

## Instructions for Remote Exams using Exam4 Fall 2024

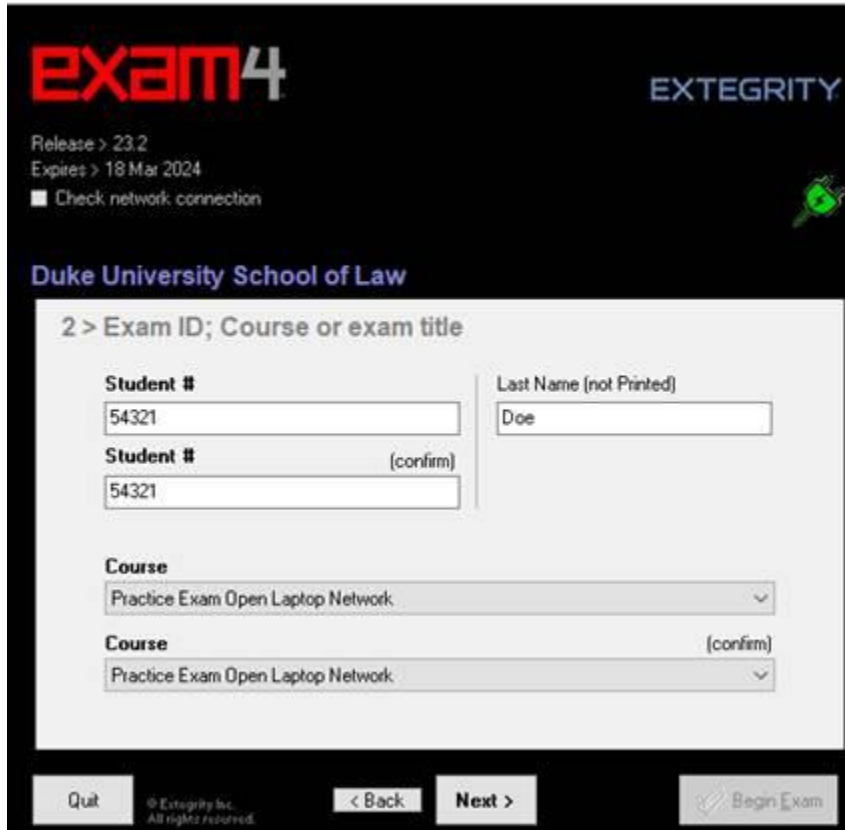
To practice, you will open Exam4 in the usual way. For those of you who have not used Exam4, information can be found in this document:

[https://law.duke.edu/sites/default/files/academics/Intro\\_to\\_Students\\_Exam4.pdf](https://law.duke.edu/sites/default/files/academics/Intro_to_Students_Exam4.pdf)

You will prepare to start a new exam.

1. Enter your student id and choose “Practice Exam Open Laptop Ntwk Remo” or “Practice Exam Take-Home” from the drop-down menu.

Extegrity Exam4



Release > 23.2  
Expires > 18 Mar 2024  
■ Check network connection

**EXAM4** EXTEGRITY

Duke University School of Law

2 > Exam ID; Course or exam title

Student #  
54321

Student # (confirm)  
54321

Last Name (not Printed)  
Doe

Course  
Practice Exam Open Laptop Network

Course (confirm)  
Practice Exam Open Laptop Network

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

3. Choose Next >
4. Confirm that you want “Practice Exam Open Laptop Ntwk Remo” or “Practice Exam Take-Home” by checking the box on the confirmation screen, and hitting “Okay”
5. The next screen will show you the preparations for the exam, which we’ve filled in with exam details.
6. Hit continue, and on the next screen it will let you choose your font. We do not use the timer. Hit Next >
7. Check that you have read the Notice of Instructions, and hit Next >

8. Confirm exam mode by checking the box, then hit Next>

EXAM4 EXTEGRITY

Release > 23.1  
Expires > 19 May 2023  
■ Check network connection

Duke University School of Law

### 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

**TAKEHOME**

- Use only for takehome exams

Type selected Exam Mode here

OPEN

OPEN Exam Mode access

LAPTOP (default)

NETWORK

Check box to confirm Exam Mode is: **OPEN LAPTOP + NETWORK**   
Exam Mode is reported on exam printouts

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

one of the supported versions in Exam4 <https://www.exam4.com/sun>

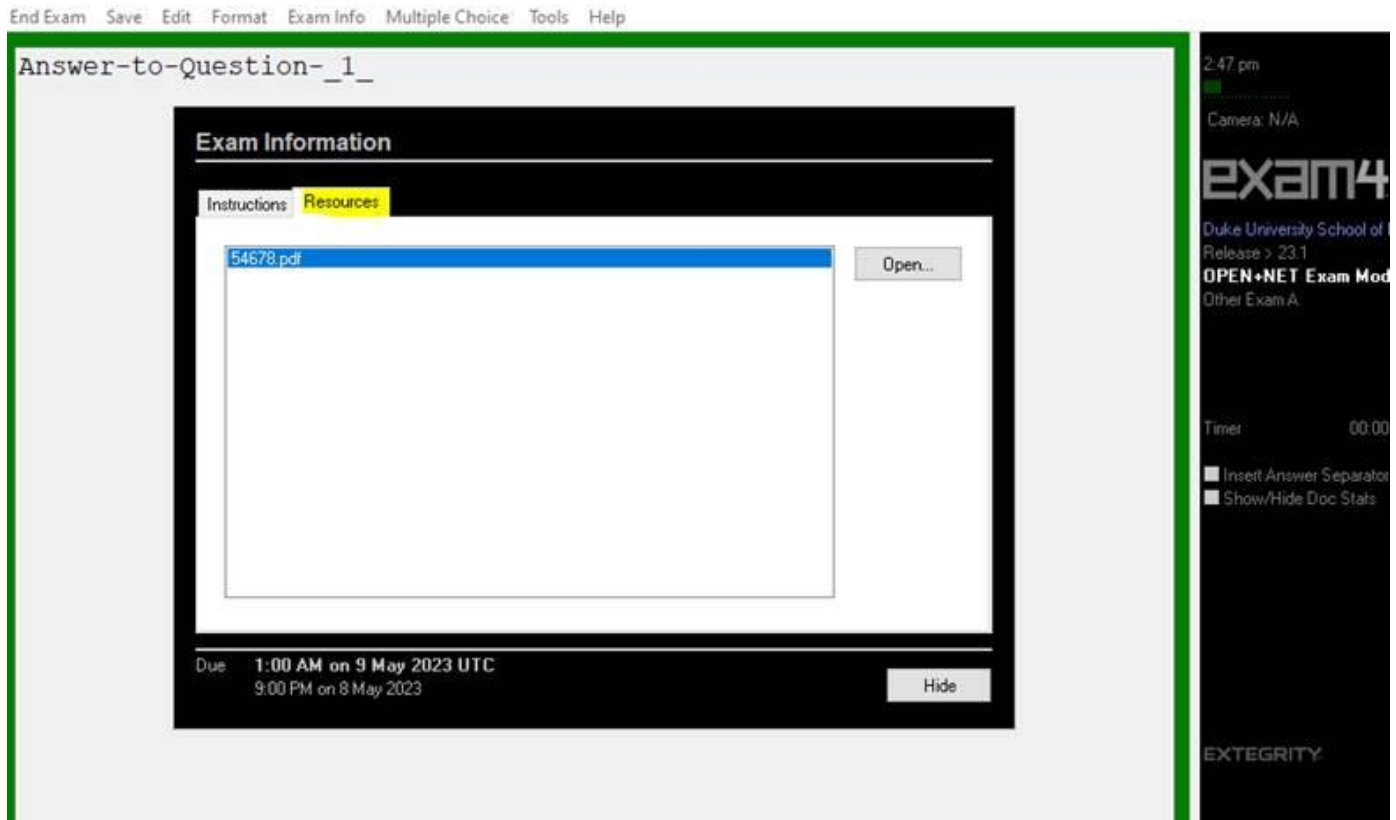
The next screen will start the exam.

The screenshot shows the Extegrity Exam4 interface. At the top left is the 'exam4' logo in red and white. At the top right is the 'EXTEGRITY' logo in white. Below the logo, it says 'Release > 23.2' and 'Expires > 18 Mar 2024'. There is a checkbox labeled 'Check network connection' which is currently unchecked. A green shield icon with a checkmark is visible on the right side. The main heading is 'Duke University School of Law'. Below that, it says '6 > Almost ready to begin exam...'. A section titled 'Verify the following information.' contains a table with the following data:

Item	Please confirm...
Institution	Duke University School of Law
Student #	54321
Exam Mode	OPEN LAPTOP + NETWORK
Course	Practice Exam Open Laptop Network
Duration	[None entered]
Last Name (not Prin...	Doe

Below the table, it says 'Wait for the instruction to begin your exam. **Wait!**'. Underneath that, it says 'If you are taking a remote exam, follow the written instructions.' At the bottom, there are three buttons: 'Quit', '< Back', and 'Begin Exam' (with a green checkmark icon).

When you start the exam, a screen will pop up with general exam instructions. Read the instructions carefully. After reading the instructions, click on Resources, then click on the OPEN button. You can also access this from the Exam Info dropdown at the top of the screen under Remote Exam Info.



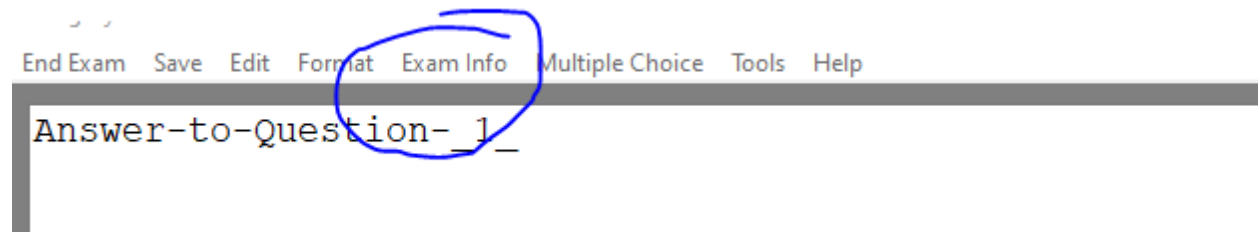
For most of the remote exams, the questions may be printed. However, some faculty do not want their questions printed. Instructions on how that will look are provided below. The practice exam available in Exam4 for remote exams is for printable questions.

**Printable questions.** Click on “Open” and the questions will open in a separate page. For the regular exam, you are bound by the honor code not to share the questions with anyone. If the questions become hidden, you should be able to see them by minimizing the Exam4 window. If necessary, you can open them again in the Exam Info tab under Remote Exam Info.

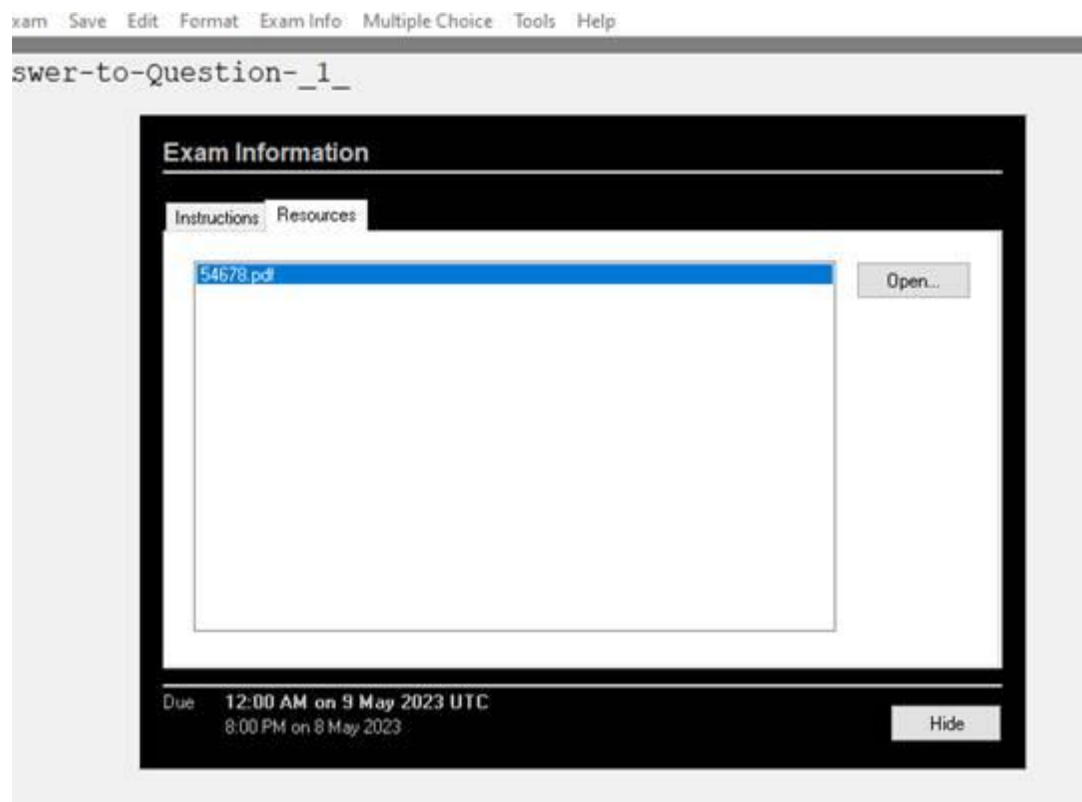
*After printing or downloading the questions, you can return to the Exam4 screen, hide the Exam Information window, and begin your exam.*

If your professor has asked that the questions not be printed, your exam will be given in side-by-side view, and you will not be able to download or print the questions. There is no practice exam for side-by-side. The example below will show you how it should look. At the end of the exam, you may have to “Hide” to submit in Exam4. Please disregard the reference to the Gettysburg address below.

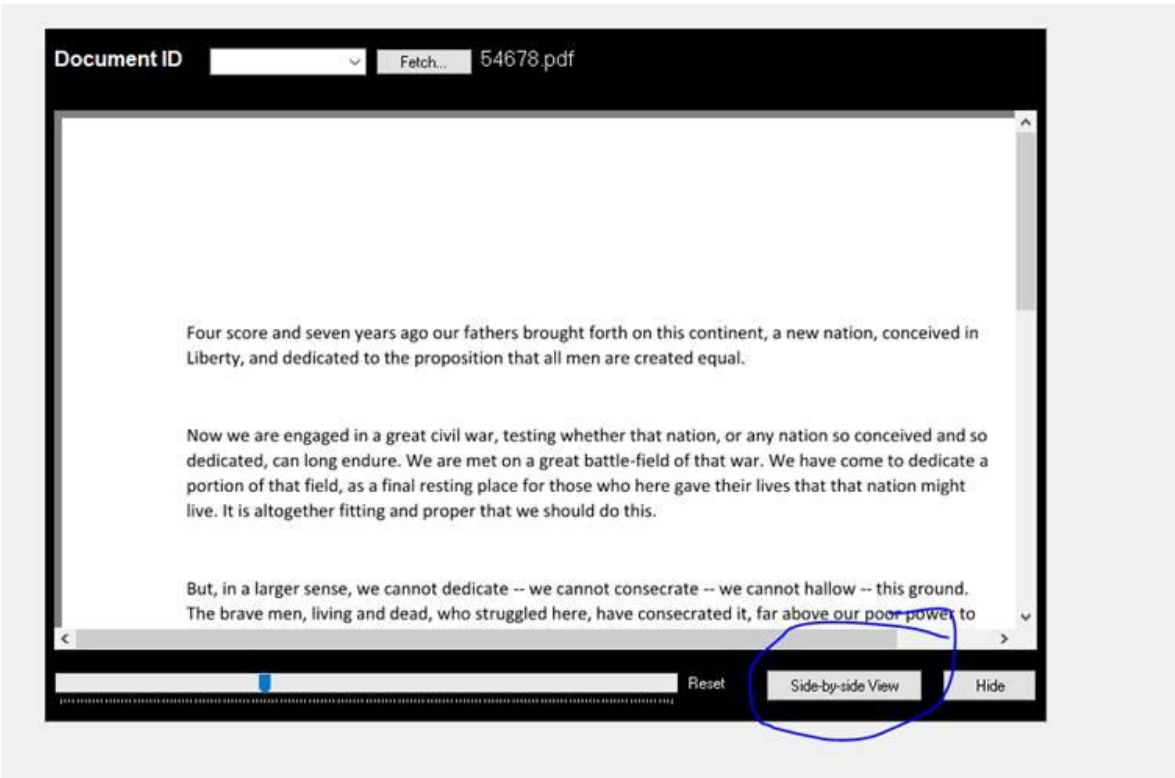
The exam questions will be found under Exam Info at the top of the screen. Click on “Remote Exam Info” and screens will pop up for you. The instructions for the exam are attached to the exam under Resources.



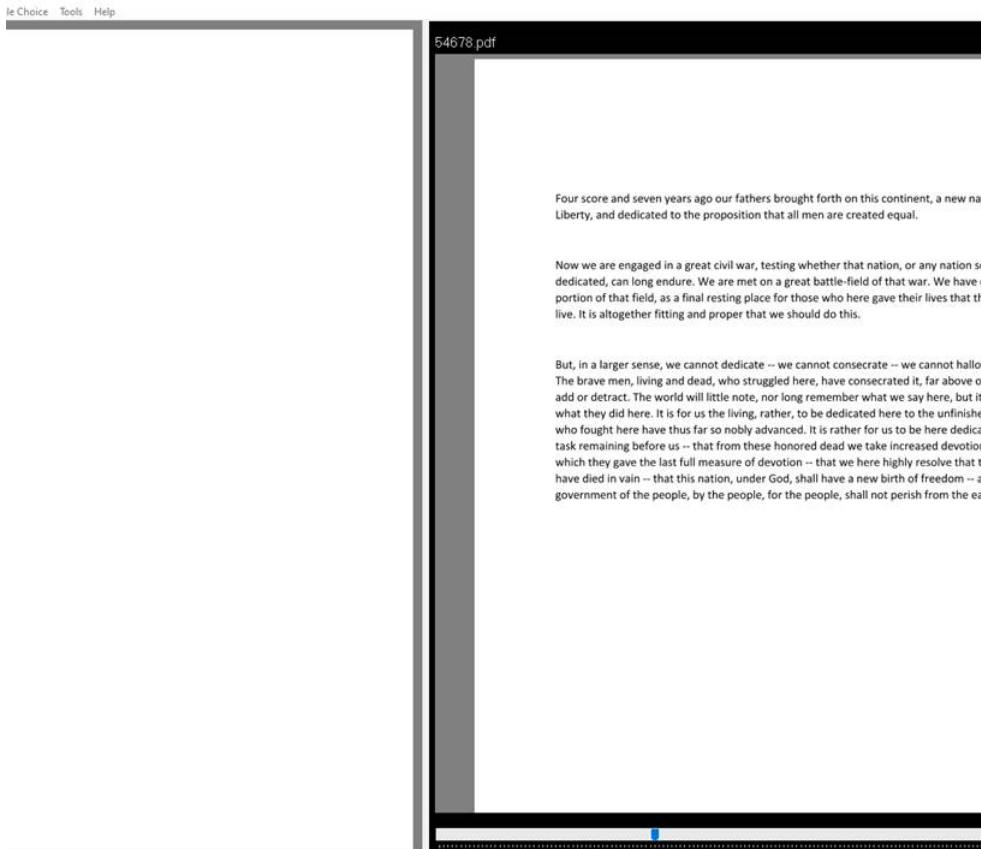
Once you’ve opened it, you’ll see a PDF document to open. For this practice exam, it is the Gettysburg address.



One you open the exam, you will click “Side by Side View” to open a screen for the exam, and the answer page:



You can slide between the screens to enlarge each side. Click on the upper-right corner of your screen to make the windows full screen.



At the end of the exam, you must click End Exam to begin the submission process. (There are several steps, and you must do all of them.)

1. Click End Exam in the upper-left corner of the screen
2. Click End Exam Now
3. It will ask if you are sure, you will confirm by clicking the box
4. You will Submit Electronically and then you should receive a screen saying Exam Submittal Successful. Click "I understand" then "OK"
5. Click Exit Exam4 (upper-left corner), End Exam Now, and then affirm that you are sure by clicking the final box and exiting Exam4

During the exam period you will take your exam using the class number and title shown in the drop/down menu below the practice exams.

If you have any trouble opening or submitting the practice exam (or your regular exam, later), contact the Help Desk at 919-613-7072 or at [helpdesk@law.duke.edu](mailto:helpdesk@law.duke.edu). The Help Desk will be available between the hours of 8:00 AM and 9:00 PM during the exam period.