bottom, there are three buttons: "Quit", "Next >", and "Begin Exam". A copyright notice "© Extegrity Inc. All rights reserved." is located near the "Quit" button.

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.


Quit © Extegrity Inc. All rights reserved. **Next >** Begin Exam

- 2) For your Exam ID, use your three-digit anonymous number provided by the faculty assistant(s). If you do not have an anonymous number yet, you can use any random number (for practice exams only).

Extegrity Exam4

exam4 **EXTEGRITY**

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

Belmont University College of Law

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 this test, use Practice Exam CLOSED and click Next. For your class exam, please choose the exam letter or number for the exam provided by the exam proctor.

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

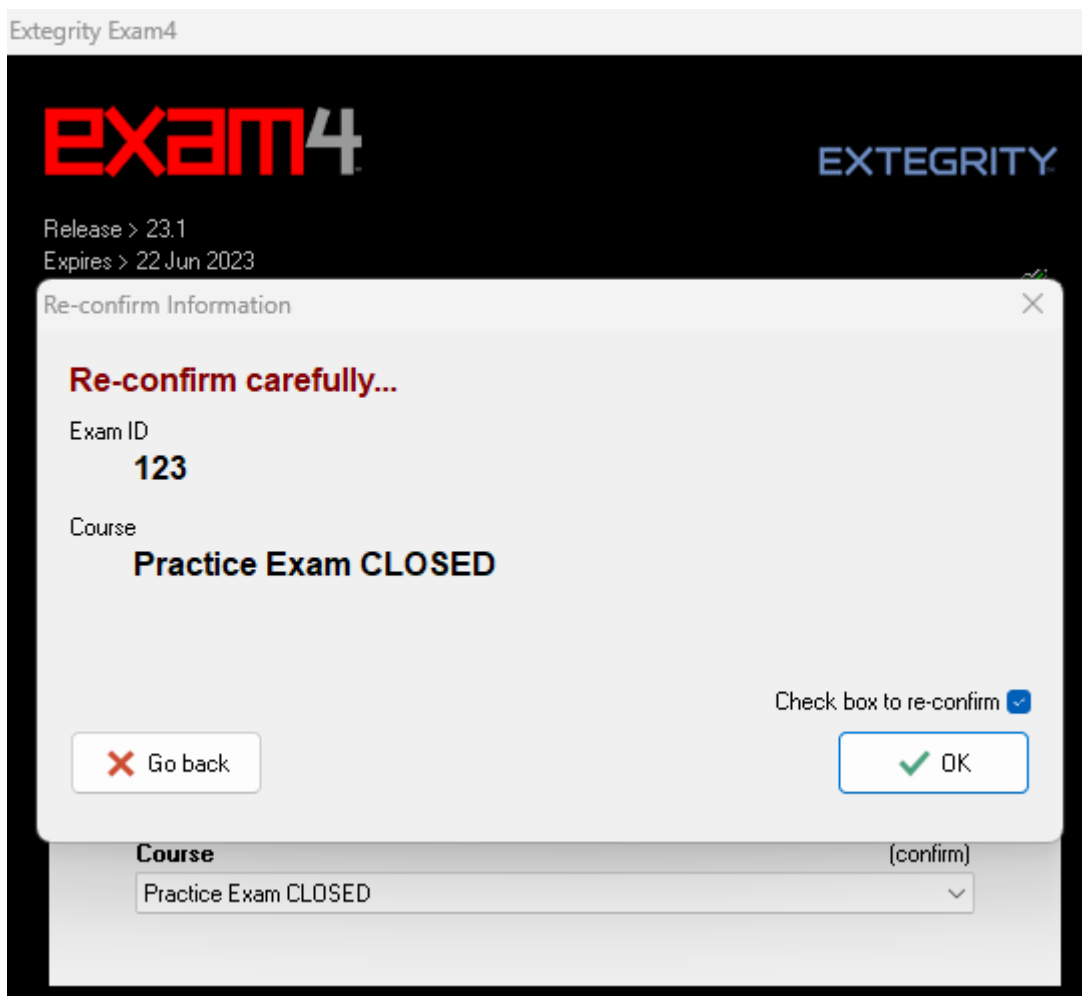
Belmont University College of Law

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"/>	

© Extegrity Inc. All rights reserved. Begin Exam"/>

4) Click 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.

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

Belmont University College of Law

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.

Extegrity Exam4

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Check network connection 

Belmont University College of Law


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.


Quit © Extegrity Inc.
All rights reserved. < Back Next >  Begin Exam

- 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.

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

Belmont University College of Law

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


Quit © Extegrity Inc. All rights reserved. < Back Next >  Begin Exam

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

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

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6 > Almost ready to begin exam...

Verify the following information.

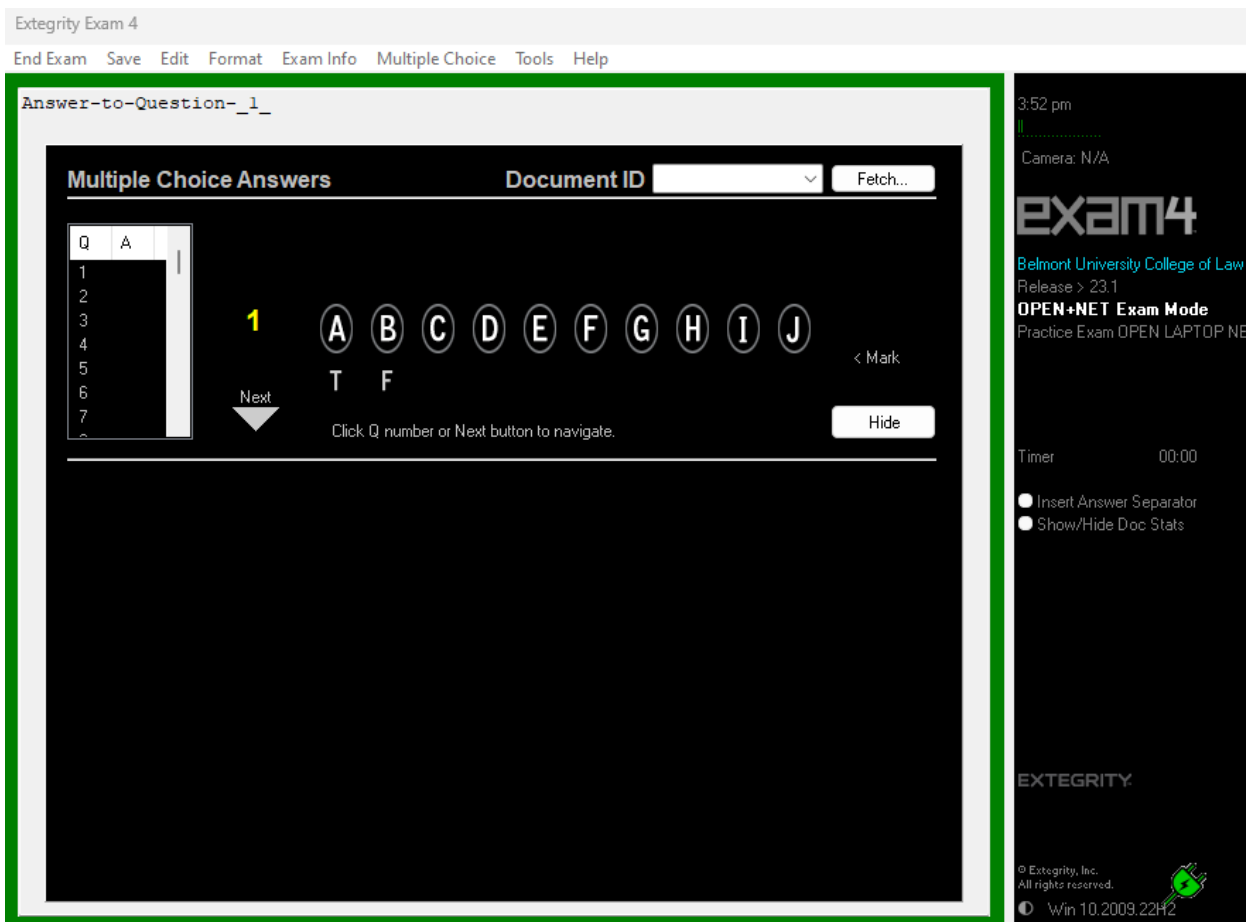
Item	Please confirm...
Institution	Belmont University College of Law
Exam ID	123
Exam Mode	CLOSED
Course	Practice Exam CLOSED
Duration	[None entered]
Protected Info	[None entered]

Wait for the instruction to begin your exam. Wait!

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

© Extegrity Inc. All rights reserved. Begin Exam"/>

9) Click Multiple Choice from the toolbar.



There are Q and A columns in the Multiple Choice register. Click the number of the question you are answering and click on the appropriate answer (A,B,C, D, etc or T, F).

Do not enter an exam number in the Document ID part of the Multiple Choice Answers box.

- 10) If you need to go back to change an answer, you can click the “Unlock” option to the right of the answer choices. If you need to mark an answer and come back to it, click the Mark option. There will be an asterisk near the question number.

Extegrity Exam 4

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question-1_1

Multiple Choice Answers Document ID Fetch...

Q	A
1	C
2	B
3	F
4	B *
5	A
6	
7	

3

A B C D E F G H I J

T F

Next

Unlock

Mark

Hide

Click Q number or Next button to navigate.

4:00 pm

Camera: N/A

exam4

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

Timer 00:00

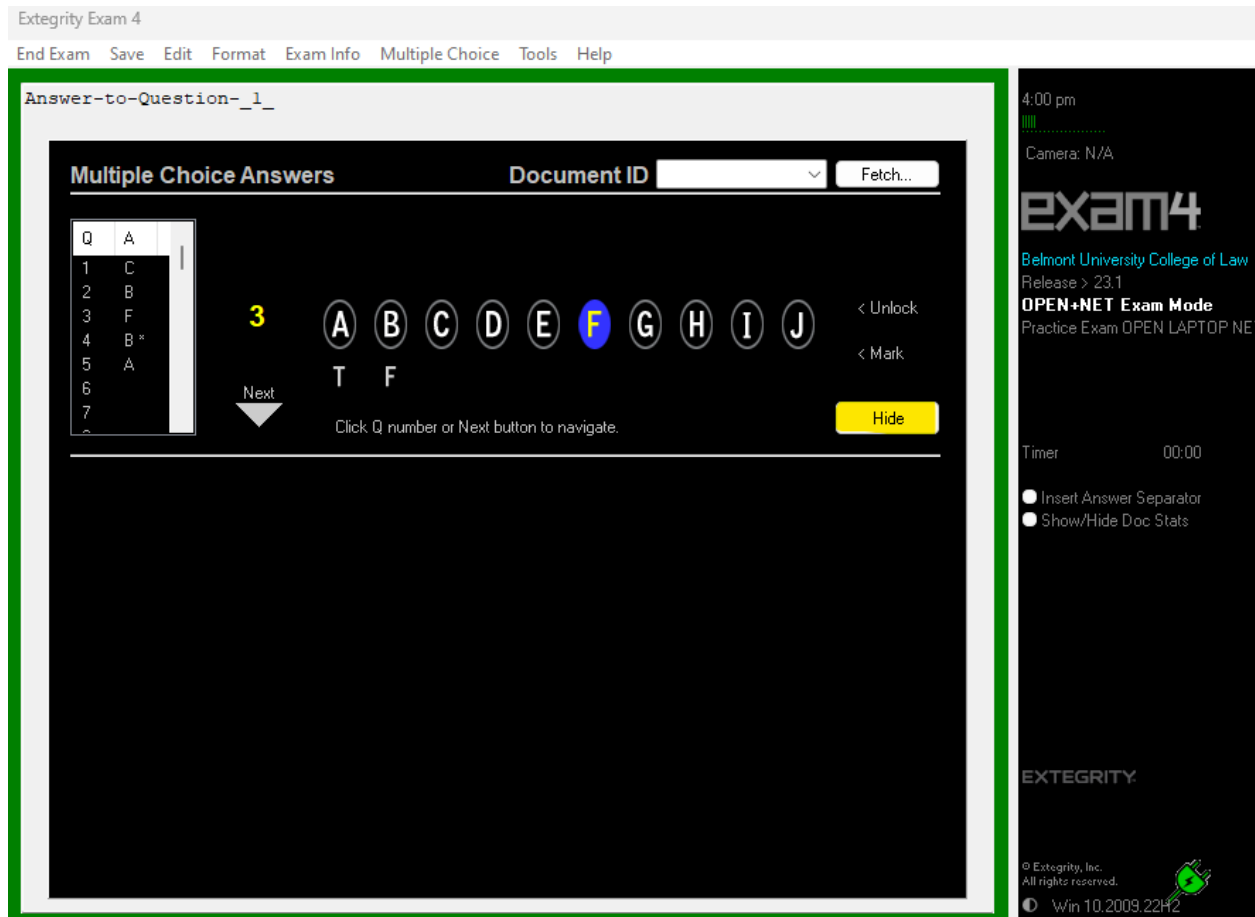
Insert Answer Separator
 Show/Hide Doc Stats

EXTEGRITY

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Win 10.2009.22H2

- 11) When you are finished entering your multiple-choice answers, click the “Hide” button in the Multiple Choice Answers box and you will be returned to the essay screen. You can now answer the essay/short answer questions now by typing in the box (if needed). If you need to go back to the Multiple Choice answer box, click Multiple Choice in the toolbar.



For Multiple Choice, please note the following:

Moving through the register: Use the down/up arrow keys on your keyboard to move through the multiple-choice answers in the register or use the mouse to navigate to a specific answer number. You can skip answers and leave them blank.

Choosing answers: Click on an answer choice (A-J). You can change your answer before moving on to another answer number by simply clicking on a different answer choice.

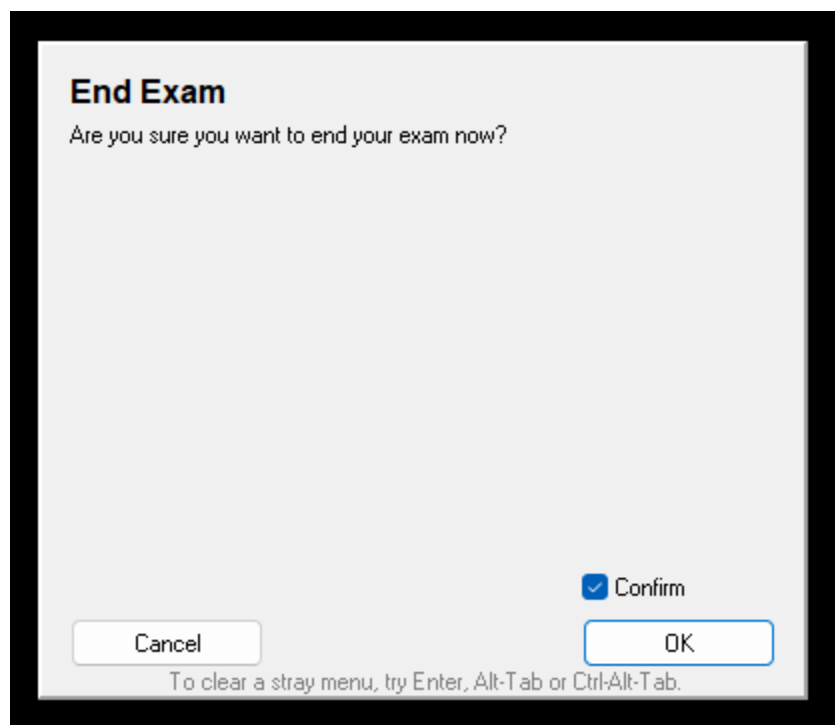
To change a previously selected answer: Click on the answer number, click “Unlock”. Then, click on a different answer choice, or choose “Clear” (if available) to reset the answer to blank.

To mark an answered question for later review or to remove the mark: Click the answer number, then click “Mark” or “Unmark”. An answer does not have to be unlocked to add or remove a mark.

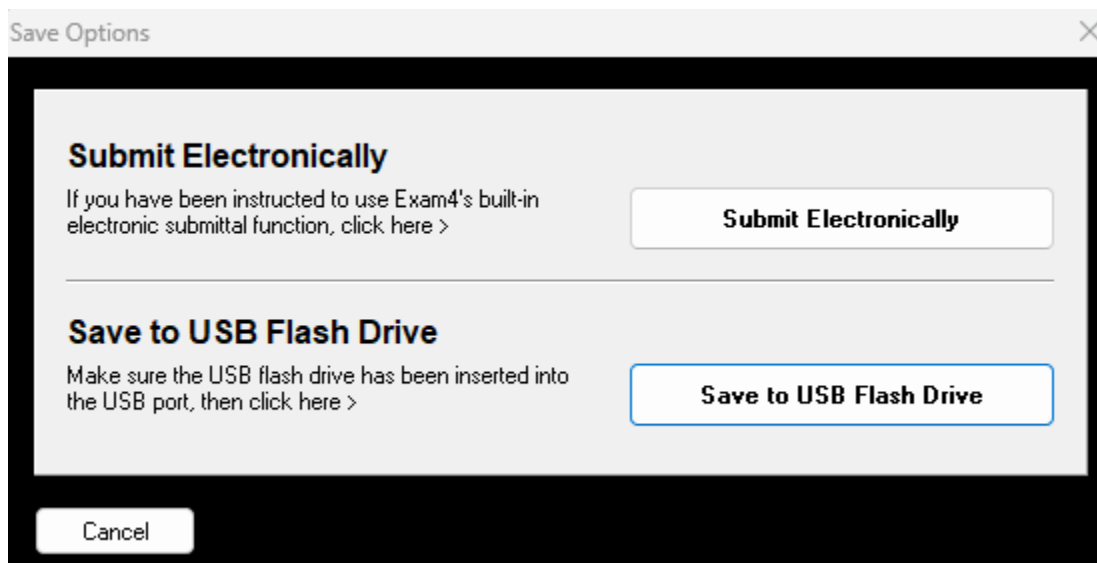
12) To end the exam, click on End Exam.

The screenshot shows the Extegrity Exam 4 application window. At the top, a menu bar includes 'End Exam' (highlighted in yellow), 'Save', 'Edit', 'Format', 'Exam Info', 'Multiple Choice', 'Tools', and 'Help'. The main area is a large text input field with the placeholder text 'Answer-to-Question-_1_'. On the right side, a dark sidebar contains the following information: the time '3:35 pm', 'Camera: N/A', the 'exam4' logo, 'Belmont University College of Law', 'Release > 23.1', 'OPEN+NET Exam Mode', and 'Practice Exam OPEN LAPTOP NET'. Below this, a 'Timer' shows '00:00'. There are two radio button options: 'Insert Answer Separator' and 'Show/Hide Doc Stats'. At the bottom of the sidebar, the 'EXTEGRITY' logo is displayed, along with the copyright notice '© Extegrity, Inc. All rights reserved.' and the Windows version 'Win 10.2009.22H2' next to a small green shield icon.

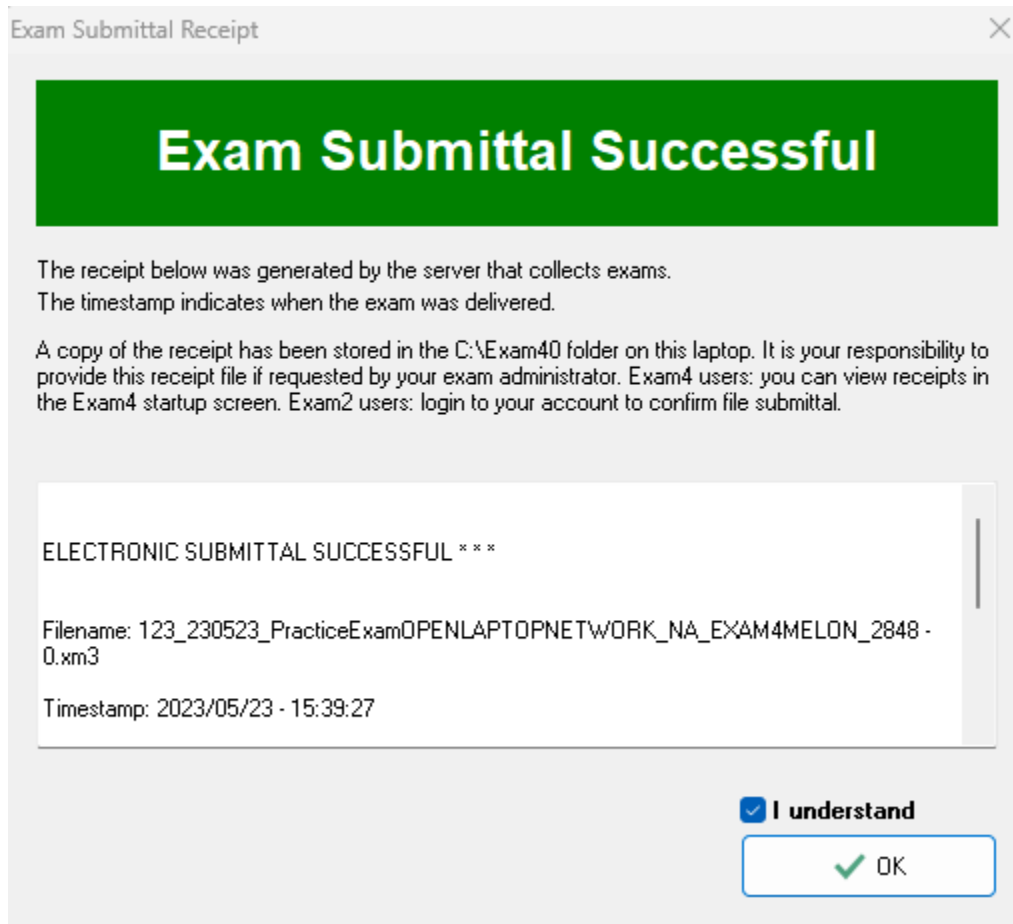
13) Check box to Confirm and click OK.



14) Click Submit Electronically.



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



16) Go to Exit Exam4, Exit Exam4 now.

The screenshot displays the Extegrity Exam 4 application window. The title bar reads "Extegrity Exam 4". Below it, a menu bar contains "Exit Exam4" (highlighted in yellow) and "File and Save Options". The main content area is a large green rectangle with the following text: "Your exam has successfully been saved a final time. Please submit it electronically if you have not already done so." To the right is a dark sidebar containing the following information: the time "3:38 pm", "Camera: N/A", the "EXAM4" logo, "Belmont University College of Law Release > 23.1", "OPEN+NET Exam Mode", "Practice Exam OPEN LAPTOP NE", "Exam Complete" in yellow, "Confirmation # 2848" (with each digit in a circle), "Timer 00:00", two radio button options: "Insert Answer Separator" and "Show/Hide Doc Stats", the "EXTEGRITY" logo, and copyright information: "© Extegrity, Inc. All rights reserved." and "Win 10.2009.22H2" with a small icon.

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

