EXAM4 FAQs

Q. When do I get my 4-digit final or midterm exam ID?

A. For finals, you should receive your 4-digit anonymous grading ID once you have completed filling out your SCATES. For midterms, the registrar will provide you with your exam ID. If you do not have it prior to exams, please contact the registrar's office.

Q. Where can I find my final/midterm exam questions?

A. Your final or midterm exam questions are not in the exam4 software itself. They must be retrieved by going to exam4.com and entering your 4-digit exam ID. Please keep in mind that they will not be available until the start time of your exam. Click here for instructions.

Q. Can I print out my final or midterm exam questions?

A. Yes, you can print them out.

Q. How do I open up and submit my final or midterm exam using Exam4?

A. Please click here for instruction on how to open up Exam4 and submit your completed exam.

Q. When should I open up the Exam4 software on my computer?

A. You can open up the Exam4 software on your computer about 15 minutes prior to the start of your exam. Once it is open, go to Exam4.com at your exam start time (ex. 10am, 4pm, etc) to retrieve your final exam questions.

Q. If my exam time is ending or my timer is up, will my exam close?

A. No, Exam4 will not close your exam until you submit your answers but keep in mind that if you submit your exam after the due date and time it will be marked as late.

Q. If I’m having technical issues with Exam4, what should I do?

A. Please contact Law ITS by sending an email to LawITS@law.pace.edu with a phone number where you can be reached.

Q. I have an all multiple choice exam. I don’t see my multiple choice questions listed on the essay screen when submitting my exam. Is this normal?

A. Yes this is normal. Multiple choice answers ONLY show up on the multiple choice screen and not on the default essay screen (white screen) when submitting your exam. When done with your multiple choice answers, select hide. This will take you back to the main screen (which will appear to be blank) so that you can submit and end your exam.
Q. I'm using my mac to take my exam and can’t seem to minimize Exam4 so that I can see my exam questions.

A. For some Mac users, Exam4 will **not** minimize once it has been maximized on your screen thus making it difficult to toggle back and forth between your final exam and the Exam4 software. We suggest creating multiple desktops on your Mac that will enable you to “3 finger swipe” back and forth between screens. Below are instructions on how to do this. Keep in mind that you can also print your exam.

https://pace.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3009cd24-b676-4fe6-a62e-ac7d01764d8f