

Exam4 Practice Exam Instructions

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


The screenshot displays the Exam4 application interface. At the top, the title bar reads "Extegrity Exam4". The main header features the "exam4" logo in red and white, and the "EXTEGRITY" logo in blue. Below the logos, the text "Release > 23.1" and "Expires > 22 Jun 2023" is visible. A "Check network connection" button with a green checkmark icon is present. 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 contains two radio button options: "Prepare to start new exam" (selected) and "Select existing exam". The "Select existing exam" option includes three sub-points: "Resubmit an existing exam.", "Restart an interrupted exam.", and "Confirm an exam submittal by viewing the receipt." A "ScreenShield" button is located in the top right of the main content area. At the bottom, there are three buttons: "Quit", "Next >", and "Begin Exam". The "Begin Exam" button features a pencil icon. Small text at the bottom left reads "© Extegrity Inc. All rights reserved."

- 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"/>	


© Extegrity Inc. All rights reserved.

3) For this practice exam, use Practice Exam CLOSED and click Next.

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

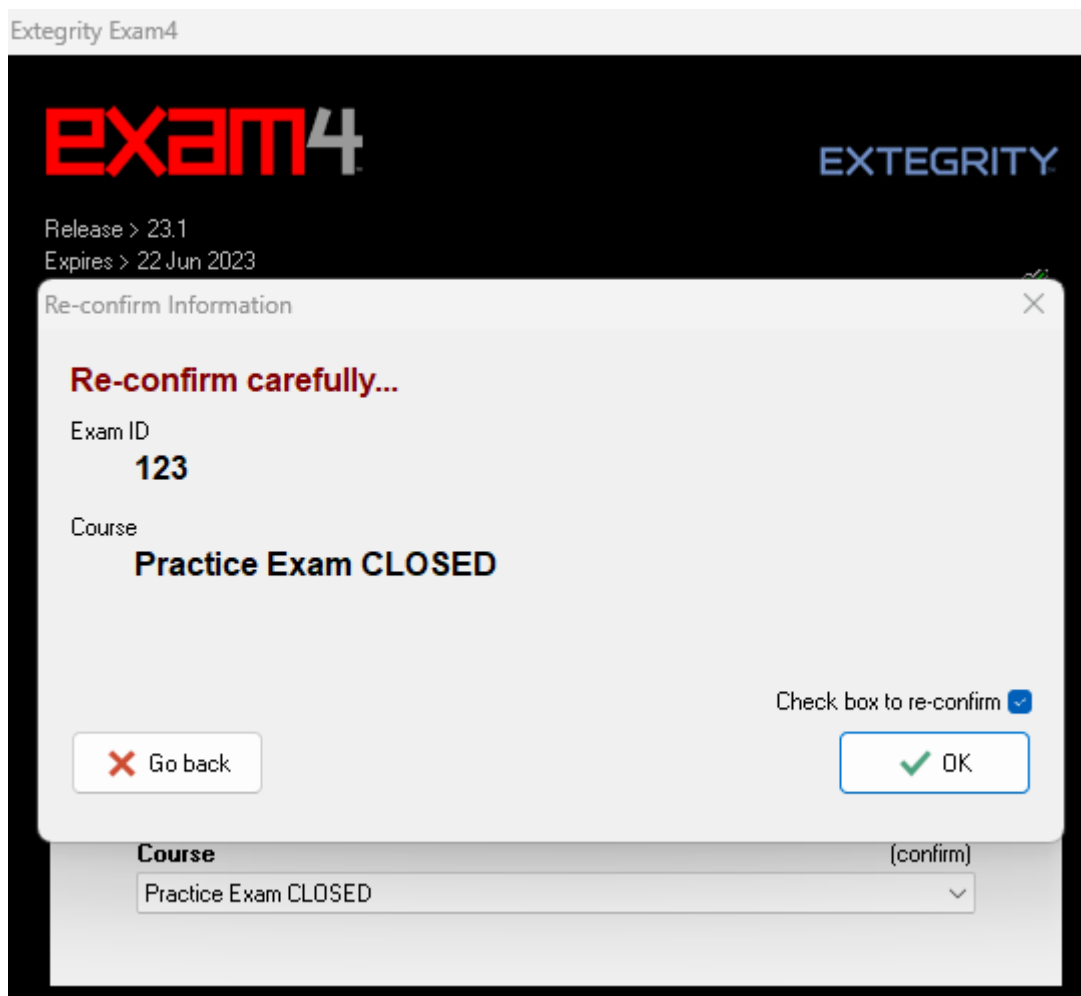
Belmont University College of Law

2 > Exam ID; Course or exam title

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

© Extegrity Inc. All rights reserved.

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.

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


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

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

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

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 > 

- 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



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


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.

Extegrity Exam4

exam4 EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023

Check network connection 

Belmont University College of Law

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

10) You can also bring up the multiple-choice register by clicking on Multiple Choice. You can test by clicking on the answer bubbles for a couple of questions. More info on taking multiple-choice exams can be found [here](#).

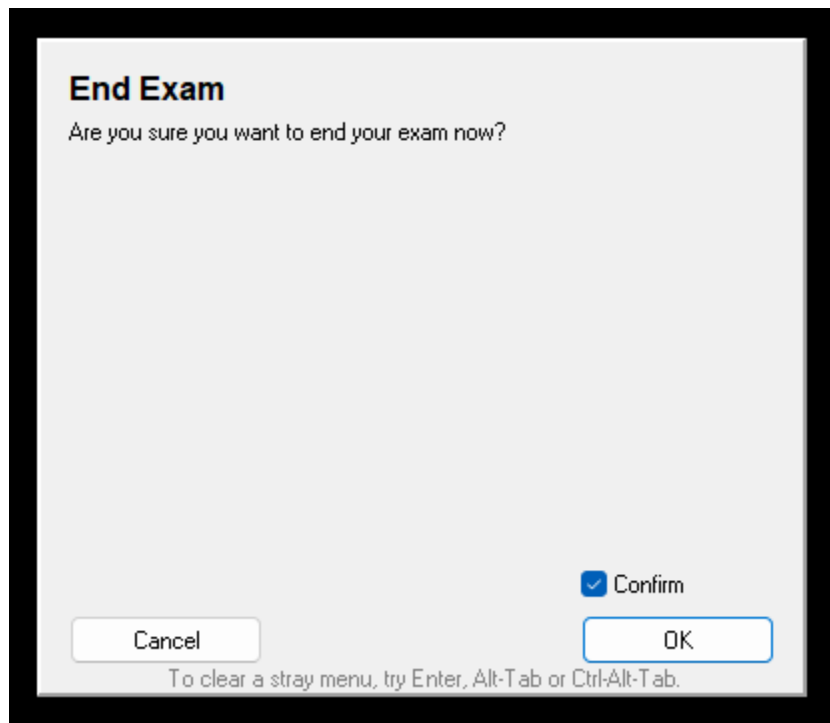
The screenshot displays the Extegrity Exam 4 interface. At the top, a menu bar includes 'End Exam', 'Save', 'Edit', 'Format', 'Exam Info', 'Multiple Choice', 'Tools', and 'Help'. The main window title is 'Answer-to-Question-_1_'. Below this, the 'Multiple Choice Answers' section features a 'Document ID' dropdown and a 'Fetch...' button. A table on the left lists question numbers 1 through 7 under a 'Q' column and an 'A' column. To the right of the table, a yellow '1' indicates the current question. Below the table, a 'Next' button with a downward arrow is visible. The answer bubbles are arranged in two rows: the first row contains bubbles for letters A, B, C, D, E, F, G, H, I, and J; the second row contains bubbles for T and F. A '< Mark' button is located to the right of the bubbles. Below the bubbles, a 'Hide' button is present. A note at the bottom of the answer area reads 'Click Q number or Next button to navigate.' On the right side of the interface, a sidebar displays the time '3:52 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'. At the bottom of the sidebar, the 'EXTEGRITY' logo is shown, along with copyright information: '© Extegrity, Inc. All rights reserved.' and 'Win 10.2009.22H2'.

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

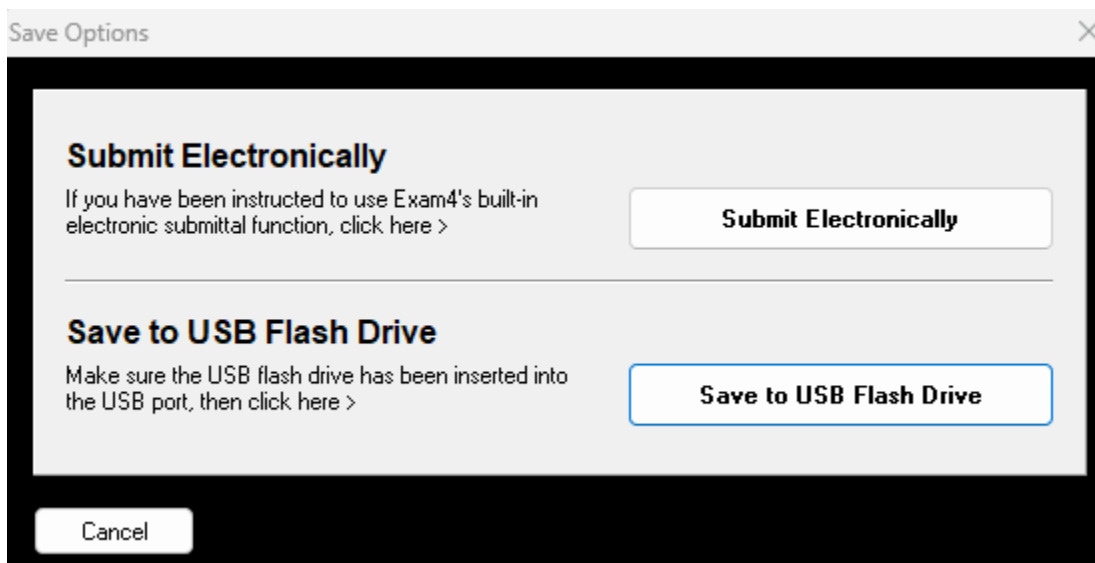
The screenshot displays the 'Extegrity Exam 4' application window. At the top, a menu bar includes 'End Exam' (highlighted in yellow), 'Save', 'Edit', 'Format', 'Exam Info', 'Multiple Choice', 'Tools', and 'Help'. The main area is a large white text input field with the placeholder text 'Answer-to-Question-_1_'. To the right is a dark sidebar containing the following information:

- Time: 3:35 pm
- Camera: N/A
- Logo: **exam4**
- Text: Belmont University College of Law, Release > 23.1
- Mode: **OPEN+NET Exam Mode**
- Text: Practice Exam OPEN LAPTOP NET
- Timer: 00:00
- Controls: Insert Answer Separator, Show/Hide Doc Stats
- Logo: **EXTEGRITY**
- Footer: © Extegrity, Inc. All rights reserved. Win 10.2009.22H2

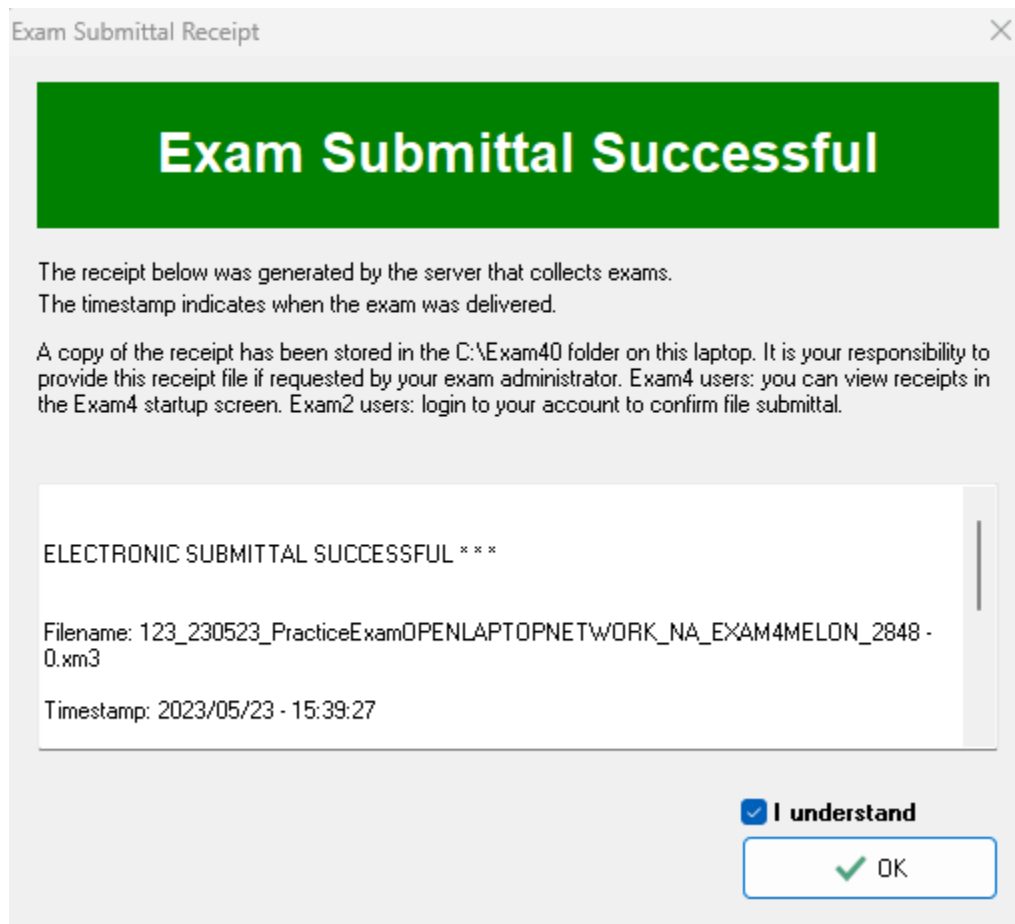
12) Check the box to Confirm and click OK.



13) Click Submit Electronically.



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



15) 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

© Extegrity, Inc.
All rights reserved.
Win 10.2009.22H2

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

