Exam4 Instructions

Pre-requisites

- **You must have a working laptop**
  - Supported operating systems are include:
    - Windows 10
    - Windows 8 (and 8.1)
    - Windows 7
    - Apple OS X 10.11 “El Capitan”
    - Apple OS X 10.10 “Yosemite”
    - Apple OS X 10.9 "Mavericks"
  - Make sure that your system is fully up-to-date with relevant security patches before the exam. Users who do not perform routine system updates before the exam sometimes experience unexpected reboots when the system attempts to update during the exam.
  - Perform a antivirus scan on your system prior to your exam

- You must be connected to the University of Cincinnati wireless network UC_SECURE (not the “Guest” network).
Installing the Exam4 software


2. From there, on the menu to the left side of the screen, select for Law Schools.
3. Next, click T or scroll down to OHIO to find the link to our law school, **University of Cincinnati, College Of Law**, which you should select.

4. Next complete the registration form, selecting the Operating System which you will use for the exam.
5. After registration, you will see a screen providing instructions for downloading the software.

6. After downloading, you will need to install the software and take a practice exam to confirm that it is working.

**PC Installation**
Choose Components
Choose which features of Exegrit3 Exam4 you want to install.

Check the components you want to install and uncheck the components you don't want to install. Click Install to start the installation.

Select components to install:
- Main (required)
- Start Menu Shortcuts
- Desktop Shortcut

Space required: 5.4MB

Running: Install System v2.4.5

Next: Back | Install | Cancel

Completing the Exegrit3 Exam4 Setup Wizard

Exegrit3 Exam4 has been installed on your computer.
Click Finish to close this wizard.

- Run Exegrit3 Exam4
Mac Installation

Drag Exam4 to the Applications folder.

“Exam4” is an application downloaded from the Internet. Are you sure you want to open it?

Firefox downloaded this file today at 2:22 PM.

Cancel  Open
Taking a Practice Exam

1. Launch the Exam4 software.

2. Click on “OK”

3. Select "Prepare to start new exam" and click Next.
4. Enter your Exam ID, then select “Practice Exam” as the Course, finally click “Next”. On the day of your exams, you will select the Course that has the course name, section number, and professor name corresponding to the exam you are taking.

5. When the “Re-confirm carefully…” box appears, click “Check box to re-confirm” then click on “OK” to move forward.
6. On this screen you can set some preferences (font size, alerts, etc). We highly recommend you use the default settings. Click “Next” to move forward.

7. After reading the instructions below, put a check on "Got it? Check here" and click Next.
8. Type CLOSED for exam mode, put a check on "Confirm the exam mode" and click Next.

9. Confirm that all the information is correct and click on "Begin Exam".
The first time that you run Exam4, it will perform a Security Check. Your screen may go blank for a few seconds. At the end of the check, you will see the exam window.

You may type anything you want into the Practice Exam. There are no questions to answer in the Practice Exam. Your work will be saved automatically every 4 seconds. You may also use the "Save" option on the toolbar.

When you have finished using the Practice Exam, you may exit by clicking on the "End Exam" option. In the End Exam window, put a check in "Confirm" and click on the "OK, end exam" button.

Submitting a Practice Exam

In the "Save Options" window, click on "Submit Electronically".

Your system will then attempt to submit your completed exam to the server. If the process is successful, you will see a message stating that your exam has been stored on the server, followed by a green box.
IF YOU DO NOT RECEIVE THE GREEN BOX ABOVE, THEN YOUR EXAM HAS NOT BEEN SUBMITTED, AND YOU MAY NOT RECEIVE CREDIT. FOLLOW THE STEPS BELOW TO GUARANTEE YOUR EXAM IS SUBMITTED BEFORE YOU LEAVE!!!
If the exam submission process fails, then your exam has been completed, but not turned in. It is possible that your system is not connected to the school network. Please refer to the steps at the beginning of the guide to check your network connection, then try to submit your exam again.

If that does not resolve the issue, then contact UCLA IT immediately. Do not leave College until your completed exam has been successfully submitted, or you may not receive credit for your exam.

If you have any problems, please contact IT by coming to Room 201 or via email at UCLAWIT@UC.EDU

Once your exam has been successfully submitted, you can close Exam4 by going to "File and Save Options", selecting "Exit" and then confirming that you wish to close the program.