

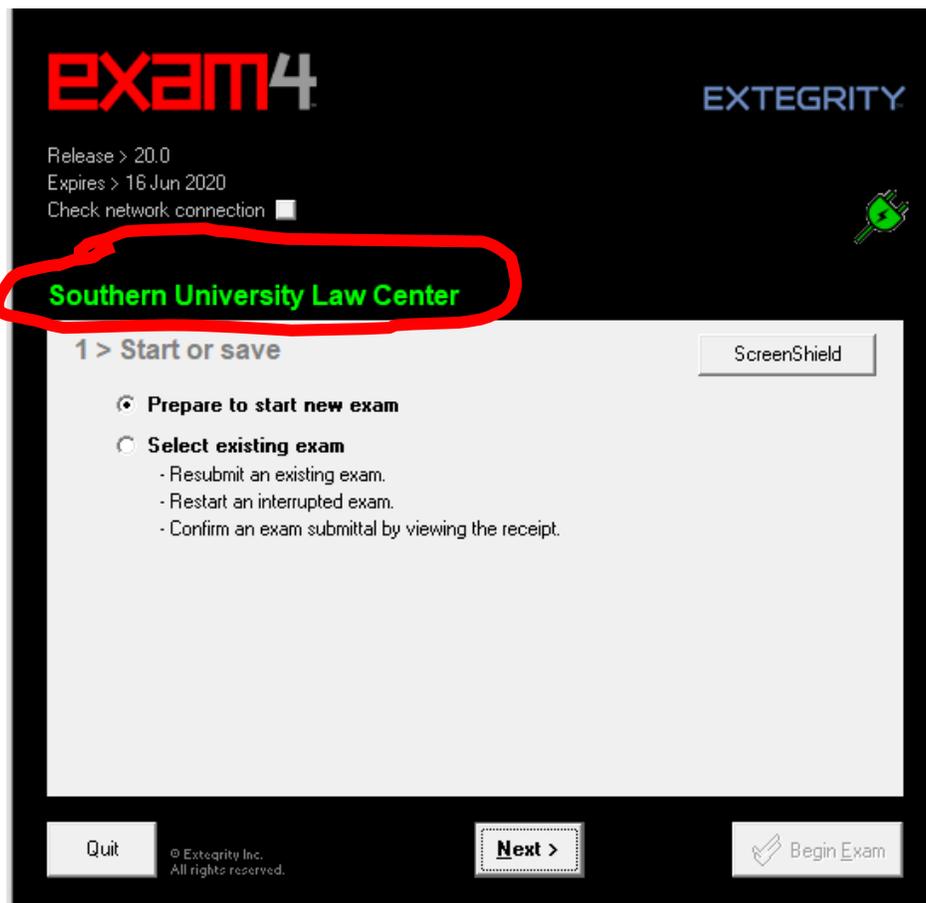
Student - Steps To Use Exam4 For Spring 2020 Final Exams

DOWNLOAD NEW VERSION OF [EXAM4](#)

IMPORTANT: The student must have an internet connection to accomplish this step

Students must re-download the updated version of the software.

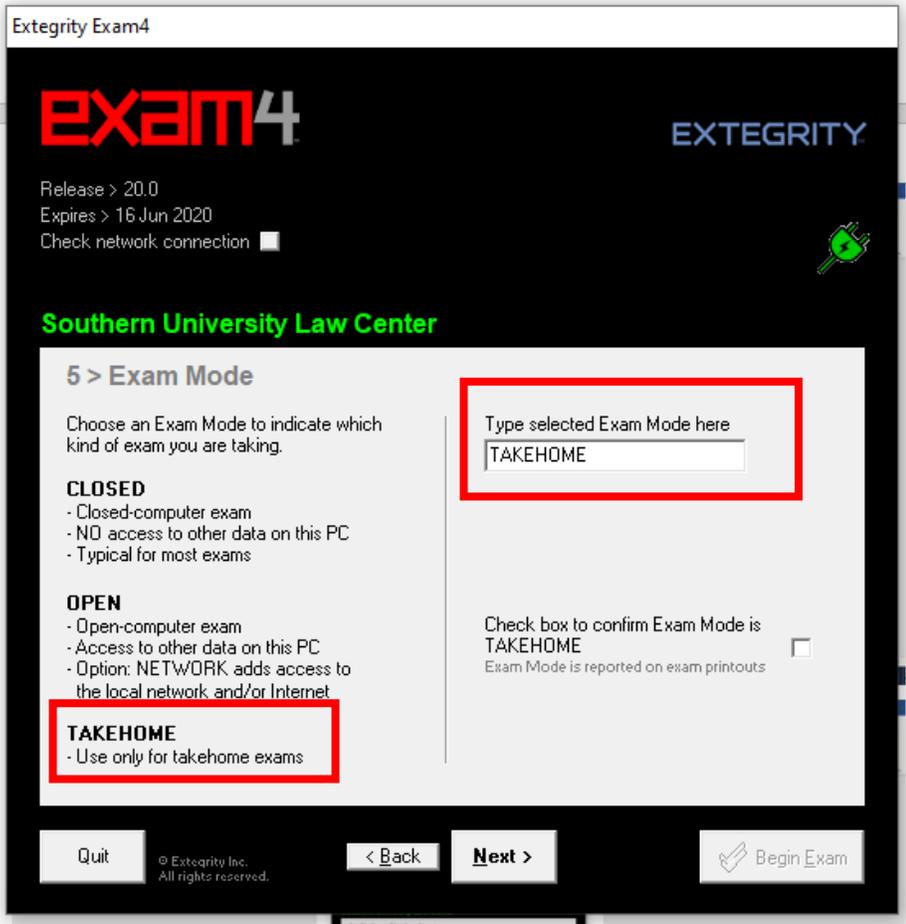
Student may tell if they are using the proper Exam4 version by the Southern University Law Center in a line green font color



STARTING AN EXAM

IMPORTANT: The student must have an internet connection to access TWEN gain access to the exam questions.

When a student is able to access an exam (based on the date and time assigned to the exam by the professor), the student will launch/open Exam4 and go through the normal start-up screens and process UNTIL you get the screen below.



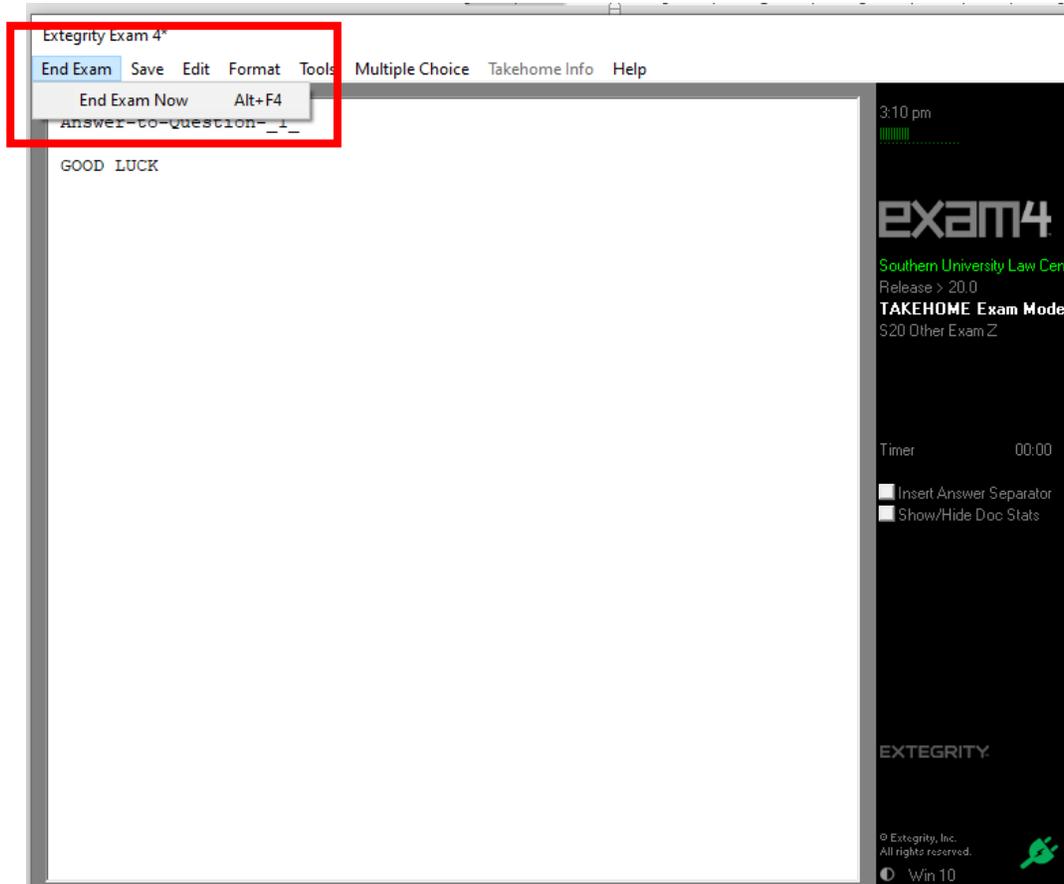
Enter TAKEHOME under select exam mode
Continue the instruction on the screen and begin the exam.

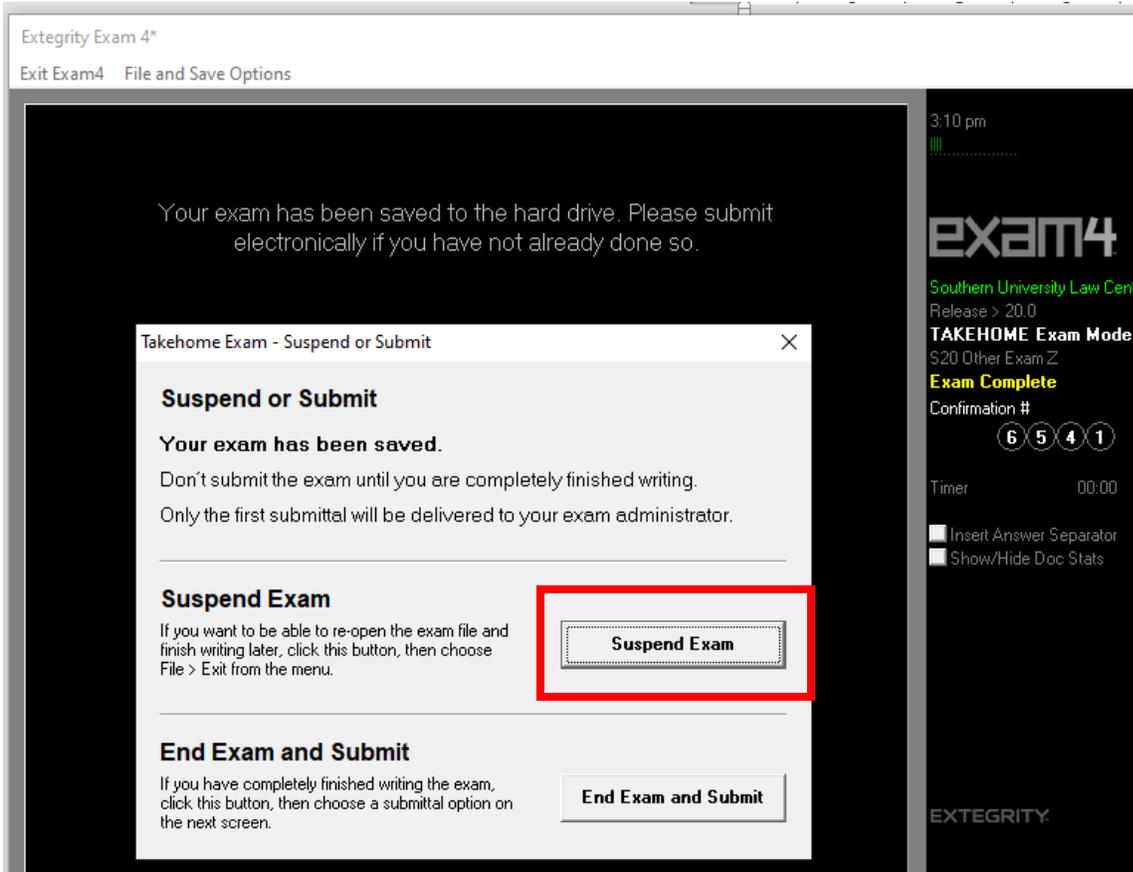
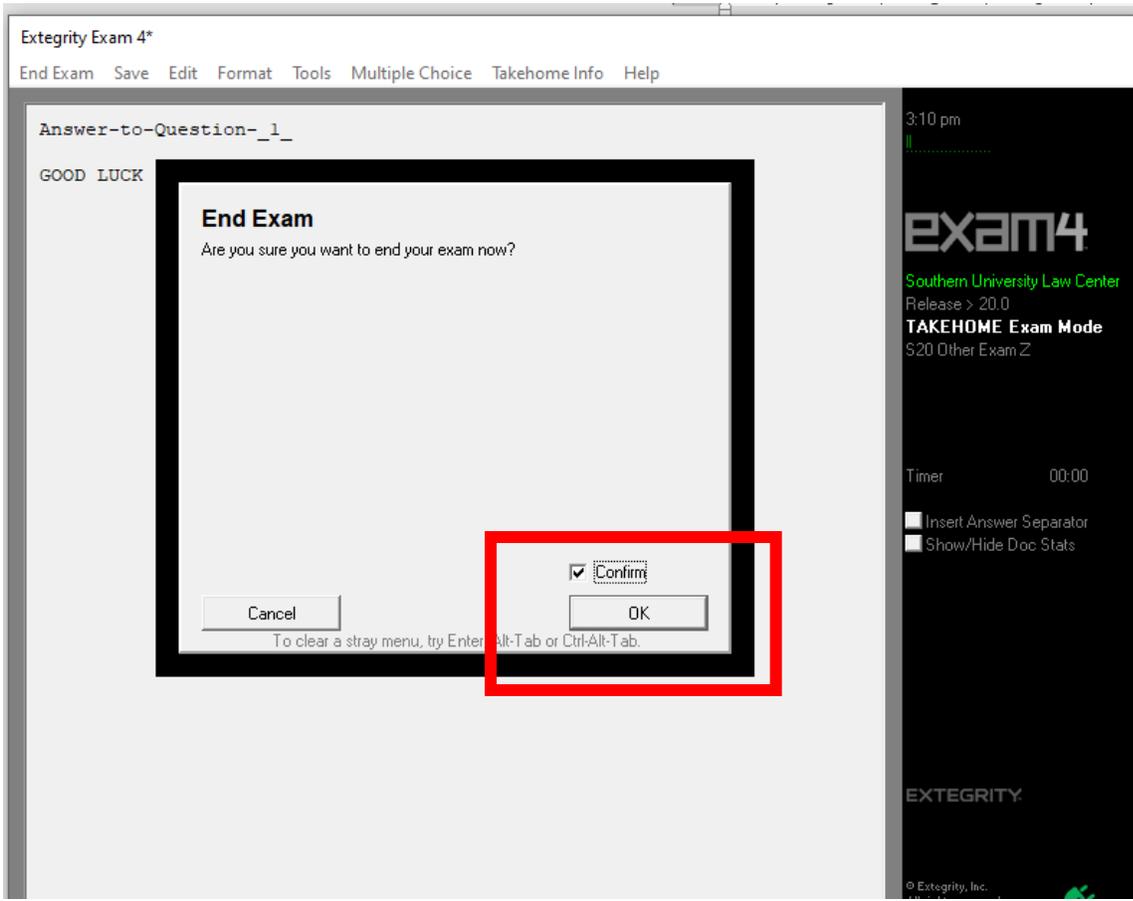
TEMPORARIALLY STOPPING WORK ON AN EXAM

When a student wishes to stop working on the exam, but is not ready to submit, the student can temporarily close the exam and later re-open it to continue writing/typing. This can be done an unlimited number of times.

To do so, click on **End Exam >End Exam Now** (on the menu bar), then **click the box to confirm** and click **OK**.

Then, click **Suspend**. Continue to close Exam4 as usual.



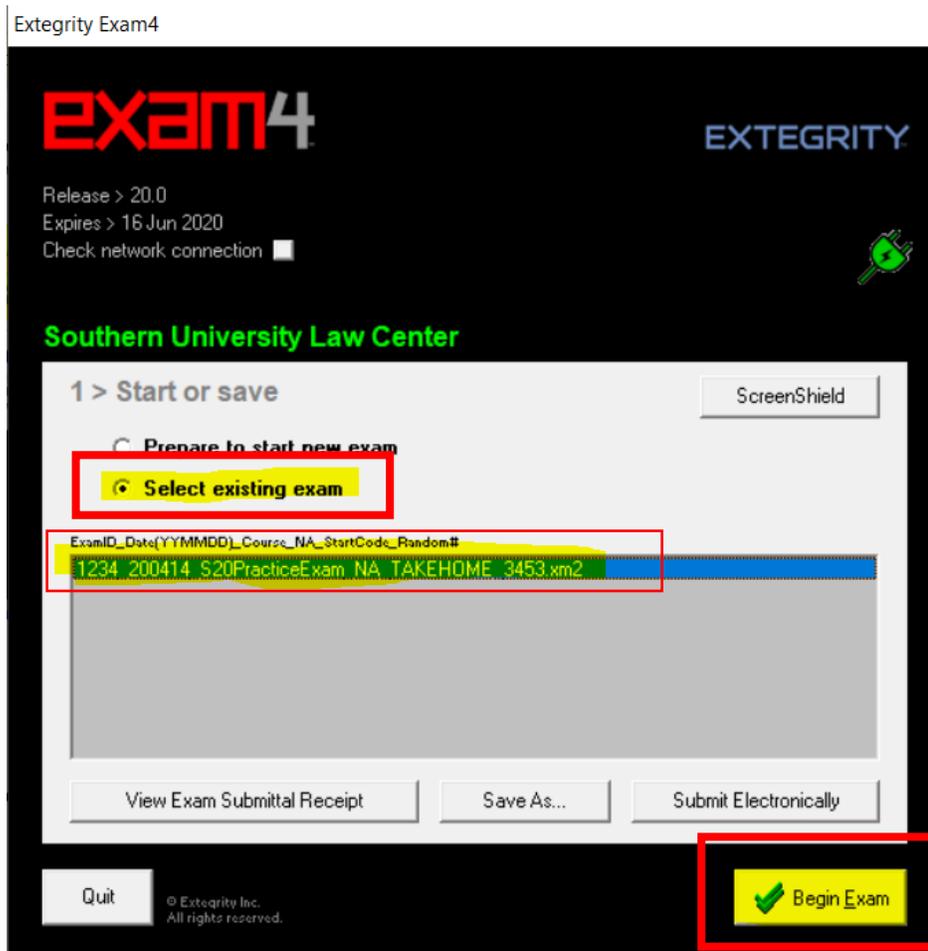


REOPENING AN EXAM THAT WAS SUSPENDED

To re-open an exam to continue working on it, launch Exam4,

Click on the **radio button** labeled “Select existing exam”

Highlight the exam you wish to re-open and click “**Begin Exam**”.



When the exam is re-opened all the text previously typed will be in the typing window and the student may continue working on their answers including editing the text that they previously typed.

Answer-to-Question-_1_
To close your exam to be able to re-open and continue to work on it at another time, click on End Exam >End Exam Now (on the menu bar), then click the box to confirm and click **Suspend**.

-----DO-NOT-EDIT-THIS-DIVIDER-----

Answer-to-Question-_2_
-----DO-NOT-EDIT-THIS-DIVIDER-----

Answer-to-Question-_3_

12:52 pm
EXAM4
Southern University Law Center
Release v. 20.0
TAKEHOME Exam Mode
3.20 Practice Exam

Timer 00:00
 Insert Answer Separator
 Show/Hide Dico Stats

EXTEGRITY
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Windows

Using the Suspend Mode, a student may close and re-open an exam as many times as needed.

FULLY CLOSING AND SUBMITTING AN EXAM

IMPORTANT: The student must have an internet connection to accomplish this step

When a student completes an exam and is ready to submit the exam answers, the student should follow the normal End Exam process, but instead of clicking on *Suspend* when getting to that pop-up, the student should click on **End Exam** and **Submit**.

The screenshot shows the exam interface with a menu bar at the top: End Exam, Save, Edit, Format, Tools, Multiple Choice, Takehome Info, Help. The main content area contains three sections of instructions, each separated by a dashed line labeled "DO-NOT-EDIT-THIS-DIVIDER".

Answer-to-Question_1_
To close your exam to be able to re-open and continue to work on it at another time, click on End Exam >End Exam Now (on the menu bar), then click the box to confirm and click OK. Now click **Suspend**.

Answer-to-Question_2_
You'll see when you re-open the exam all your text is there. You can now continue working on your exam answers including making any edits to what you had already typed.

Answer-to-Question_3_
You can open and suspend your exam answers as many times as you'd like. When you have completed your exam and are ready to submit your answers, instead of click on suspend, click on **End Exam** and **Submit**.

The right sidebar shows the exam title "EXAM4", "Southern University Law Center", "Release > 20.0", "TAKEHOME Exam Mode", "S20 Practice Exam", a timer at 00:00, and checkboxes for "Insert Answer Separator" and "Show/Hide Doc Stats".

The screenshot shows the "Suspend or Submit" dialog box overlaid on the exam interface. The dialog box has a title bar "Takehome Exam - Suspend or Submit" and a close button (X). It contains the following text:

Your exam has been saved to the hard drive. Please submit electronically if you have not already done so.

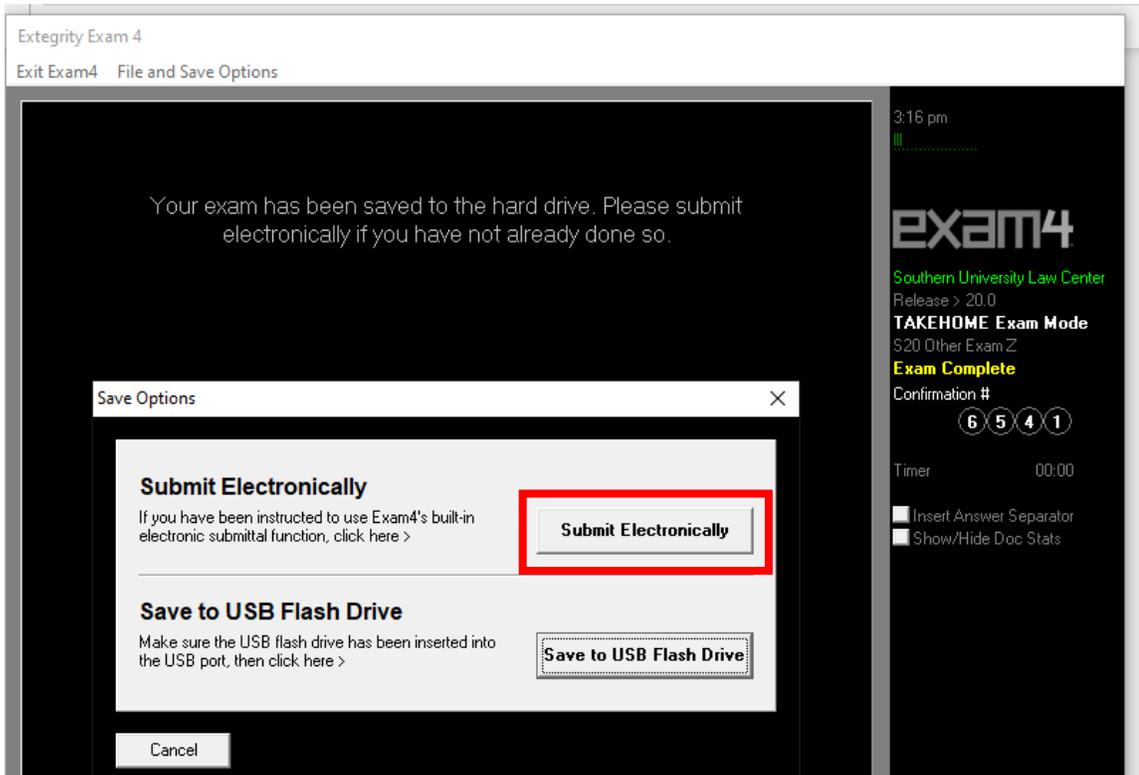
Suspend or Submit
Your exam has been saved.
Don't submit the exam until you are completely finished writing.
Only the first submittal will be delivered to your exam administrator.

Suspend Exam
If you want to be able to re-open the exam file and finish writing later, click this button, then choose File > Exit from the menu.

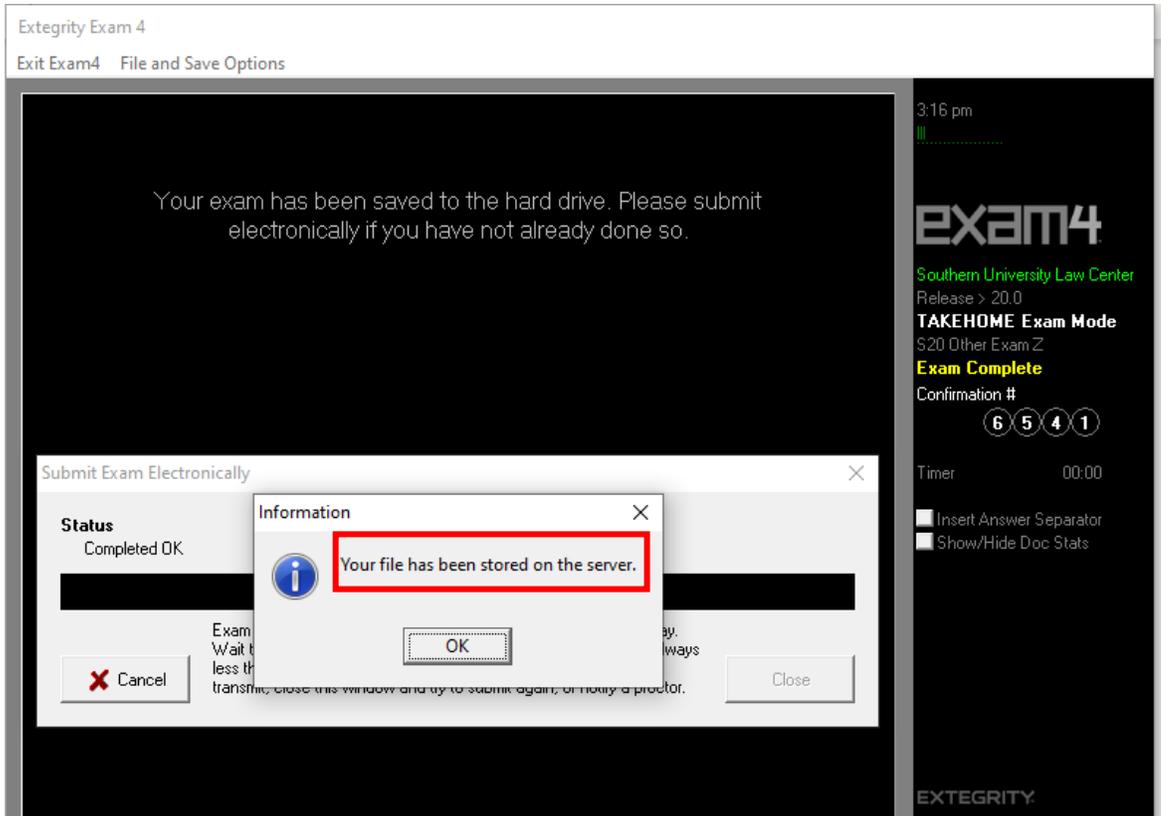
End Exam and Submit
If you have completely finished writing the exam, click this button, then choose a submittal option on the next screen.

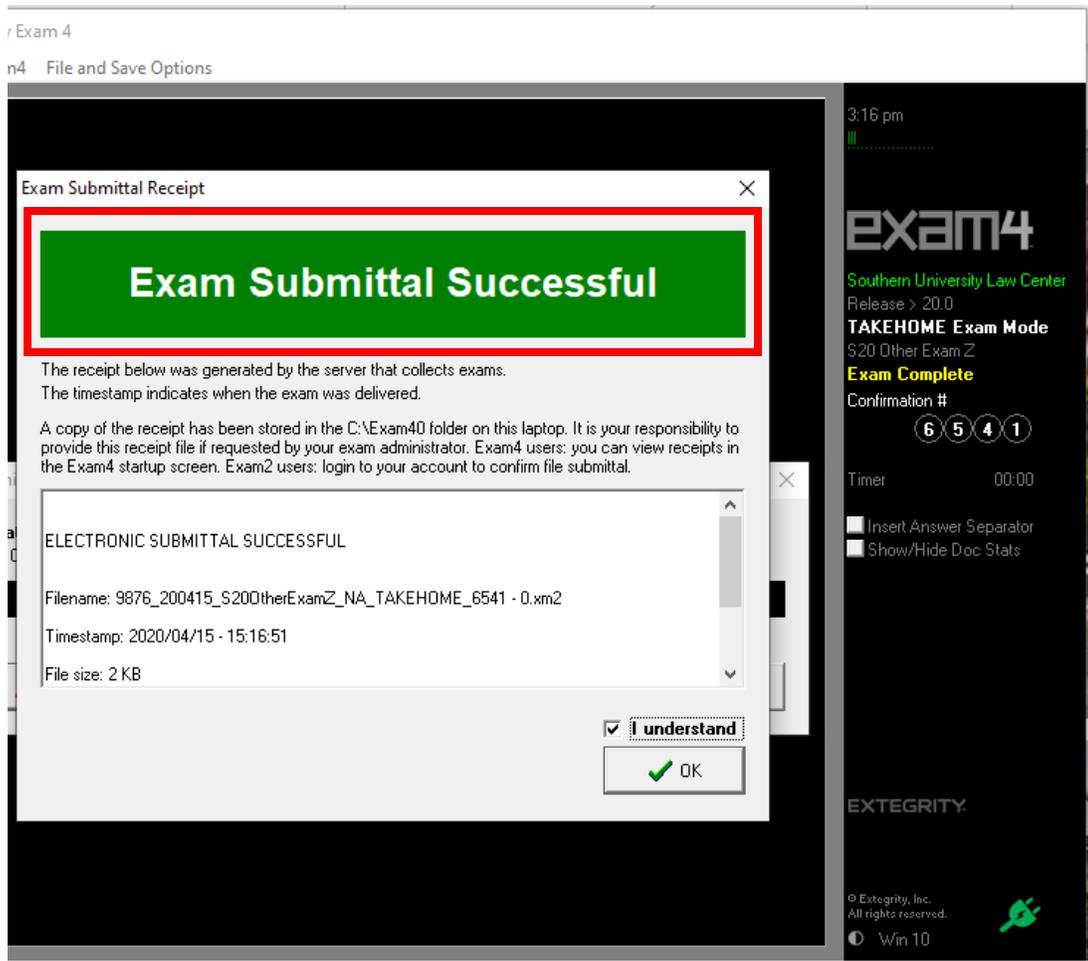
The dialog box has two buttons: "Suspend Exam" and "End Exam and Submit". The "End Exam and Submit" button is highlighted with a red border.

The background shows the exam interface with the title bar "Exit Exam4 File and Save Options", the time "3:10 pm", the exam title "EXAM4", "Southern University Law Center", "Release > 20.0", "TAKEHOME Exam Mode", "S20 Other Exam Z", "Exam Complete", "Confirmation # 6 5 4 1", a timer at 00:00, and checkboxes for "Insert Answer Separator" and "Show/Hide Doc Stats".



Once submitted the following window be displayed when the exam is successfully loaded to the school.





The student may exit out of Exam4 after you see the green screen that says "Exam Submittal Successful" above