

S.J. Quinney College of Law Exam4 Procedures

Download and install the software

Download process

- From a web browser access the following site <http://www.exam4.com>.
- Click on “**for law school exams**” on the left hand side of the page.
- Click on “**register & download**” now below “**for law school exams.**”
- Scroll down the page to the Utah section and click on “**S.J. Quinney College of Law.**”
- Read the information and at the bottom of the page type **your name** and your **law school email address (twice)** and then click the “> **click here**” button.
- Click on the “**S.J. Quinney College of Law**” to download the software. A download button Choose “**Save.**” If you are given the option of where to save it, make sure to save it where you can find it. I recommend you save it to your desktop.

Installation process

- Double click on the file that was downloaded, software will immediately install and run.

Prepare your computer for taking the exam

(Stop by the Helpdesk if you would like any help.)

- Verify you are connected to the network.
- Verify that the date and time on your computer is correct by double clicking on the time in the bottom right hand corner of your screen. If it is incorrect, correct it and then okay to close the window.
- If you are using a firewall other than Windows Firewall such as Norton Internet Security or McAfee’s Desktop Firewall disable it before taking the exam. Not disabling it could prevent your computer from successfully submitting your exam.
- Disable the screensaver and the power saving features. You do not want your computer going into hibernate or powering down to save power during an exam. To avoid this on most computers start by right clicking anywhere on your desktop and choose “**Properties**” from the menu that appears. Choose the tab that says “**Screen Saver,**” and click on the on the arrow of the dropdown menu under the “**Screen saver**” heading. Choose “**(None).**” Next, click on the button that is labeled “**Power...**” Now under the heading “**Settings Portable/Laptop power schemes**” you will need to decide whether you will be bringing a power cord for the exam, if you are not sure, then set all settings in this section to “never,” otherwise change the ones to “never” that correspond with your choice of power. Once you have made the changes click “OK” twice to exit.

Take a practice exam

(You must be on campus and connected to the law school network to successfully complete a practice exam. You also must have completed the install of exam4 to proceed.)

Setup the exam

- Double click the **red “e” icon** on your desktop titled Exam4.
- Select **“prepare to start a new exam”** and click next.
- Enter you **Exam ID twice.**
- Select the appropriate **course** from each drop down list.
- Click **“Next”**.
- The following 3 options are for **your convenience**. The optional timer, alerts, and font size can either be set or left alone, alter them at your discretion. Click **“Next.”**
- Read the information on this screen then check the box labeled **“Got it?”** Click **“Next.”**
- When taking the practice exam type **“Practice”** in the box labeled **“Type selected Exam Mode here”** then check the box below it labeled **“Check box to confirm exam mode is PRACTICE.”** Click **“Next.”** (Note that during an actual exam you will always be typing **“Closed”** in the Exam Mode box, checking the check box below and then clicking on the small button labeled **“If expressly instructed to enter a special Start Code and/or Control Code, click here >.”** In the popup window type the control code you are given by the proctor and click **“OK.”** Before you finally click **“Next.”**)
- Please **verify** that all the information you have entered is correct (during the exam wait here until the proctor instructs you to proceed). Click **“Begin Exam”**
- The software will launch and run a security check which will verify your computer is ready to take the test and lock the computer this process should take no longer than **60 seconds**.

Familiarize yourself with the software

(Exam4 must have finished the security check to continue)

- Type a few words; notice the typeface is courier, with no option to change font or size. Please **do not double space** your typed version (we will do that when we print it).
- Formatting is limited to bold/italic/underline and left/center/right justify. There’s no way to create an art project. **Special legal characters** are included under format, special characters.

- Exam 4.0 saves the primary exam file every **10 seconds**, and sequential “snapshot” backups every 5 minutes. The Save Now menu item forces one of the 5-minute backups.
- Some instructors give exams limiting students to “500 words on Question 1 and 500 words on Question 2”
- Go to the Format menu, select **Insert Answer Separation**; a line is inserted separating the answers.
- Go to the Format menu again, select **Show Document Statistics**; a table shows the number of lines, words and characters in each answer
- If the amount of **black space** is annoying try a different screen resolution the lower you go the less the black space consumes (800x600 lowest).

End and submit the exam

- On the toolbar select “**End Exam**” and then click “**End exam now**”
- Select the “**Confirm**” box and then click “**OK, end exam**”
- Click “**Submit Electronically**” a dialogue box should appear informing you that exam was received successfully, click “**OK**” twice then “**Close.**”
- Click “**File and Save Options,**” then “**Exit**”
- Select the “**I’m sure**” box and then click “**Exit Exam4**”

Exam 4 minimum requirements for a laptop or desktop

- Microsoft Windows: 2000 and XP operating system
- 10 MB free hard disk space (a very small amount)
- A wired and/or wireless network card
- Minimum 800x600 screen resolution

For questions contact
 examsupport@law.utah.edu
 Student Helpdesk 581-8383