Exam4 "Exam Day" Instructions for students taking exams remotely

The exam taker must have their Pace ID and a laptop with a functioning web camera to take their exam in Exam4. 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.

1. You will need to retrieve your **document ID** before logging into Exam4. The document ID will be located in Classes.pace.edu under assignment information and on the top of your exam. Click here for instructions on how to retrieve your document ID. You will need to enter your document ID in step 13 of these instructions.

2. If you wish to have a hard copy of your final exam, you can print it out prior to opening up Exam4. You will not be able to print it once you begin your exam in Exam4. This is not mandatory as you will be able to view your exam questions in exam4 by using your document ID. Click here for instructions on how to print your exam from Classes.pace.edu.

3. **Save** and **close** any open files or programs on your computer before you start Exam4 and make sure you are logged into the wireless.

4. Double click on the **red "e"** on your desktop to open the Exam4 software.

5. Select **prepare to start new exam** and click **next**.

6. Enter your **4 digit exam ID** twice, insert your **Pace Law School User ID ONLY (ex. jb12345w)** and select your **course** from the available list twice and click **next.** ☑ box to re-confirm correct information entered and click on **OK**.

7. You can set up the **countdown timer** if you'd like (it's optional and **will not** shut down the exam when the time runs out). 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. Click **next**.

8. Once you have read and understand the information regarding the honor code, Exam4's security check and crash procedure, please check off ☑ next to **Got it** and click **next**.

9. Make sure it says either **CLOSED or OPEN LAPTOP (depending on the exam you are taking)** under exam mode, check ☑ to confirm and click on **next**.

10. Confirm that your exam information is correct (Exam ID, Course and User ID).

11. You now have the option to select another **camera** (only if needed). Click **OK** to continue if you are visible on the screen.

12. Take a **Picture** of your **Pace ID** and then a picture of **your face.** Once you click on **use photos**, your exam will begin.

13. To open up your exam questions in Exam4, you will need to click on Exam Info. and then Exam Document (top toolbar). Type in your document ID retrieved in step one and click on **Fetch.**

How to Exit and Upload Your Exam:

1. When you are finished with your exam, select **end exam** and **end exam now** (top left-hand corner).

2. You will get a popup to confirm you are ending your exam. Check ☑ to confirm and **OK**.

3. Select **Submit Electronically**. You will now get a popup stating that your file has been stored to the server. Click **Ok**.

4. You will get another popup: **Exam Submittal Successful.** Check off ☑, I understand and click **OK.**

5. You are now done and can **exit.** Go to **Exit Exam4** and check off ☑ I'm sure and Exit Exam4.

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

Additional Information:
- Exam4 is a program that locks down other applications and records your actions while it is running. Any attempt to "break out" of the program will be recorded and may be considered a violation of the Honor Code.
- **If your computer crashes during the exam, alert Law ITS by sending an email to LawITS@law.pace.edu**. Please include your name, the Prof./course and a number where you can be reached. A technician will contact you as soon as possible to assist you.