

Exam4 Exam Day Documentation

What to Do When You Arrive to Your Exam

1. When you arrive 10 to 15 minutes prior to the start time of the exam, open up a web browser and log into the College of Law Wireless Network.
2. Start Exam4 by clicking the Exam4 icon on your desktop.
3. A dialog box will be displayed (see Figure 1). Verify "Prepare to start new exam" is selected and click the Next button.

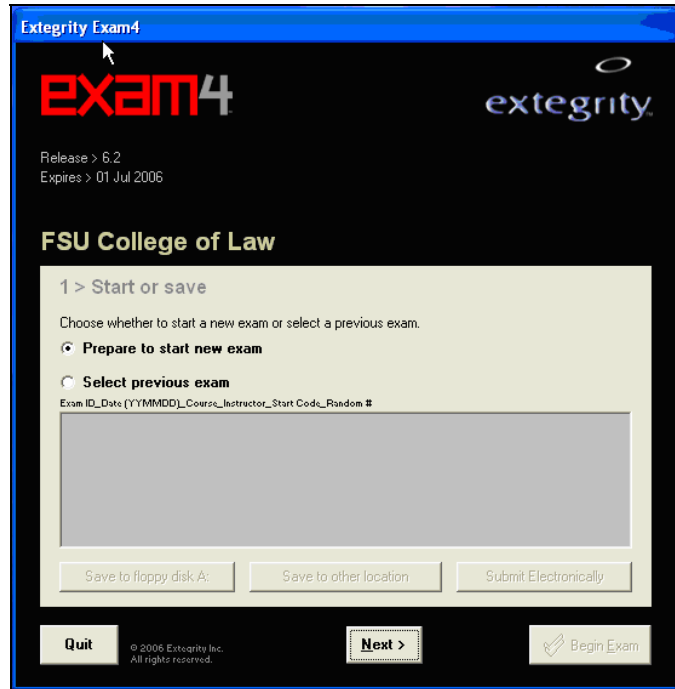


Figure 1

4. Enter your BAGS number in the two fields labeled Exam ID, and select your class from both dropdown boxes labeled Course (see Figure 2), and click the Next button.

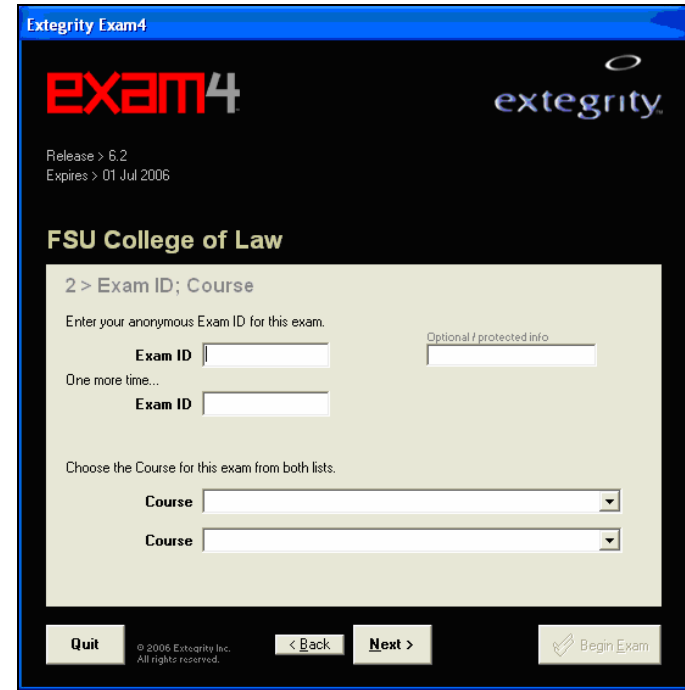


Figure 2

5. Enter in the time for the exam in the Hours and Minutes fields, click the checkbox next to 5, 15, and 1 hour if you would like alerts when that much time is remaining, select Standard Font and click the Next button (see Figure 3).

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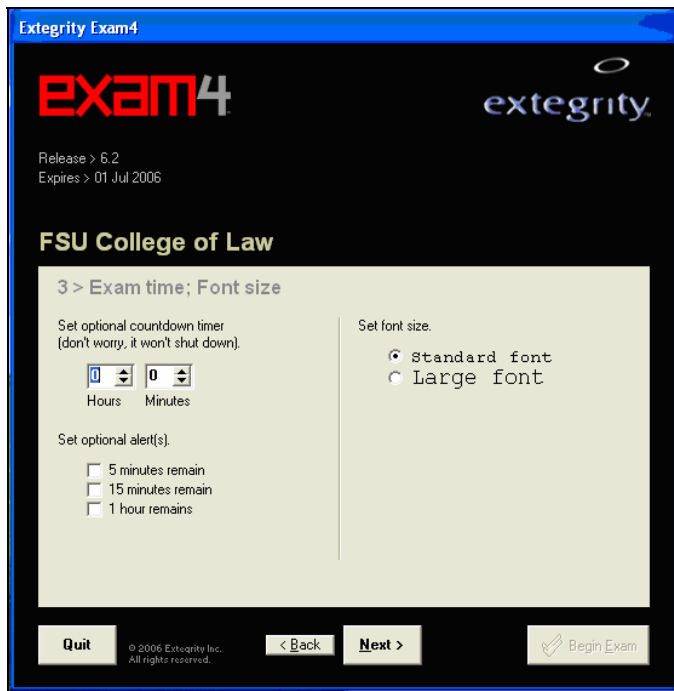


Figure 3

6. Verify the date and time of the computer is correct, click the checkbox next to 'Got it?' and then click the Next button (see Figure 4).

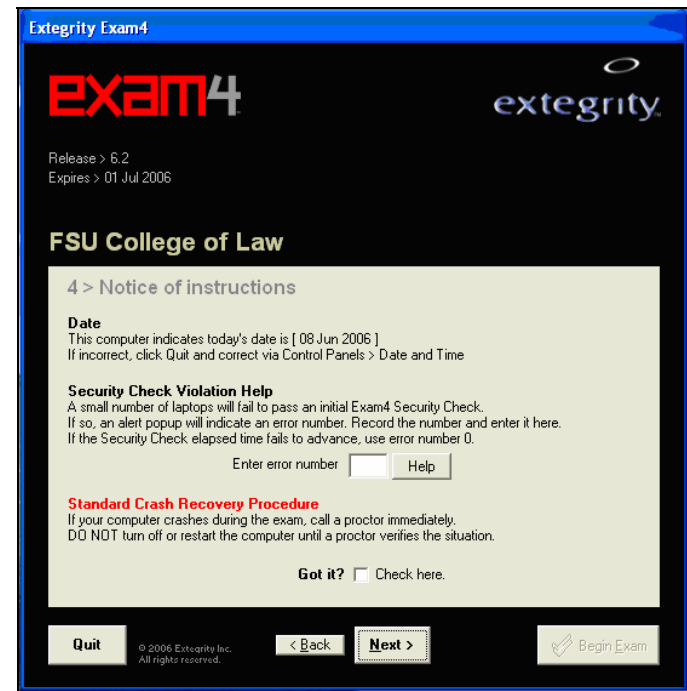


Figure 4

7. Type "CLOSED" (without quotes) into the textbox below the text "Type selected Exam Mode here," click the checkbox next to "Check box to confirm exam mode is ...," and click the Next button (see Figure 5).

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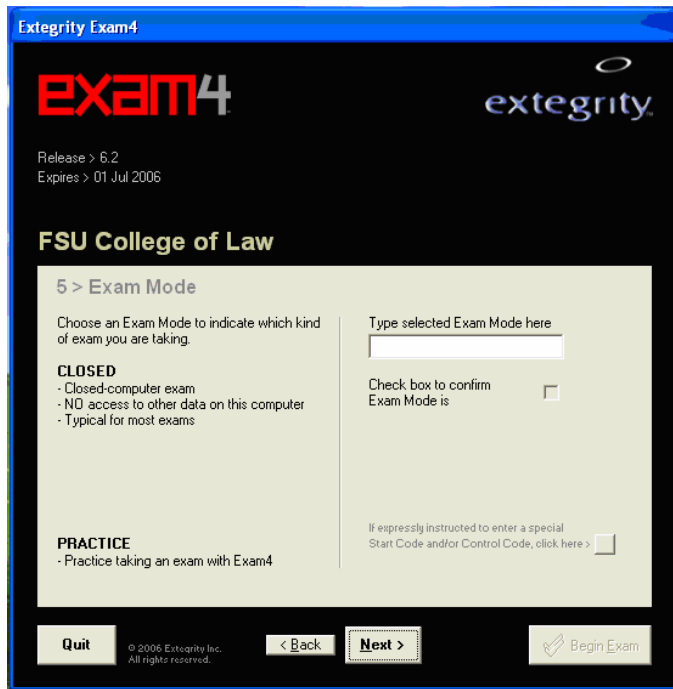


Figure 5

8. Wait until the Proctor announces to begin the exam and click the 'Begin Exam' button (see Figure 6).



Figure 6

9. After the security check is performed begin typing your exam.

What to Do When You Are Done With Your Exam

1. In Exam4, click 'End Exam', and then click 'End Exam Now.'
2. When prompted 'Are your sure you want to end your exam now?' click the checkbox next to 'Confirm' and then the 'OK, end exam' button.
3. Insert the provided floppy into your floppy drive and click the 'Save to Floppy Drive A:' button.

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4. When prompted 'Confirm, If your floppy drive is drive A: ...' click the OK button. The exam will be saved to the floppy.
5. A dialog should be displayed which says 'Save to floppy disk successful.' Click the OK button. If this dialog is not displayed see the Technology Proctor.
6. Click File and Save Options, and then click 'Submit Electronically.' After several seconds a dialog should be displayed which says, 'Your file has been stored on the server.' Click the OK button. Verify the number of words submitted looks correct, and click the OK button. Click the Close button.
 - a. If a message 'Error 12: No response. Please check your network connection and try again' is displayed follow the procedure 'Logging into the Wireless Network and Resubmitting your Exam' listed later in this document and continue with step 8 after your file has been successfully submitted electronically.
7. Exit Exam4 by clicking 'File and Save Options' and selecting Exit. When prompted "Are you sure you have followed all instructions ..." click the checkbox next to 'I'm sure' and click the 'Exit Exam4' button.
8. Verify the exam file is present on the floppy disk.
 - a. Click the Start button, and then select 'My Computer'.
 - b. Double click the '3½ Floppy (A:)' icon.
 - c. A file should be listed. If no file is listed see the Technology Proctor.
9. Complete the post-exam checklist on the examination packet. Write your BAGS number (or other identifier as announced by the Proctor) and course title on your examination packet.
10. Make sure to put the floppy disk in the examination packet and give it to the Proctor before leaving.

Logging into the Wireless Network and Resubmitting your Exam

Some laptops will disconnect from the wireless network while you are taking your exam. If you receive the message 'Error 12: No response. Please check your network connection and try again' when submitting your exam electronically the following procedure will usually allow a successful submittal.

1. Click the large X button located in the upper right hand corner of the dialog box displaying the 'Error 12: No response ...' error.
2. Exit Exam4 by clicking 'File and Save Options' and selecting Exit. When prompted 'Are you sure you have followed all instructions ...' click the checkbox next to 'I'm sure' and click the 'Exit Exam4' button.
3. Open up a web browser and login to the College of Law Wireless Network.

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4. Start Exam4 by clicking the Exam4 icon on your desktop.

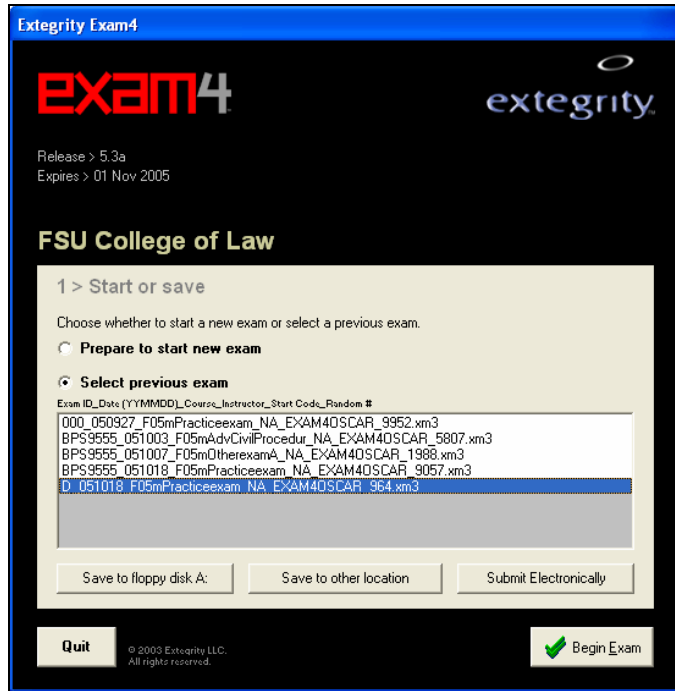


Figure 7

5. Verify 'Select previous exam' is selected. Select the exam you were working on. The exam name will contain the text from the 'Course' dropdown box selected earlier (see Figure 7).
6. Click the 'Submit Electronically' button.
7. When prompted for the start code, verify 'exam4oscar' is typed in and click the OK button (see Figure 8).

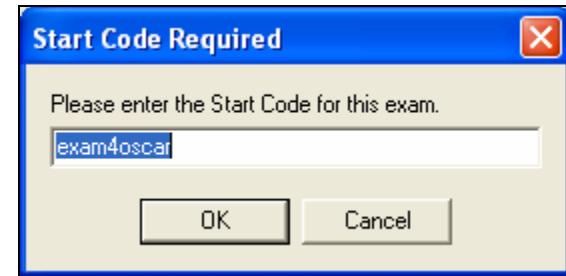


Figure 8

8. The text, 'Your files have been stored ...' should be displayed.
 - a. See the Technology Procter if you continue to receive errors.