



In-Person Exam Day Check List (The Green Sheet)

Exam4 Software Instructions

Step 1: Preparation - As soon as you're seated, and at least 15 minutes before you begin the exam:

- Ⓛ Plug in your laptop, do not rely solely on your battery even if it's new and completely charged.
- Ⓛ Close or quit all unnecessary applications.
- Ⓛ Start Exam4 by double-clicking on the Exam4 icon.
- Ⓛ Select **Prepare to start new exam** and then click **Next**.
- Ⓛ Check your network connection by clicking on the box beside **Check network connection**.
- Ⓛ Enter your **Code Name**. You must enter your code name twice (i.e. in two fields).
- Ⓛ Select your course from both lists. Be sure to select the correct course and section. Click **Next**, then re-confirm your exam selection if it is correct, otherwise **Go Back** and fix it.
- Ⓛ If you set the timer, note that it starts counting after the security check has completed. Set the time accordingly. The timer does not shut down Exam4 or prevent you from submitting your exam electronically when the time you have set is complete.
- Ⓛ Set your font size. To protect your privacy, select "standard font" and keep your screen fairly dim to ensure your work is only visible to you. Click **Next**.
- Ⓛ Read the **Notice of Instructions** and place a check in the **Got it?** box. Click **Next**.
- Ⓛ Click the **checkbox** to confirm your Exam 4 (o)-5mllici (c).Of(h)2M 035-0.001 TTw 0.39uClick
 - Ⓛ **Confirm** and click **OK, end exam**. The text on your screen will turn blue.
 - Ⓛ Click **Submit Electronically**.
 - Ⓛ You will see a window that says "Exam Submitted Successfully". Click the checkbox linked to **I understand**. Click **OK**.
 - Ⓛ **If you are not able to Submit the Exam electronically**, it is because you have lost your network connection. Exit Exam4 then re-establish connectivity. Once you are reconnected, return to Exam4 by double clicking on the icon on your desktop. Click **Select existing exam**, select the exam you just started. Click **Submit your exam electronically**.
 - Ⓛ A window should now indicate that 100% of your exam has been stored. Click **Close**.
 - Ⓛ Go to **File and Save Options** on the menu. Select **Exit**. Check I'm sure and then click **Exit Exam4**.
 - Ⓛ If you are still unable to submit the exam, seek assistance from the technical support staff in the exam room.

Please turn over, Standardized Exam Procedures are on Other Side

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Standardized Exam Procedures for All Students

(These instructions will also be on page 2 of your exam cover page)