

Computer Exam Procedures *Spring 2008*

We want to provide some special instructions for those of you planning to take any of your exams on your laptop.

1. Make sure you have your current exam number.
2. Download Extegrity's Exam 4.0, the exam writing program before exams begin.
3. Sign up for the exams you want to take on computer at the College Computer Exam website. Go to the Registrar's web page and find the link to computer exams. It's a two step process. First you create an account and then you sign up for the exams you want to take. Please do this before Monday, May 5th, the first day of exams.
4. Before exams begin you should install the Exam 4.0 software and familiarize yourself with the program by taking a practice exam. If you're going to submit your exams via the wireless network, be sure to test this by submitting a practice exam. It is your responsibility to be completely aware of how the software works.
5. Please arrive for your exam by at least 9:00 a.m. to set up your computer. A staff person will be in the room prior to and at the end of the exam. You will type your exam in the same room as students using bluebooks for their exams.
6. If your computer crashes during the exam, first, try not to panic; you can try to restart the exam or start writing in blue books. The exam software enables us to retrieve everything you have done up to that point. (We cannot troubleshoot computer problems during an exam.)
7. If there is a fire or other emergency, we will give you instructions on how to stop the exam and exit the building. When the emergency is over we will give you instructions on how to continue. You will be able to take your laptop outside with you, along with your other personal belongings.
8. Some faculty members may limit the length of your answer to a particular number of words. You should familiarize yourself with the word count feature of the exam software in advance. To use the word count feature:

Turn on document statistics with Tools > Show Document Statistics. (Gives word, line, characters and approximate page counts in a window on the right.)

For each new answer (after the first one) you need to insert an answer separator, which allows you to put in the next question number and, more importantly, resets the word count for the new question. (Faculty will get a log sheet which lists all of the sections and the word count for each one. If you don't use the answer separator all of the answers will be counted together.)

After answering the exam's first question, insert an answer separator by clicking on Tools and at the bottom of the pulldown menu select "Insert Answer Separation". A series of dashed lines that say "----DO-NOT-EDIT-THIS-DIVIDER----" and a label for the next question that says "Answer-to-question-___" are inserted. Enter a question number in the blank and then start

typing on the next line. **(Word count may be up to 3 words off since the question label and the answer separator are counted in the answer.)**

If you are given an exam with length limitations and you feel that you don't want to type under these restrictions, exit the exam software before starting, shut down your computer and start writing. Please inform someone at the end that you've done this so they won't look for an electronic version of your exam.

9. Don't worry about double-space typing. We can double-space the exams when they're printed.
10. In order to allow efficient and nonintrusive exam backups, the software developers have had to set a maximum file size for the exams. You may get a size warning message at around 20 to 25 pages, depending on spacing, line density, etc. 20 to 25 single spaced pages is a lot of text so this should rarely become an issue, but if you do get a file size warning, find a good stopping point, exit the exam, but do not submit the exam at that time. Start a new exam but on the 5> Exam Mode screen, after typing in CLOSED, press the button in the lower right corner and enter PART 2 for the Control Code. At the end, submit both exams. Also tell someone that you have submitted two exam files.
11. Exams can be submitted using your computer's connection to our wireless network, on a diskette or a CD. For those without diskette or writable CD drives, we will have available a limited number of USB drives that can be loaned out at exam time. If you finish your exam before the proctor returns, you may submit the exam electronically or take the media (diskette, CD, USB drive) to the Registrar's office.