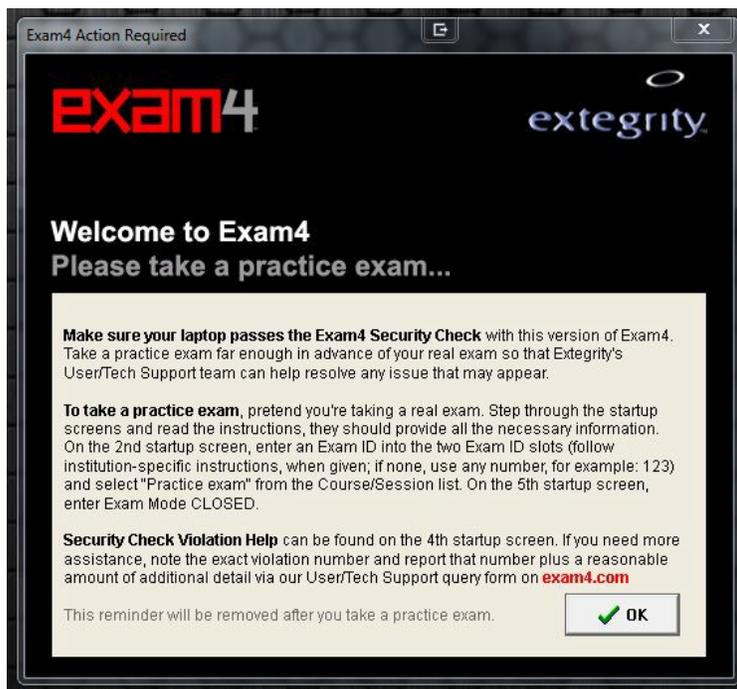


## Exam4 Starting Directions

1. Prior to starting your exam, please restart your computer. After the restart, please close any unnecessary applications which may open automatically such as Skype, Spotify or other apps. Please only have applications which are permitted and required for your exam.
2. Open up Exam4 and click "OK" on the first screen.



3. In Step # 1 select "Prepare to start new exam" and click "Next"



4. In Step # 2 enter your Final's Exam ID into the field then re-enter it into the second Exam ID field. Next select the course which is listed by the instructor's last name followed by the course title. Repeat the process in the second course drop-down field then click "Next".

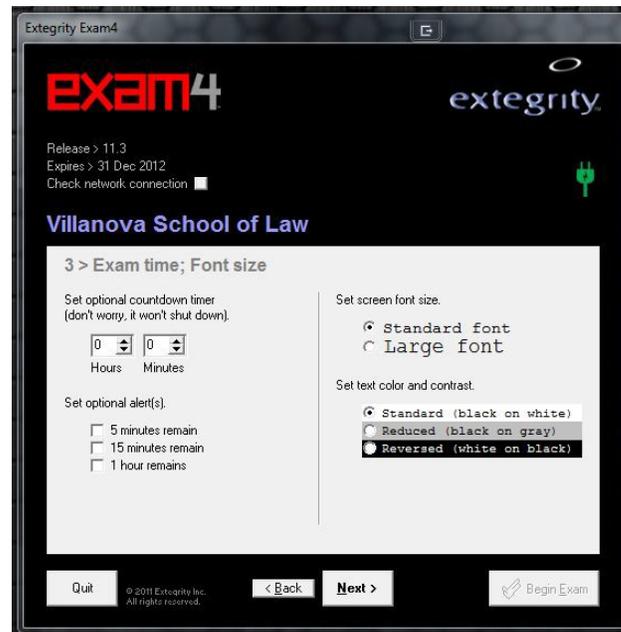


5. Confirm the information entered by checking the box "Check box to re-confirm" and then click "OK".

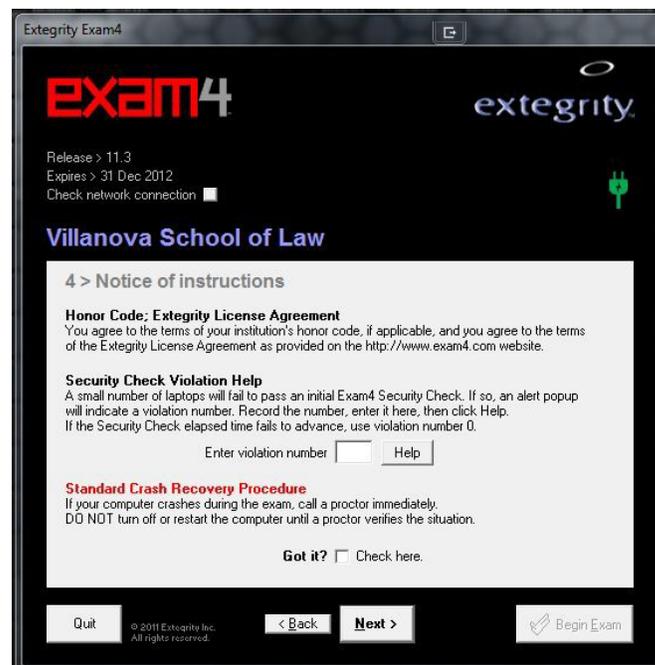


6. Step #3 is optional. You may set a countdown time with optional alerts. Click “Next” to proceed.

*\* I suggest not using the countdown time or the alerts as they can give the appearance that your computer has frozen. Please use another timer if possible. For in-class exams, the Honor Board representative will inform the class when the period is nearing the end.*



7. In Step # 4 please read the information, when completed check the “Got it?” box and then Click “Next”



8. Step # 5 is used to enter the Exam Mode. The Exam Modes are: **Closed**, **Open** and **Open with Internet**. Here are the 3 settings for each exam mode.

For *Closed Book* Exams, please type the word “CLOSED” into the Exam Mode box.

Extegrity Exam4

**EXAM4** EXTEGRITY

Release > 20.4  
Expires > 18 Jan 2021  
Check network connection

**Villanova School of Law**

5 > Exam Mode

Choose an Exam Mode to indicate which kind of exam you are taking.

**CLOSED**

- Closed-computer exam
- NO access to other data on this PC
- Typical for most exams

**OPEN**

- Open-computer exam
- Access to other data on this PC
- Option: NETWORK adds access to the local network and/or Internet

Type selected Exam Mode here  
CLOSED

Check box to confirm Exam Mode is CLOSED  
Exam Mode is reported on exam printouts

Quit © Extegrity Inc. All rights reserved. < Back Next > Begin Exam

For *Open Book without Internet*, please type in “Open” into the box. Do not enter anything into the other two boxes.

Extegrity Exam4

**EXAM4** EXTEGRITY

Release > 20.4  
Expires > 18 Jan 2021  
Check network connection

**Villanova School of Law**

5 > Exam Mode

Choose an Exam Mode to indicate which kind of exam you are taking.

**CLOSED**

- Closed-computer exam
- NO access to other data on this PC
- Typical for most exams

**OPEN**

- Open-computer exam
- Access to other data on this PC
- Option: NETWORK adds access to the local network and/or Internet

Type selected Exam Mode here  
OPEN

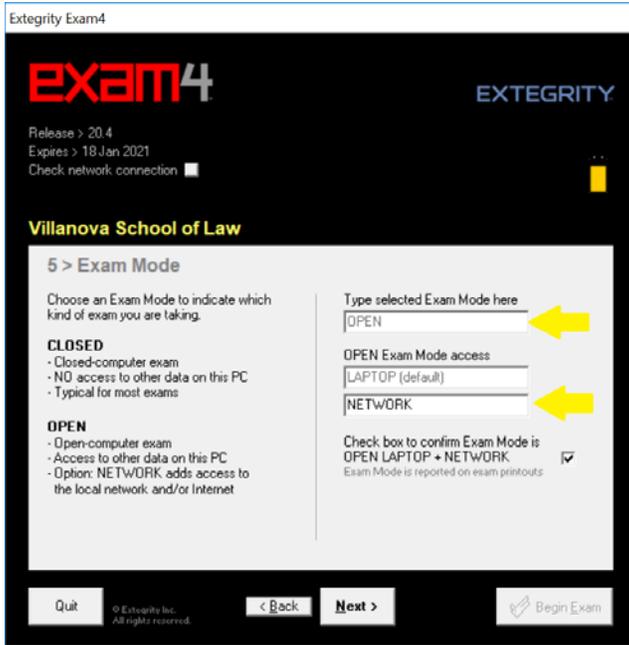
OPEN Exam Mode access  
LAPTOP (default)

Leave this box blank

Check box to confirm Exam Mode is OPEN LAPTOP  
Exam Mode is reported on exam printouts

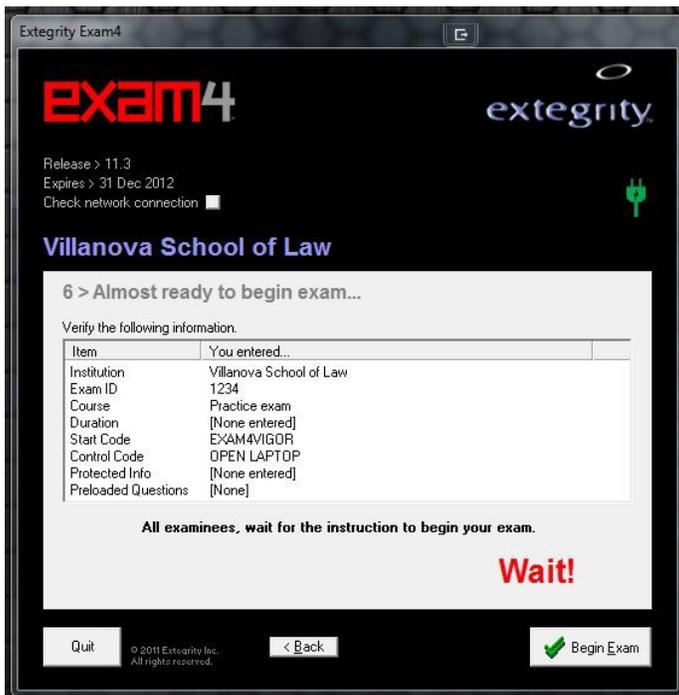
Quit © Extegrity Inc. All rights reserved. < Back Next > Begin Exam

For *Open Book with Internet*, type “Open” into the first box. Leave the default information intact in the second box. In the third box, type “Network”. This is the setting which will allow you to access the Internet.



Next click the checkbox on the lower right to confirm your selection then click Next. If prompted, reconfirm the exam’s mode in the pop-up window then click OK.

- Step # 6 is the entry point to the exam, wait until you are instructed to start the exam before clicking “Begin Exam” (\* if you’re taking the exam off-campus, please refer to the Law School Registrar’s Instructions for starting the exam).



10. When you're in the exam's answer window, please be sure to answer multiple-choice questions through the multiple-choice menu option.

The options on the right side allow you to insert answer separators which make your submission more reader-friendly for your instructor. Additionally, you can keep track of the number of words typed by selecting the option on the right side.

At the end of the exam, please submit the exam electronically. If you're having technical trouble, please check your Wi-Fi connection.

Thank you and good luck!