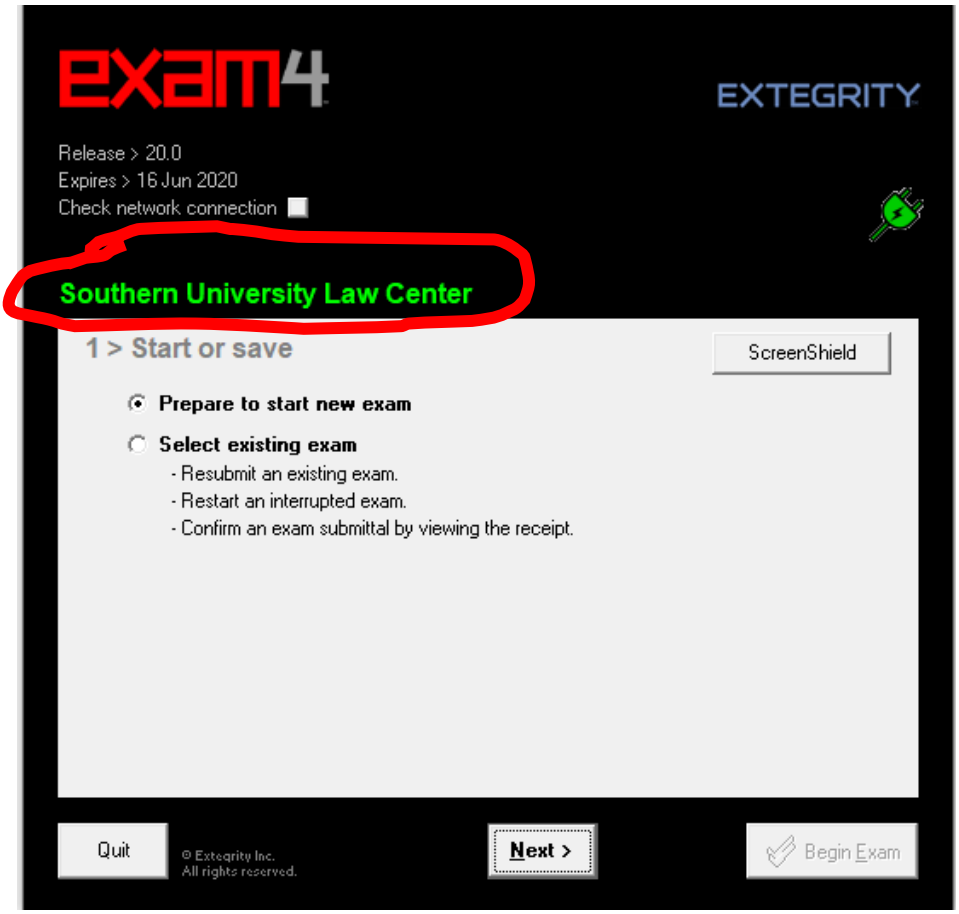
Student - Steps To Use Exam4 For Spring 2020 Final Exams

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.

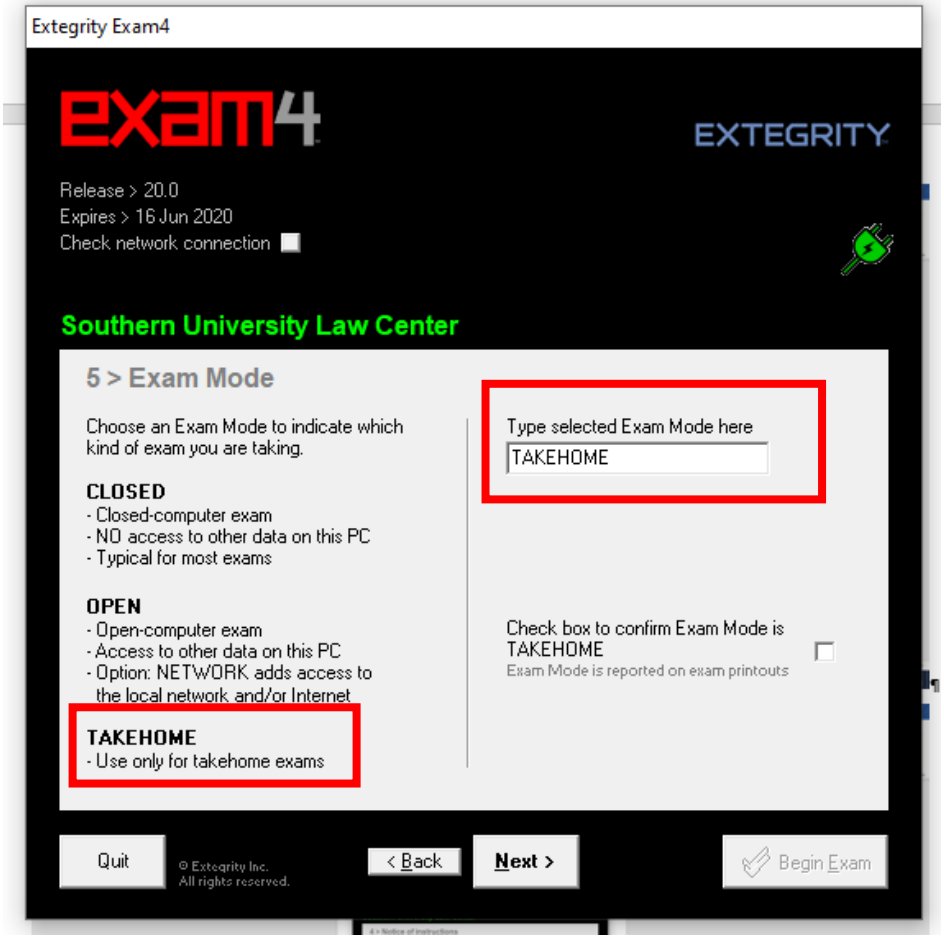
Student may tell if they are using the proper Exam4 version by the Southern University Law Center in a line green font color



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.



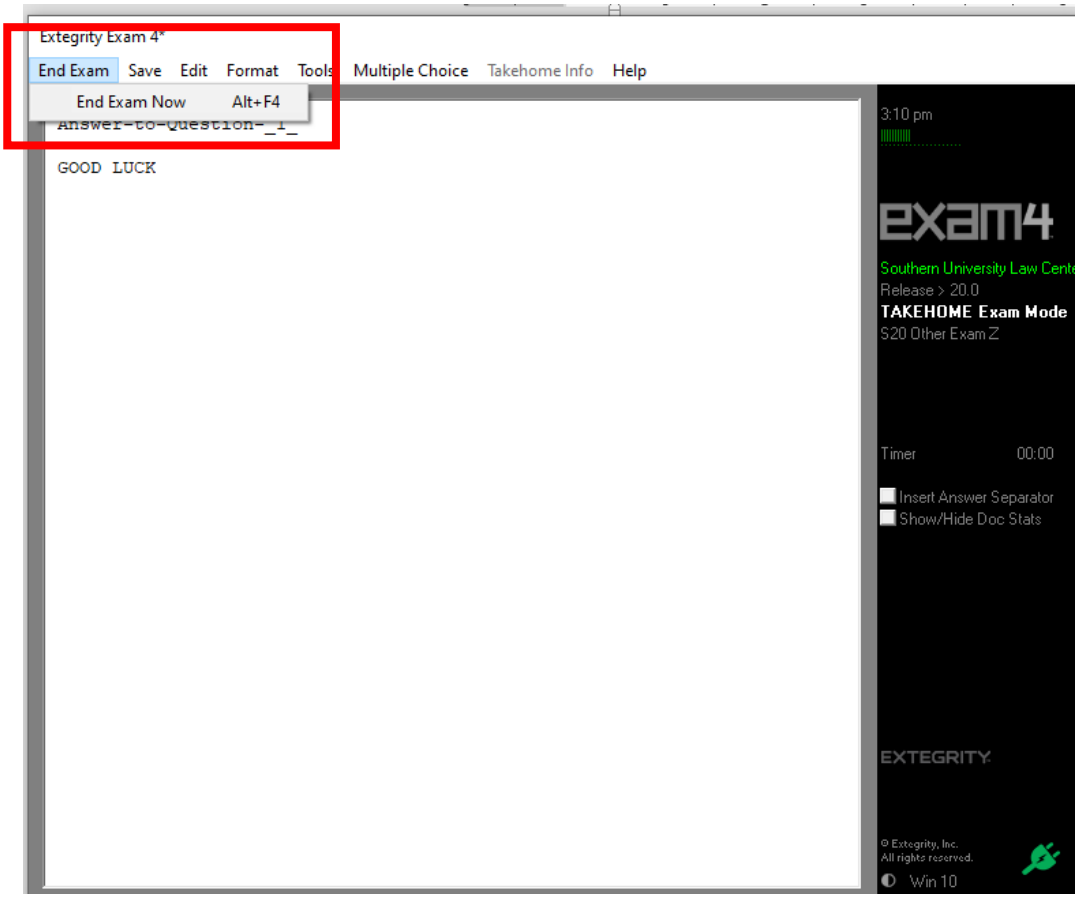
Enter TAKEHOME under select exam mode
Continue the instruction on the screen and begin the exam.

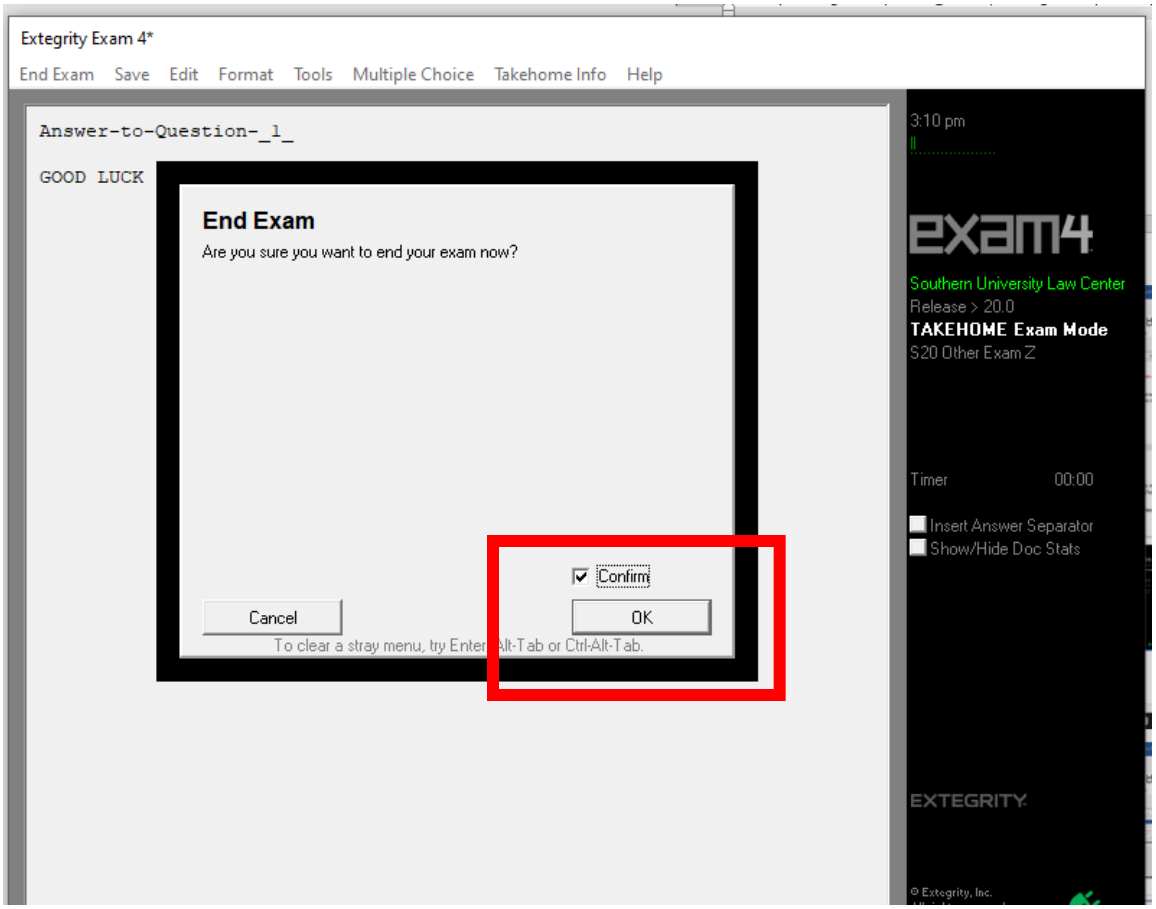
TEMPORIALLY STOPPING WORK ON AN EXAM

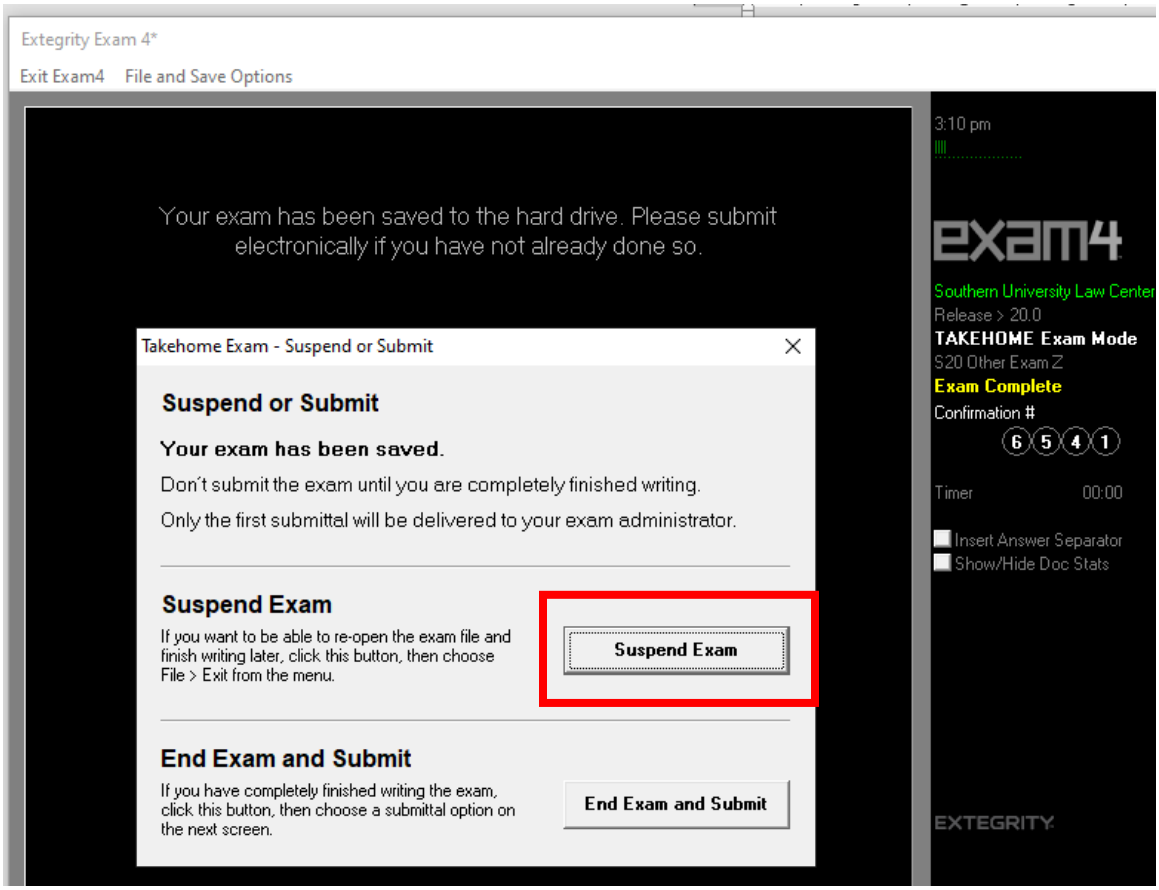
When a student wishes to stop working on the exam, but is not ready to submit, the student can temporally close the exam and later re-open it to continue writing/typing. This can be done an unlimited number of times.

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.




Extegrity Exam 4*
End Exam Save Edit Format Tools Multiple Choice Takehome Info Help
Answer-to-Question-_1_
GOOD LUCK
End Exam
Are you sure you want to end your exam now?
Confirm
Cancel
OK
To clear a stray menu, try Enter, Alt-Tab or Ctrl-Alt-Tab.
3:10 pm
exam4
Southern University Law Center
Release > 20.0
TAKEHOME Exam Mode
S20 Other Exam Z
Timer 00:00
Insert Answer Separator
Show/Hide Doc Stats
EXTEGRITY
© Extegrity, Inc.


Extegrity Exam 4*
Exit Exam4 File and Save Options
Your exam has been saved to the hard drive. Please submit electronically if you have not already done so.
Takehome Exam - Suspend or Submit
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.
Suspend Exam
End Exam and Submit
If you have completely finished writing the exam, click this button, then choose a submittal option on the next screen.
End Exam and Submit
3:10 pm
exam4
Southern University Law Center
Release > 20.0
TAKEHOME Exam Mode
S20 Other Exam Z
Exam Complete
Confirmation #
6 5 4 1
Timer 00:00
Insert Answer Separator
Show/Hide Doc Stats
EXTEGRITY

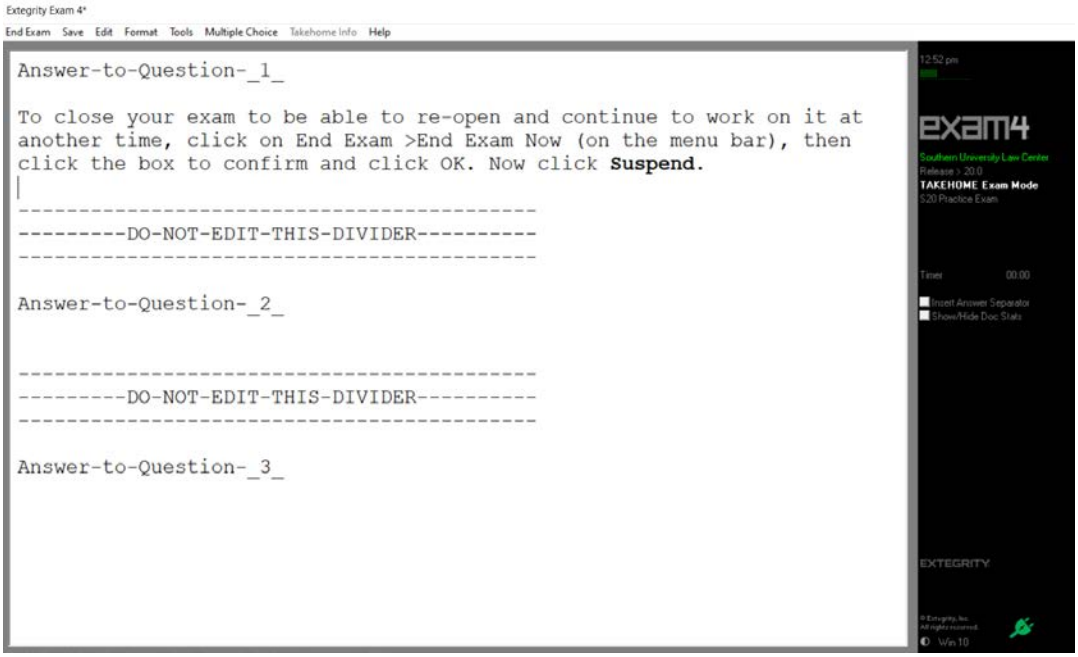
REOPENING AN EXAM THAT WAS SUSPENDED

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.

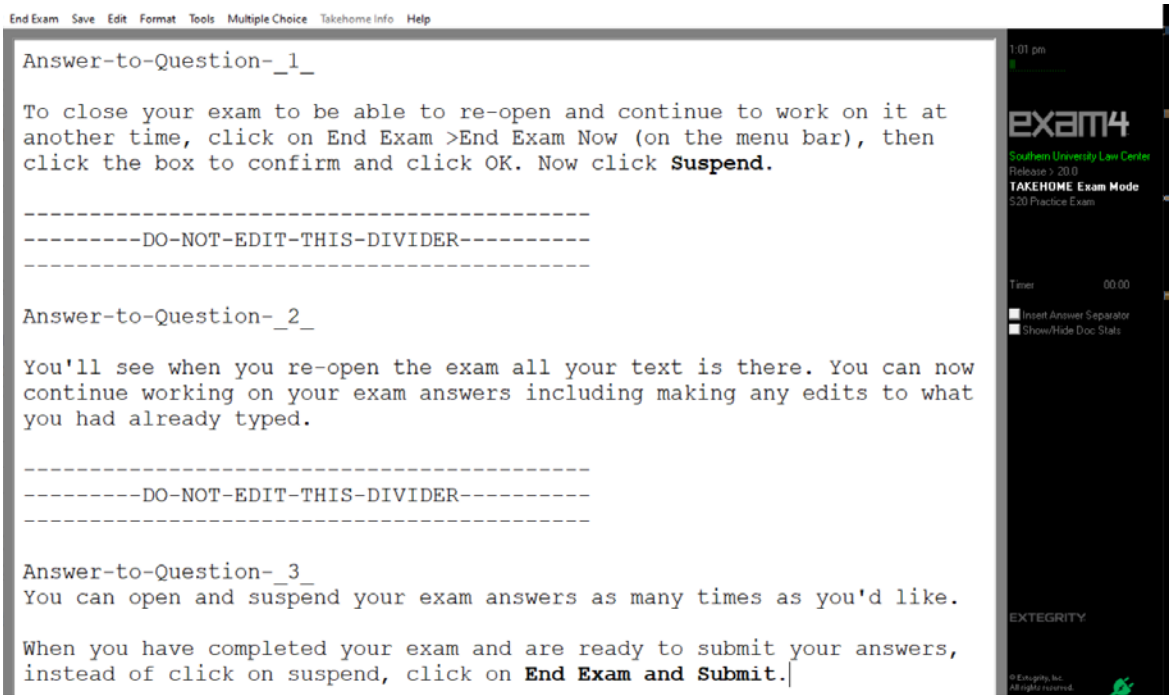


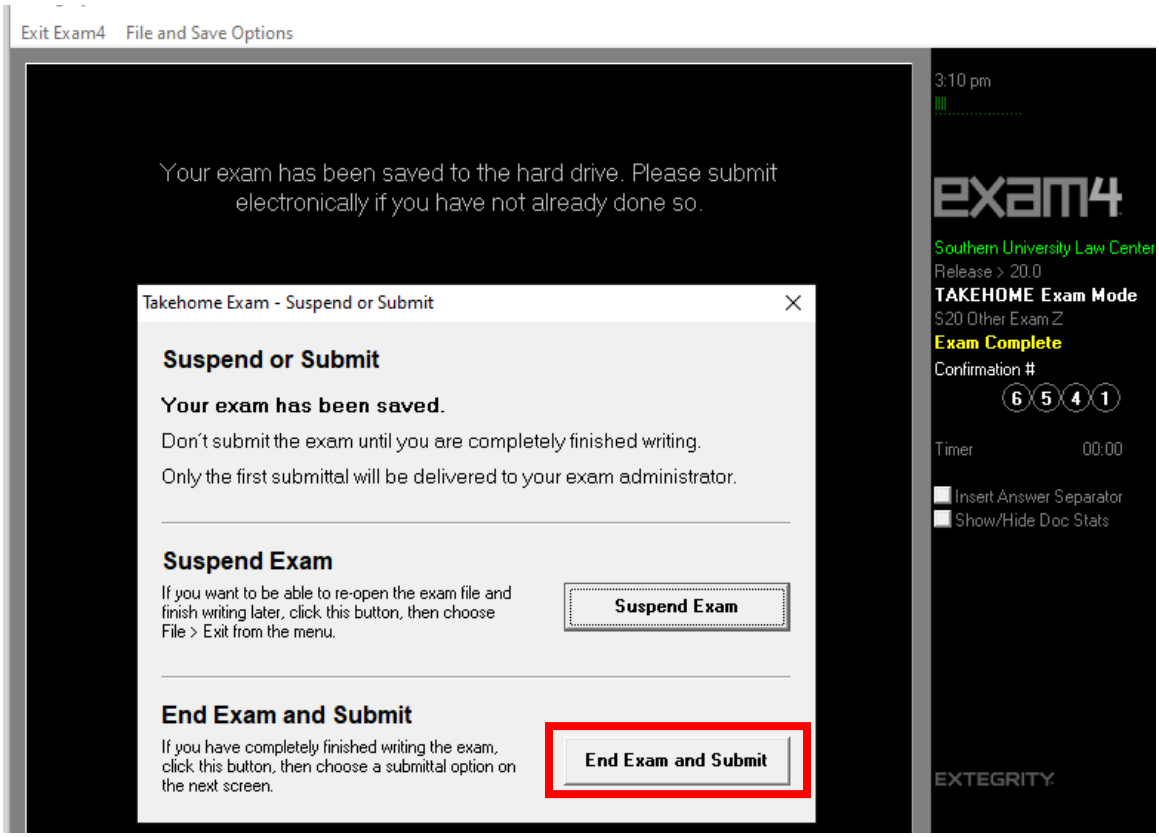
Using the Suspend Mode, a student may close and re-open an exam as many times as needed.

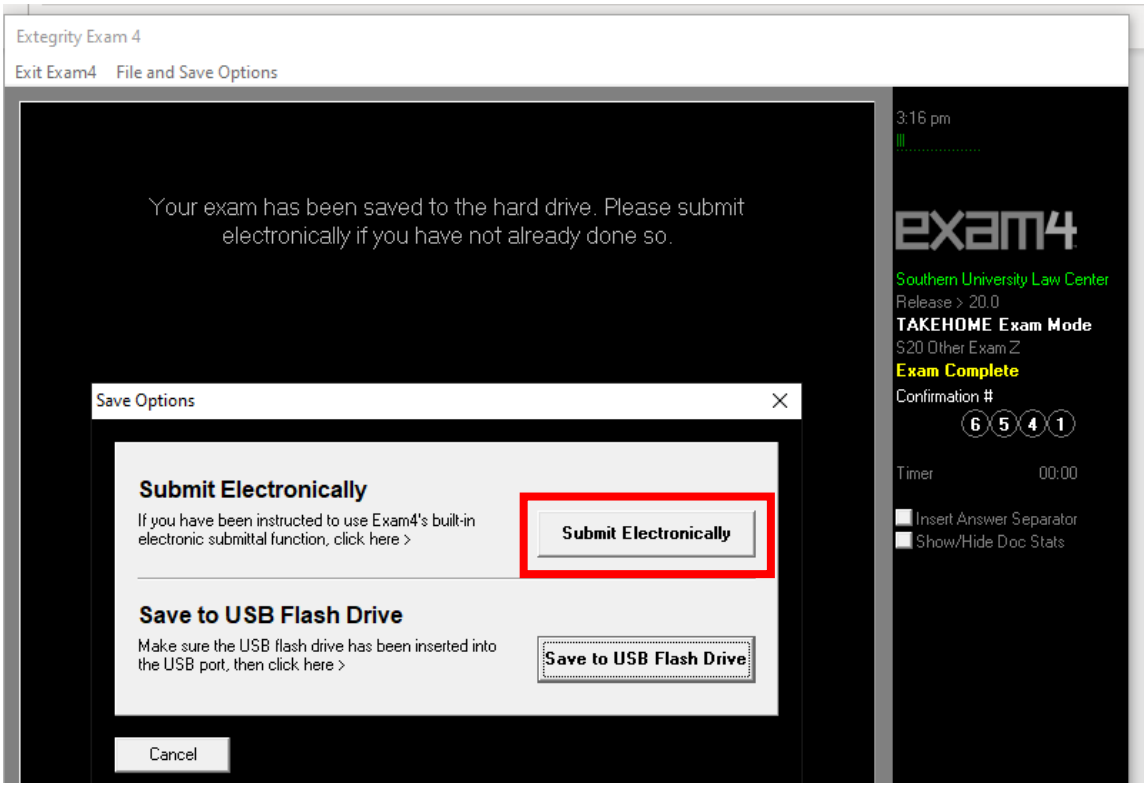
FULLY CLOSING AND SUBMITTING AN EXAM

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

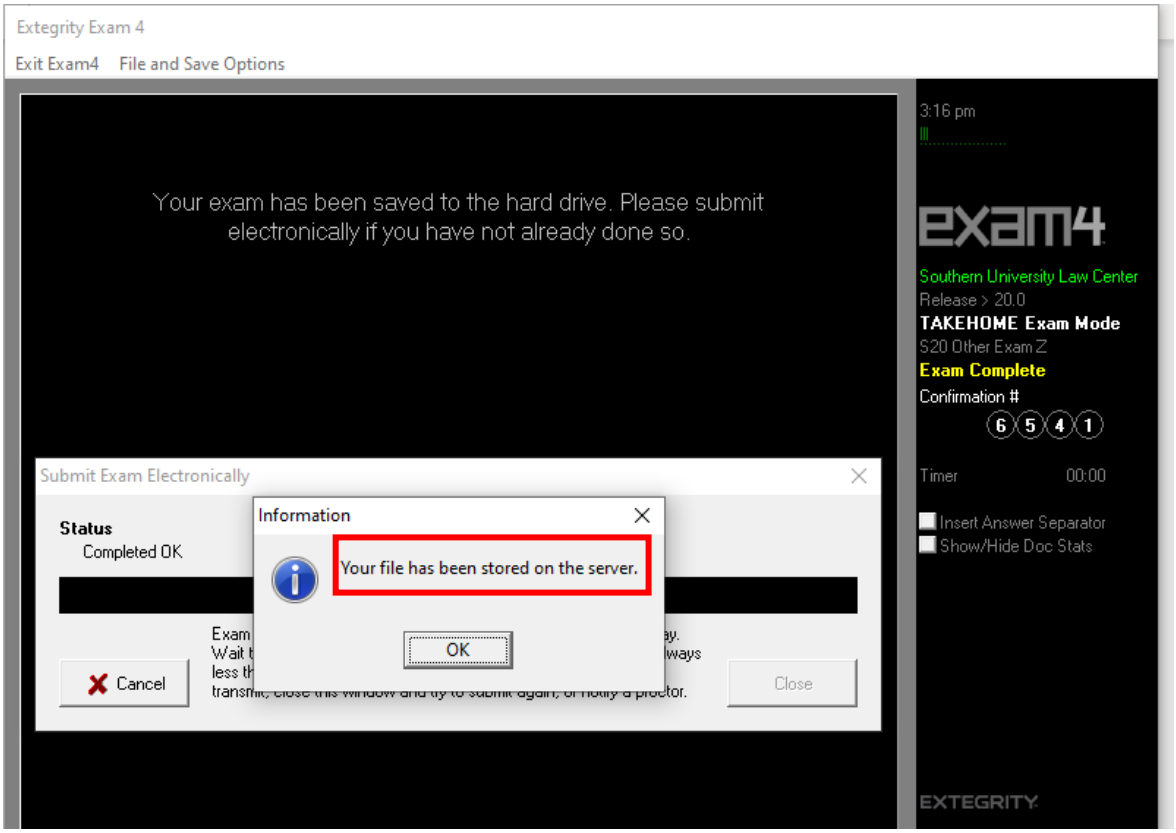
When a student completes an exam and is ready to submit the exam answers, the student should follow the normal End Exam process, but instead of clicking on *Suspend* when getting to that pop-up, the student should click on **End Exam** and **Submit**.

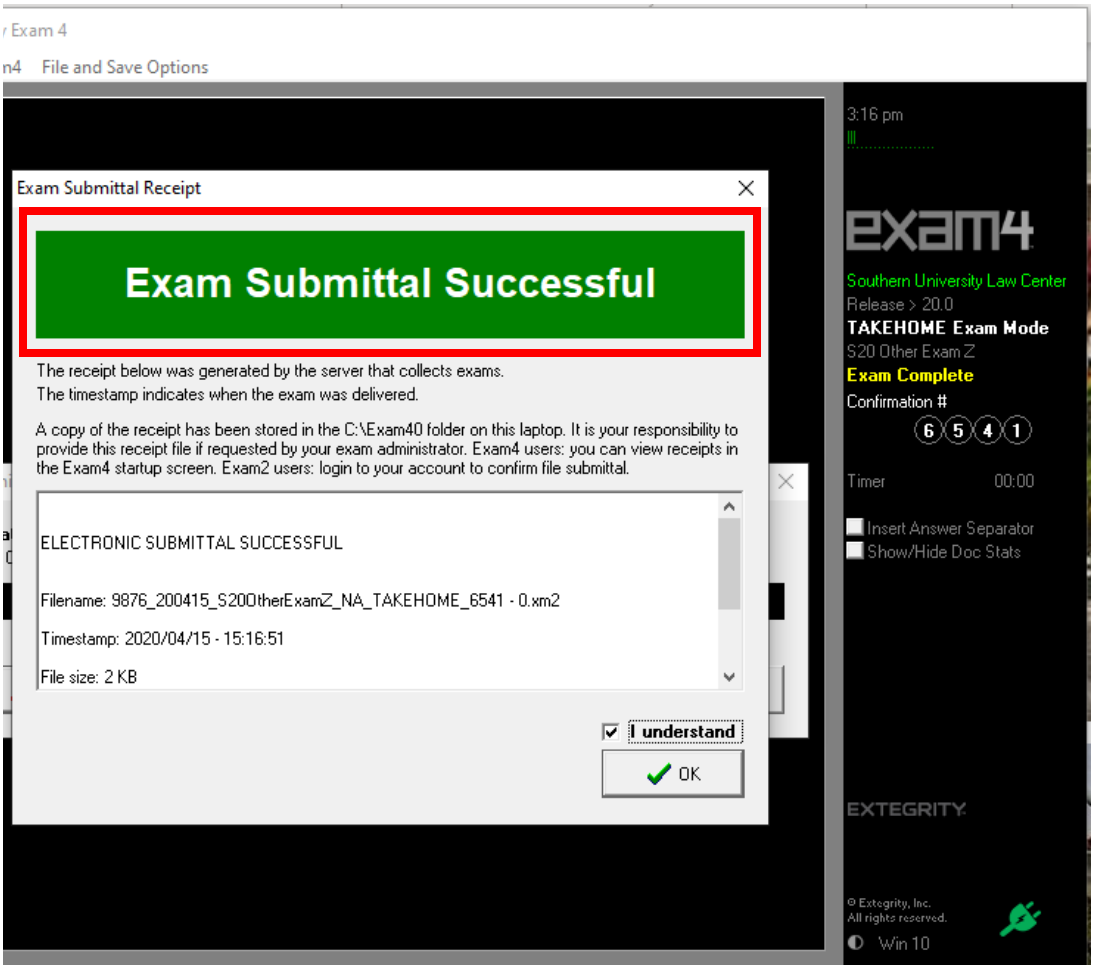






Once submitted the following window be displayed when the exam is successfully loaded to the school.





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

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