**How to retrieve your practice exam:**

***Please open up the Exam4 software prior to retrieving your practice exam.***

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

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

4. Select your **Practice Takehome exam** (listed on the right-hand side). Do not re-install Exam4 as you have already done that.
5. On the day of your midterm or final exam, you will enter your **anonymous grading exam ID** below. 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. For today’s practice exam **ONLY**, please enter your **Pace USER ID** (ex. Js12345w) below.

![Exam4 Remote Exam: Practice Exam](image)

6. On this page, you will be able to open up your “Practice Exam.” Please note, that under “due date” you will see the date/time of when you started your exam and when it is due. Please remember that you will be submitting your exam answers using the Exam4 software. After opening up your exam, you will be able to toggle back and forth between Exam4 and your exam questions.

![Exam4 Remote Exam: Practice Exam](image)

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