

Go to the webpage www.exam4.com (or www.extegrity.com - which links to www.exam4.com) and click on "Law Schools" on the left side of the homepage. Under New Jersey, and find Rutgers School of Law. Click on that. From there follow the "Download" instructions, filling out the registration information.

From there go ahead and download (there is no charge to you for the software - the Law School is absorbing the costs) and when you are done, you will have a new icon on your desktop that looks like a squared off lower case "e", named "exam4." If you are a returning student who has done this before, you must do it again, as the new software has been adjusted to match the particular exams we are giving this semester. This is the software you must use to write and submit your exams.

IT SHUTS DOWN ALL OTHER SOFTWARE WHILE IN OPERATION, SO YOU WILL NOT HAVE ACCESS TO YOUR FILES WHILE USING IT. PRINT OUT YOUR NOTES BEFOREHAND IF YOUR EXAM IS OPEN BOOK. DO NOT COUNT ON ACCESSING A PRINTER IN THE BUILDING THE MORNING OF THE EXAM. THE LIBRARY PRINTERS MAY BE OTHERWISE EMPLOYED WHEN YOU NEED THEM AT THE LAST MINUTE, AND (EVENING STUDENTS) THE LIBRARY MAY NOT BE OPEN.

Testing the Software:

1. Open the program, and select "Prepare to start a new exam," and "Next>"
2. In the next screen, enter your exam number, twice. **It is very important that you know your exam number,** and you enter it carefully; this entry will ultimately identify your exam to your professor. You can look up your exam number (which changes each semester) here: <https://rcit.rutgers.edu/apps/lawGrader/>
3. From the pull-down menus under "Course," scroll through the choices to see that your various classes are listed, **but for practice purposes, choose "Practice Exam"** and then click "Next>." Then confirm your choice. **It is extremely important that you select the correct course and professor when setting up for a REAL exam.** Otherwise, your exam will be mixed up with the exams for the wrong class, and may be lost.
4. Set the time for your practice exam, and identify any time remaining reminders you want. Setting the time to match the time allowed for the exam when taking a REAL exam is very important: it will appear on the face of the exam that is printed, and will therefore evidence any attempt at cheating by your giving yourself extra time. This software is self-proctoring in terms of time: it produces a log for the actual time used, and so any exam that uses more than the time allotted by the professor can be instantly recognized as submitted late. If you prefer not to use the timer function, you do not need to, and you can keep track of your own time via the classroom clock or a regular (not smart) watch.
5. Choose standard or large font, and your display option (Black on White, Black on Gray, or White on Black) and then click "Next>".
6. Read the next window, and then click at the "Got it?" space, and then click "Next>".
7. **Check the box to confirm your exam is CLOSED. Even if the exam is open book, it is still a "CLOSED COMPUTER" exam, and you must select "CLOSED."**
8. Read through the next page and then click "Begin Exam."
9. Your computer may spend as much as two-three minutes performing a security check on your files, after which a writing area will appear with "Answer to question _1_" on the top. (You can change that to a different number, if you are answering out of order.) You can start typing now. (If you have a great number of music, video and photo downloads stored on your laptop, it will take a longer time to go through the security check – the software examines every single file for malware and other corruption.)
10. Check out the "Tools" pull down window. You will probably want to exercise the "Show Document Statistics" option. And after each completed answer, you might want to use the "Insert Answer Separation"

option. (Use of this feature insures that each question begins on a separate page. Do not use this feature to separate short answer questions!)

IF YOUR PROFESSOR HAS LIMITED THE SPACE PERMITTED FOR AN ANSWER, THE CONVERSION FROM BLUEBOOK TO EXAM4 IS DONE THROUGH THE WORD COUNT FEATURE: ONE SIDE OF ONE BLUEBOOK PAGE, SINGLESPPACED, EQUALS 250 WORDS TYPED. You also have a spell check feature, for PCs and for MACs®

11. Check out the "Format" and "Edit" menu bar for basic word processing tools like Bold, Italic, an Underline as well as Cut/Copy and Paste.
12. Check out and test out the Multiple Choice feature. And then choose "Hide" and see how you can toggle between essay answers and Multiple Choice without having to hit "Save."
13. Finally, check out "End Exam" in the menu bar. To end and submit, you will proceed to the "Are you sure?" check off space, and will click "Confirm", then "OK, end exam" and finally, select "Submit Electronically." Almost immediately, if you are connected to the internet, you will see the message "Your file has been stored on the server". This message confirms delivery. At this point, you can shut down – there is no need to return to the "File & Save menu, and save a back up on your USB Stick Drive, as it has just been saved on the server. **But note: 99% is not 100%.** Unless the delivery to the server is 100%, the file was NOT received by the server, and, if this were a real exam, would not be fully submitted. If you see 0% or 99%, you are not connected to the server (even if you are connected to the internet via your wireless). If you are connected, and thus received the "stored on server" notice, click "OK." **SUCCESSFUL SUBMISSION REWARDS YOU WITH A GREEN BANNER MESSAGE DECLARING SUCCESSFUL SUBMISSION. ANY OTHER NOTICE (SUCH AS A NOTICE WITH A RED BANNER) INDICATES THAT WE DID NOT RECEIVE THE EXAM.** To exit, check "I understand", then click "OK". Then, go to "File and Save Options" at the top left, and Exit. Lastly, click "I'm Sure" and "Exit Exam Software."

PLEASE do not submit electronically more than once, "just to make sure," either on practice or real exams. If the software tells you it was sent, it was sent. It is extremely wasteful of resources to have all of your 20-page exams print out multiple times – worse, there is a heightened possibility that, as we discard the second (or third!) copy, we will discard some of your original as well. If you really need the security, make a copy on your USB Stick drive.

14. If you do not get the "saved on server" message, but rather are stuck at 0% or 99% saved, do the following:
 - a. Exit the Exam4 software even though it has not yet been saved on the server. **The good news is that once you click on "submit electronically", the exam is finalized, and instantly saved on your hard drive, whether or not it was received by the server. So it really is safe to exit – your exam or practice is not lost.**
 - b. Go to a place in the building that is a wireless hotspot (Atrium, for instance) and make sure you have an Internet connection. Open an internet browser and make sure you can browse to a page that is not cached, or stored, in your browser settings. If you cannot browse, reconnect to RUWireless or RUWireless_Secure – you may have to reenter your NetID and password.
 - c. Once you have confirmed you have an Internet connection, re-enter the Exam4 software. The exam will appear in the gray box on the initial screen. Select "Select existing exam" and then chose the exam you want to submit. (Your whole history of tests will be there for you to choose from). The choice of "Submit electronically" will again appear.
 - d. Choose that option. A window with something like "exam4horse" will appear. Hit okay. Then you should find that the exam has been stored on server successfully. If not:
 - e. Seek assistance from someone in Student Affairs or Computer Services offices.