

## EXAM4 FAQs

### **Q. Can I use any form of ID when taking my final exams in Exam4?**

A. No, you must use your **Pace ID** in order to take your exam in Exam4. If you do not have your Pace ID and cannot come to campus to retrieve your Pace ID, please contact the Law School registrar's office.

### **Q. Do I need a functioning webcam on Exam day?**

A. Yes, in order to take your exams using the Exam4 software, you will need a functioning webcam on your laptop. All Exam takers must leave their web camera turned on, the camera must remain uncovered and with a frontal view of the exam taker throughout the exam.

### **Q. What is virtual proctoring in Exam4?**

A. During the exam only, the virtual proctoring program will take pictures of exam takers at random intervals, but will not constantly monitor them. Exam takers must leave their web camera turned on, the camera must remain uncovered and with a frontal view of the exam taker throughout the exam. The Registrar will be reviewing the pictures taken to detect any actions clearly contrary to the Registrar's and Professor's exam instructions.

### **Q. When do I get my 4-digit final exam ID?**

A. You should receive your 4-digit anonymous grading ID once you have completed filling out your SCATES. If you do not have your ID prior to exams, please contact the registrar's office.

### **Q. Where can I find my final exam questions?**

A. For **in-person exams**, students will be provided with a hard copy of the exam questions in their exam room.

For **remote exams**, you will need to retrieve your **document ID** before logging into Exam4. The document ID will be located in your course in [Classes.pace.edu](https://Classes.pace.edu) under assignment information and listed on the top of your exam. [Click here](#) for instructions on how to retrieve your document ID.

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

A. If you are taking your exam remotely, you will be able to print out a copy of your exam prior to opening the Exam4 software as the exam will be posted in your course in [Classes.pace.edu](https://Classes.pace.edu) shortly prior to your exam time. Please [click here](#) for instructions.

### **Q. How do I open up and submit my final exam using Exam4?**

A. Please click [here](#) for instruction on how to open up Exam4 and submit your completed exam.

### **Q. If I am having technical issues with Exam4, what should I do?**

A. For in-person exams, please inform the proctor that you need assistance from IT. For students taking exams remotely, please contact Law ITS by sending an email to [LawITS@law.pace.edu](mailto:LawITS@law.pace.edu) with a phone number where you can be reached.

**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. 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.