

# Student Instructions for Laptop Exams

**MAKE SURE** sleep mode is disabled and your laptop is connected to the wireless network (eduroam) **BEFORE** launching Exam4.

Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 25 Nov 2022

■ Check network connection

**GW Law School**

2 > Exam ID; Course or exam title

Exam ID: 12345  
Exam ID (confirm): 12345

Protected info (optional):

Course: Practice Exam  
Course (confirm): Practice Exam

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

- 1.) Check "Prepare to start new exam"
- 2.) Enter your **ExamID number** in the ExamID Field
- 3.) Select the correct course from the two pull-down screens.
- 4.) Check the box to re-confirm your ExamID and Course. Click OK.

Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 25 Nov 2022

■ Check network connection

**GW Law School**

3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).  
Hours: 0 Minutes: 0

Set font size and contrast:  
 Small  
 Medium  
 Large  
 XL  
 Standard  
 Reduced  
 Reversed

Set optional alert(s):  
 5 minutes remain  
 15 minutes remain  
 1 hour remains

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

- 5.) **OPTIONAL TIMER** and time alerts may be set but will **not** shut down the program. **The proctor will keep the official time according to the wall clock.**
- 6.) Read the Notice of Instructions. Click **Got it?**.

Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 25 Nov 2022

■ Check network connection

**GW Law School**

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)

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

- 7.) Check the exam instructions on the board in the exam room, then enter "OPEN or CLOSED" into the Exam mode box. The system will allow you to re-confirm the exam mode. Check box to re-confirm. Open mode will allow access to the laptop hard drive. Closed mode will prohibit access to the hard drive.

Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 25 Nov 2022

■ Check network connection

**GW Law School**

6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	GW Law School
Exam ID	12345
Exam Mode	OPEN LAPTOP
Course	Practice Exam
Duration	[None entered]
Protected info (optio...	[None entered]

**Wait for the instruction to begin your exam. Wait!**

If you are taking a remote exam, follow the written instructions.

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

- 8.) Look over the information on the final screen and wait until the proctor says "begin." There will be a brief security check as Exam4 checks your hard drive before you will be able to type in your exam answers.

9) When it is time to end your exam, navigate to End exam and then click “End Exam Now”

10) Confirm that you want to end your exam now.

11) A “Save Options” window will appear. Click “Submit Electronically”. You will receive an “Exam Submittal Receipt. If you receive a green “Exam Submittal Successful” message, go ahead and exit Exam4. If you receive a red “Error on Exam Submittal” message, follow the guidance on the dialog box.