Exam Day Check List (The Green Sheet)
Exam4 Software Instructions

Step 1: Preparation – Before you Begin the Exam:

☑

☑

☑

☑   Prepare to start new exam   Next

☑   Check network connection

☑   <u>Code Name</u>

☑   _____   Next

                 Go Back

☑

Step 2: When the invigilator says "Begin Your Exam":

☑   ___

☑   Insert Answ

                  ☑

                  ☑

Step 3: When the invigilator says "Stop Your Exam":

☑   End Exam   End Exam Now

☑   Confirm   OK, end exam

☑   Submit Electronically

☑   I
     understand   OK

☑ If you are not able to Submit the Exam electronically

                  Select existing exam

     Submit your exam electronically

☑   Close

☑   File and Save Options   Exit   Exit Exam4

☑

Please turn over, Standardized Exam Procedures are on Other Side

Exam Day Check List (The Green Sheet)
Standardized Exam Procedures for All Students

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

<u>General Exam Room Instructions</u>

1.

2.