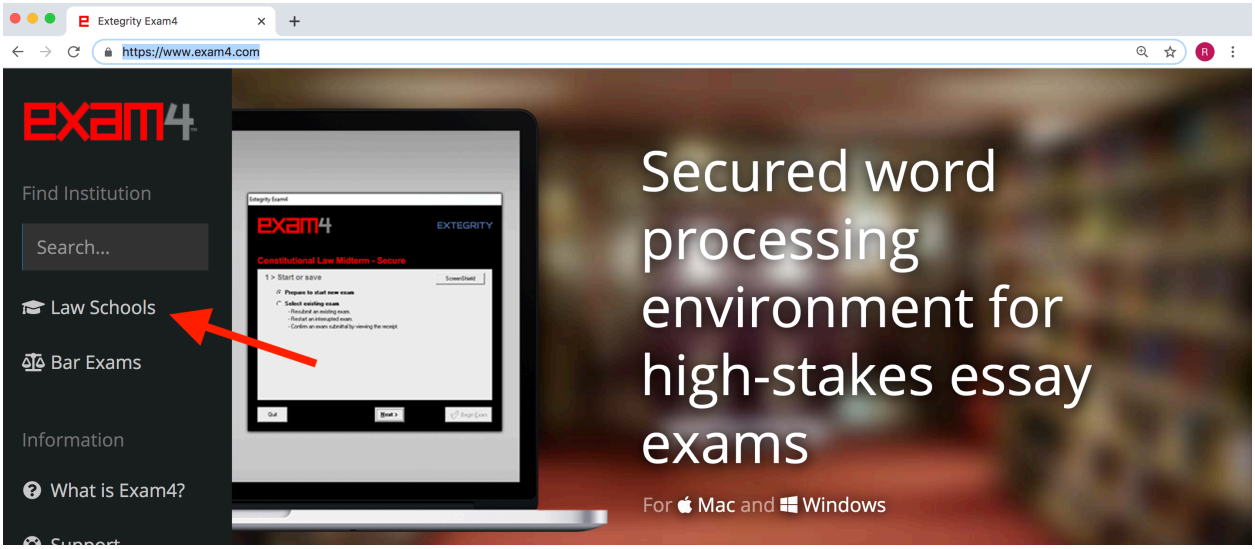
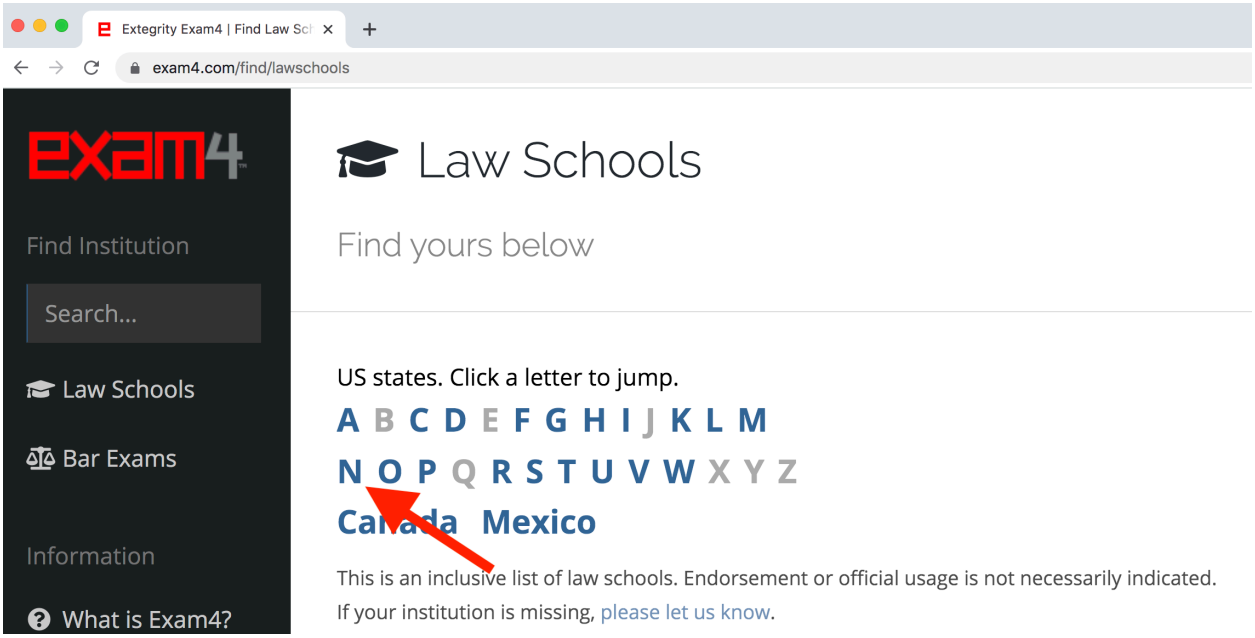
Please open up the Exam4 software prior to retrieving your midterm or final exam.

Instructions on retrieving your midterm or final exam:

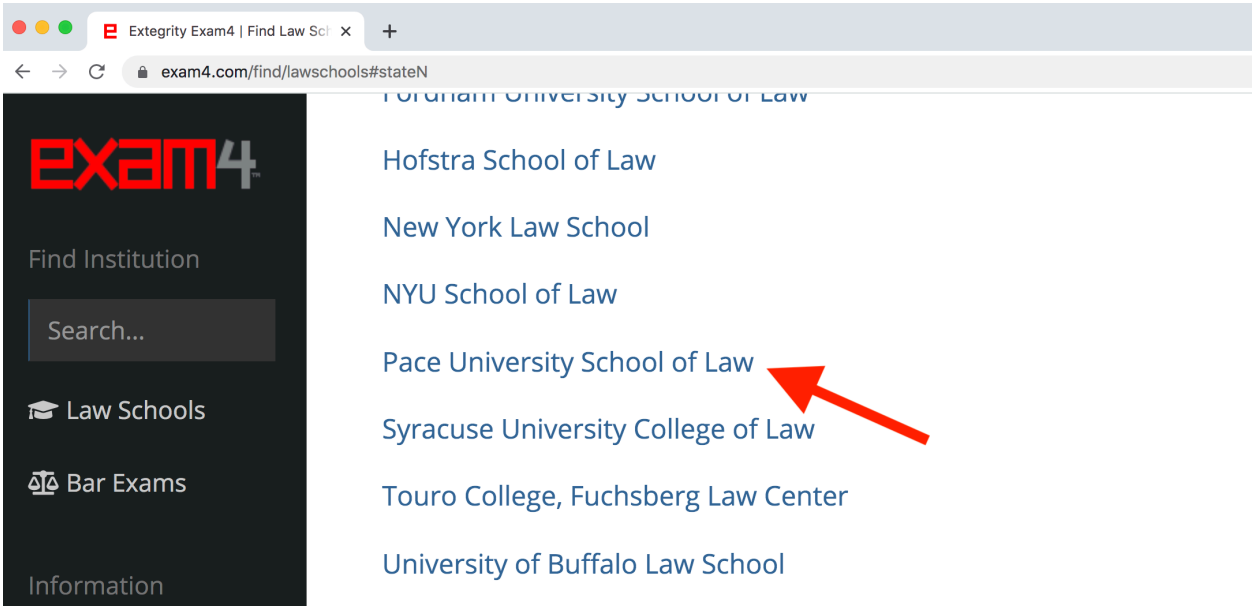
1. Direct your browser to https://www.exam4.com and click on “Law Schools” (top left-hand side).



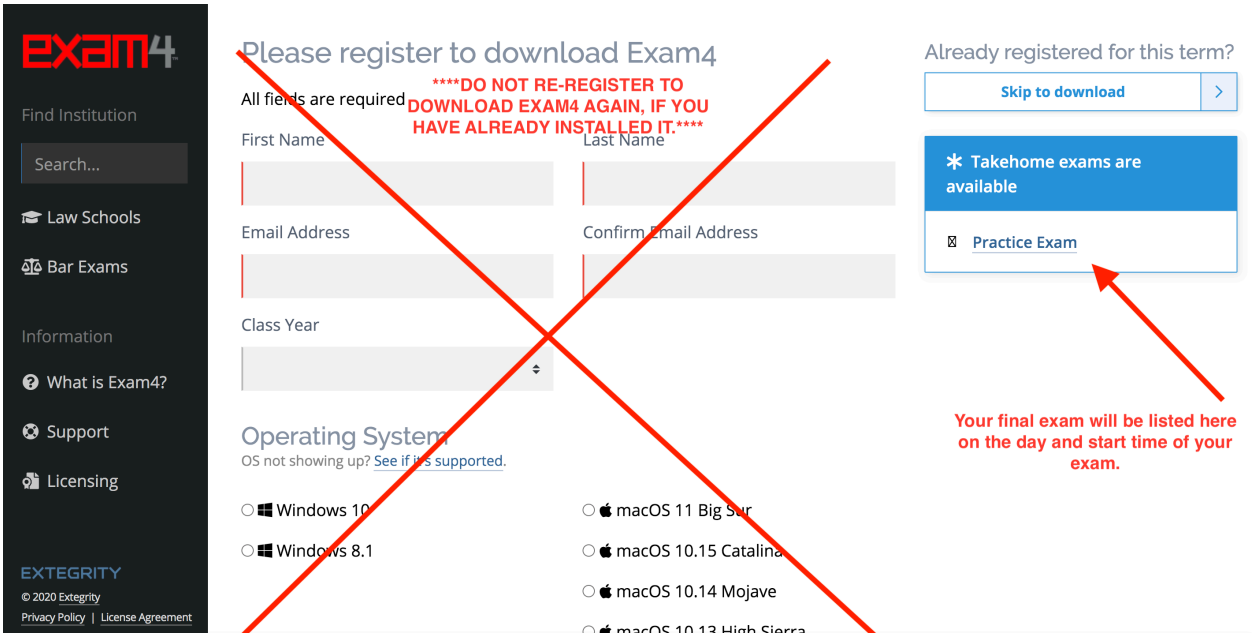
2. Select **N** for New York.



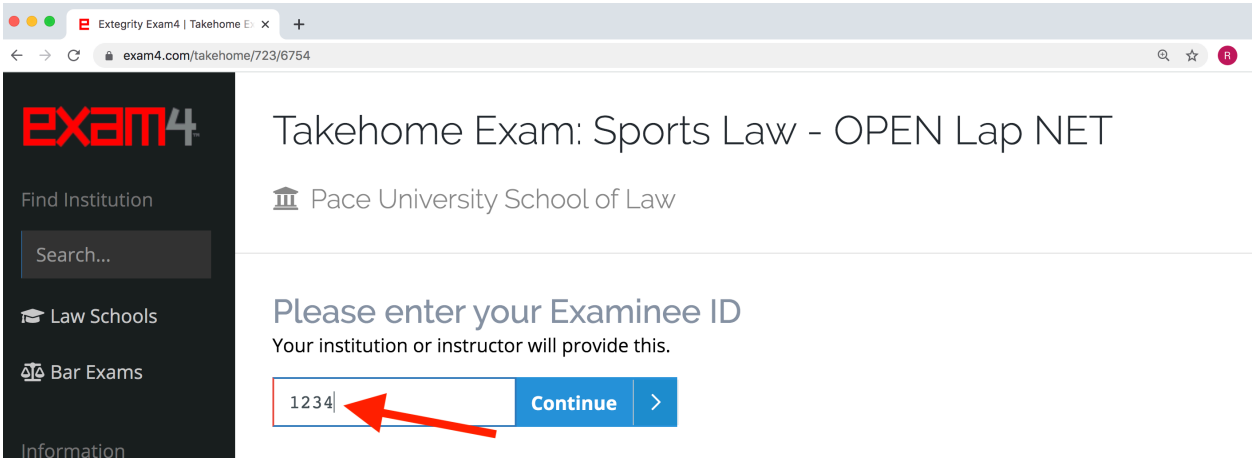
3. Select **Pace University School of Law** from the list.



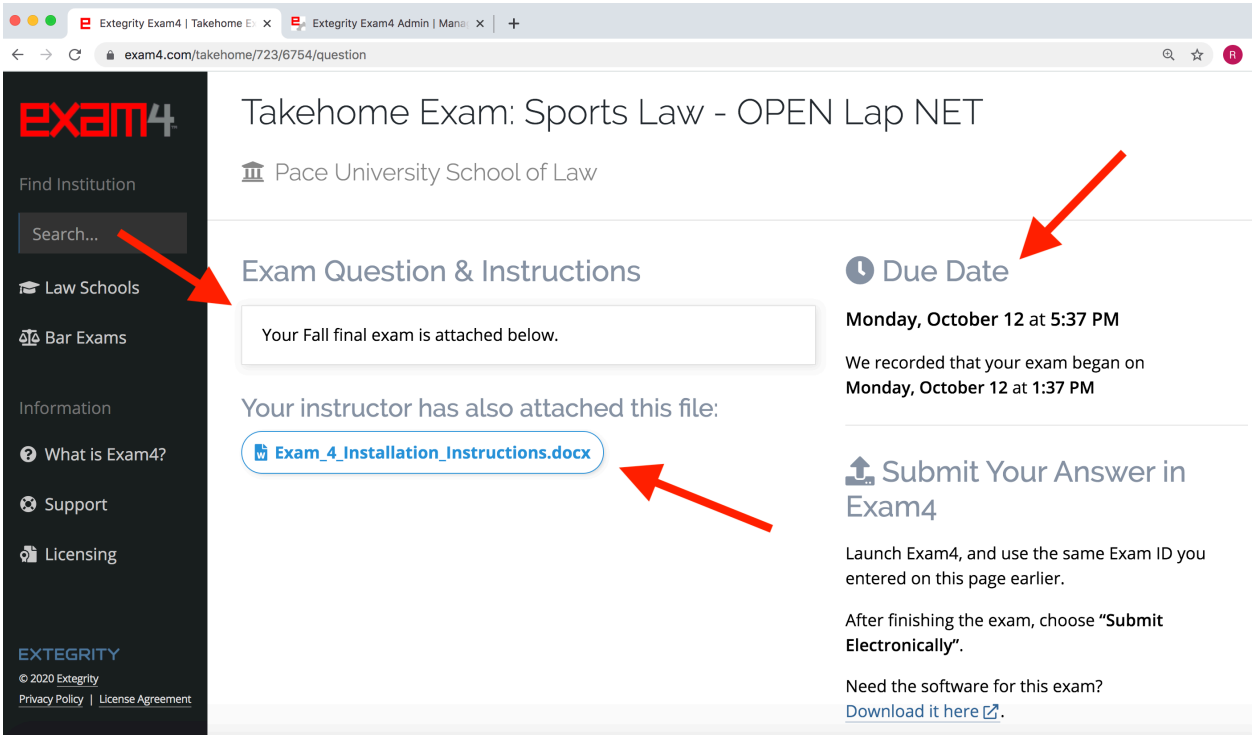
4. Select your final or midterm exam (listed on the right-hand side under takehome exams). Keep in mind that it will only be listed/available on the day, start time, and duration of your exam. **DO NOT RE-REGISTER/DOWNLOAD EXAM4 AGAIN IF YOU HAVE ALREADY INSTALLED IT.**



5. Enter your **anonymous grading exam ID**. For final exams, this is the ID that you will receive after completing your SCATES. For midterm exams, your exam ID will be provided by the registrar's office.



6. On this page, you will be able to open up your final or midterm exam, and get any special instructions that your Professor may have. Please note under "due date" you will see the date/time of when you started your exam and when it is due. After opening up your exam, you can toggle back and forth between Exam4 and your exam questions or you can print the exam. Please remember that you will be submitting your exam answers using the Exam4 software.



7. Please close these instructions and go back to your "Exam Day instructions" as the next step will show you how to submit your exam once you are done.