

## EXAM4 Installation Instructions

### Installation:

1. **Save** and **close** any open files or programs on your computer before you install Exam4.
2. Direct your browser to: <http://exam4.com/> and click on "For Law Schools" (top left-hand corner).
3. Select **N** for New York and then select **Pace University School of Law** from the list.
4. Fill out the registration form with your personal information, select your **operating system** and click on **submit form**.
5. The following screen has download instructions. Read this information and follow the instructions applicable to your internet browser. Check the box at the bottom of the screen to confirm you have read the instructions and a download link will appear.

### Take a practice exam:

1. The first time you run Exam4 you will be prompted to take a Practice Exam to run a security check and insure your laptop can safely run the software. At the welcome screen, click **OK**.
2. Select **Prepare to start new exam** and click on **next**.
3. Enter your **4 digit exam ID** twice (make one up for this practice exam), insert your **Pace Law School User ID ONLY (ex. jd12345w)** and select your **course** from the available list twice (**Choose Practice Exam**) and click **next**.  box to re-confirm correct information entered.
4. Read all of the instructions on the next screen. You can set up the **countdown timer** if you'd like (it's optional and will not shut down the exam). You can also set whether to view the text in **standard or Large print** and change the **color and contrast**. All exams print in standard format.
5. Once you have read and understand the information regarding the honor code and what to do if your computer crashes during an exam, leave **enter violation number** blank and check off  next to **Got it** and click **next**.
6. Type in **CLOSED** under exam mode, check  to confirm and click on **next**.
7. On the last screen, confirm your exam information is correct (Exam ID, Course and protected info.) When you are taking your actual timed exam, wait on this screen until the proctor instructs you to begin. When ready, click on **Begin Exam**.

\*\*While in the practice exam, become familiar with the options available to you and find word count.\*\*

### How to Exit and Upload Your Exam: (Must be on campus to upload)

1. When you are finished with your exam, select **end exam** (top left-hand corner).
2. You will get a popup to confirm you are ending your exam. Check  to confirm.
3. Select **Submit Electronically**. You will now get a popup stating that your file has been stored to the server. Click **Ok**.
4. You may get another popup: **Exam Submittal OK**. Check off , I understand and click **OK**.
5. You are now done and can **exit**. Go to **file and save** option and select **exit**.

\*\*\*If you get an error message trying to upload your exam, you will need to re-connect to the wireless and try again.\*\*\*