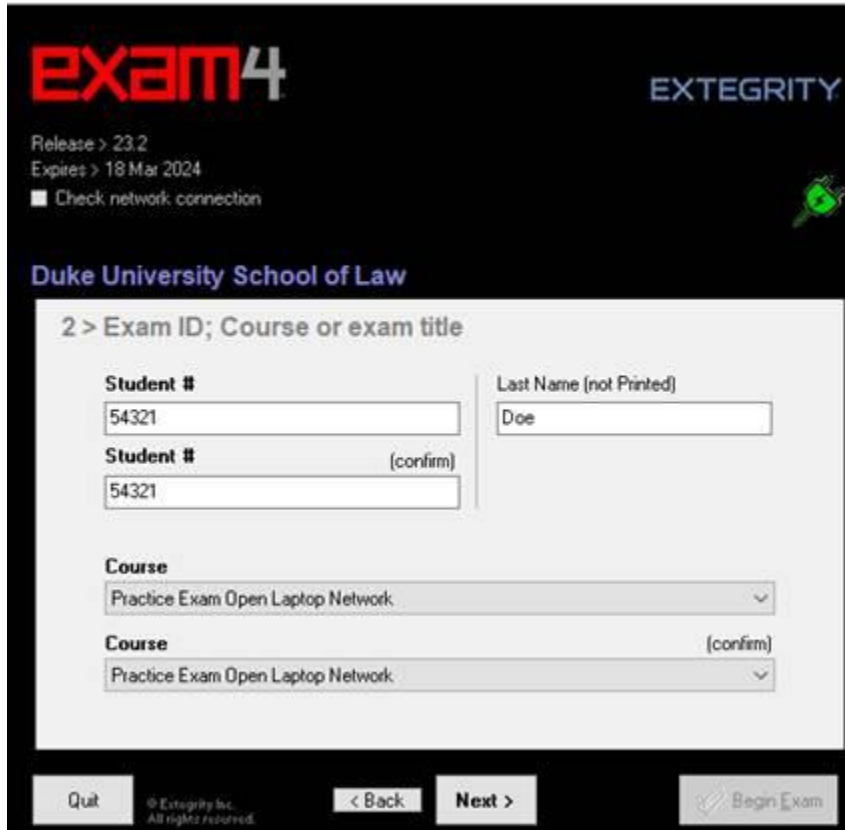Instructions for Remote Exams using Exam4 Fall 2024

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

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.

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>

The next screen will start the exam.

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.

Answer-to-Question-_1_

Exam Information

Instructions   Resources

54678.pdf   Open...

Due   1:00 AM on 9 May 2023 UTC
      9:00 PM on 8 May 2023   Hide

2:47 pm

Camera: N/A

exam4

Duke University School of
Release > 23.1
OPEN+NET Exam Mod
Other Exam A

Timer   00:00

■ Insert Answer Separator
■ Show/Hide Doc Stats

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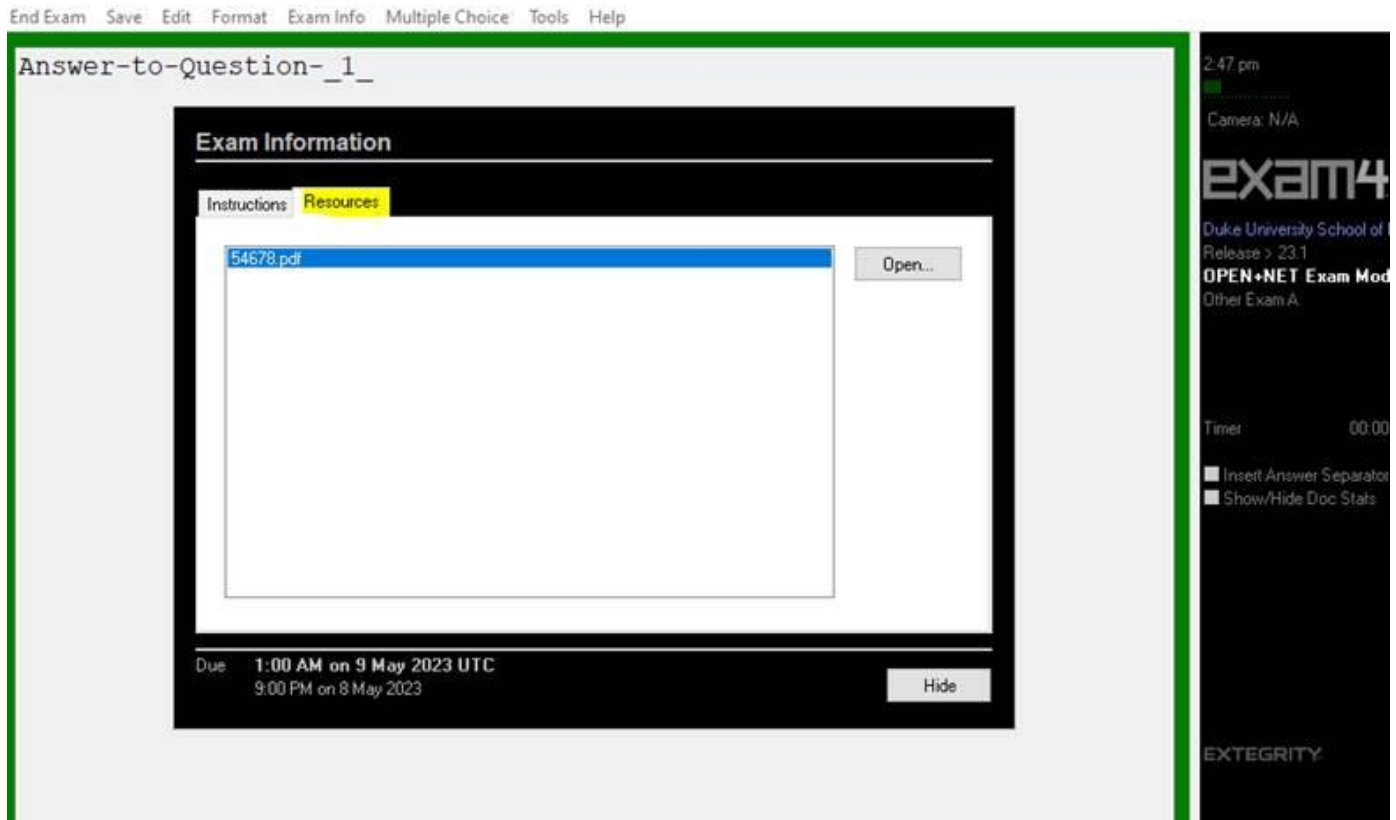
For most of the remote exams, the questions may be printed. However, some faculty do not want their questions printed. Instructions on how that will look are provided below. The practice exam available in Exam4 for remote exams is for printable questions.

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.

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

Answer-to-Question-_1_
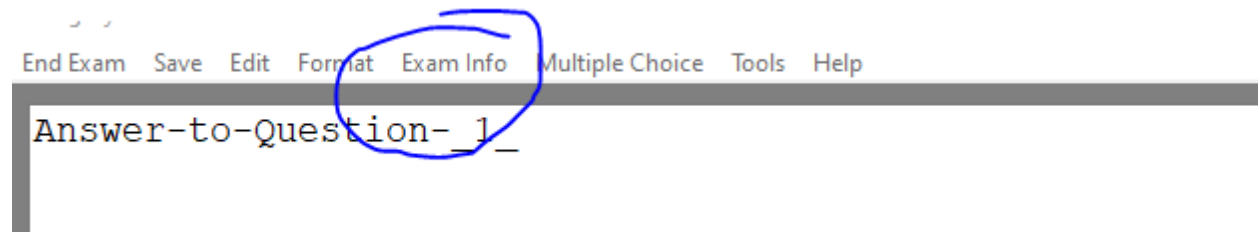
Once you've opened it, you'll see a PDF document to open. For this practice exam, it is the Gettysburg address.

xam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

swer-to-Question-_1_

Exam Information

Instructions | Resources

54678.pdf   Open...

Due   12:00 AM on 9 May 2023 UTC   Hide
       8:00 PM on 8 May 2023
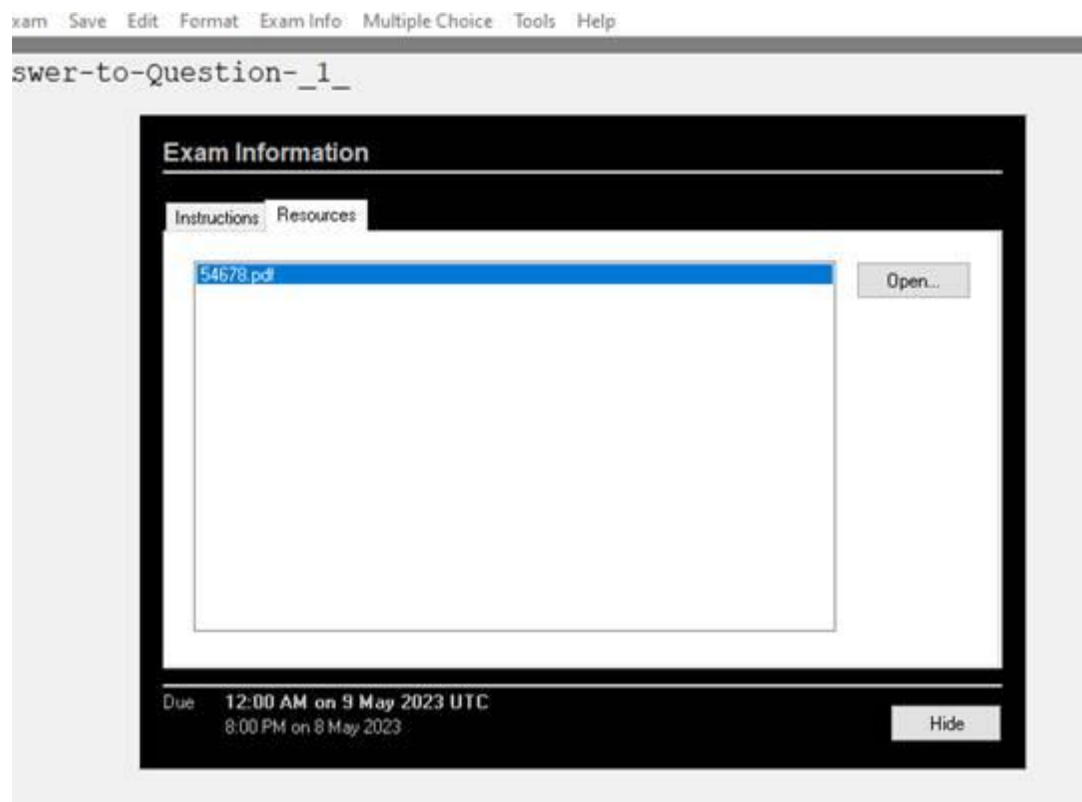
One you open the exam, you will click "Side by Side View" to open a screen for the exam, and the answer page:
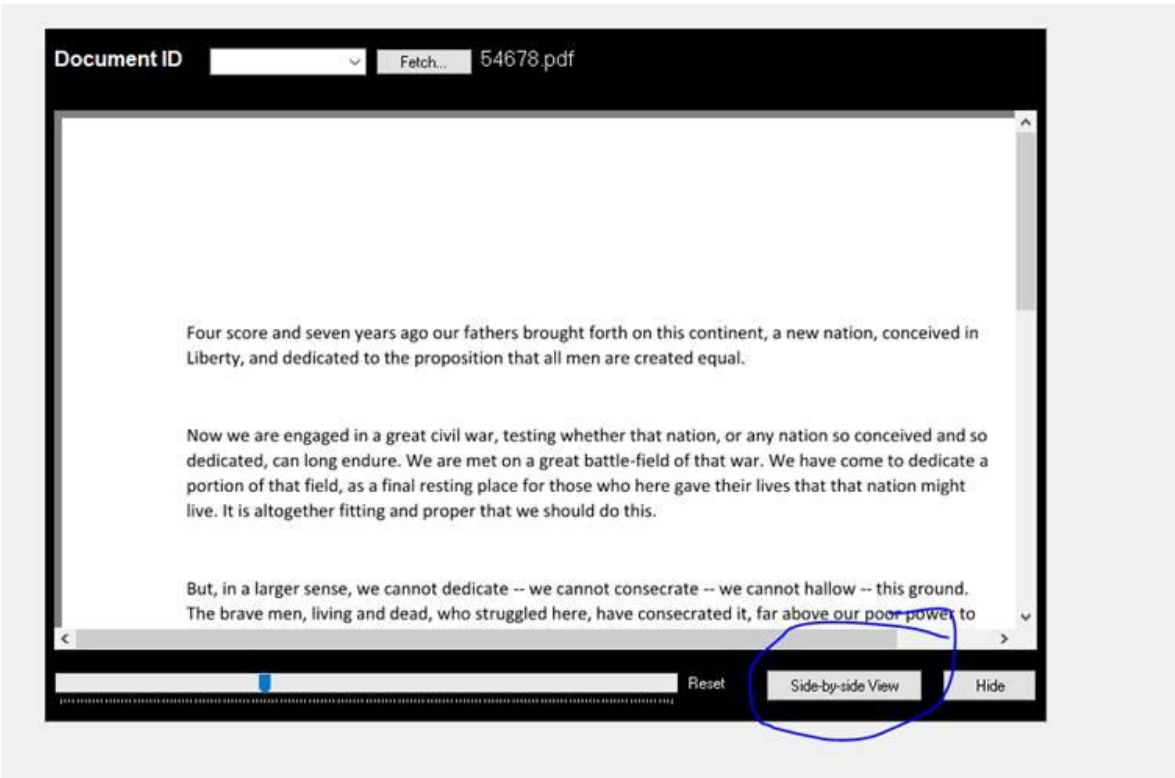
You can slide between the screens to enlarge each side. Click on the upper-right corner of your screen to make the windows full screen.
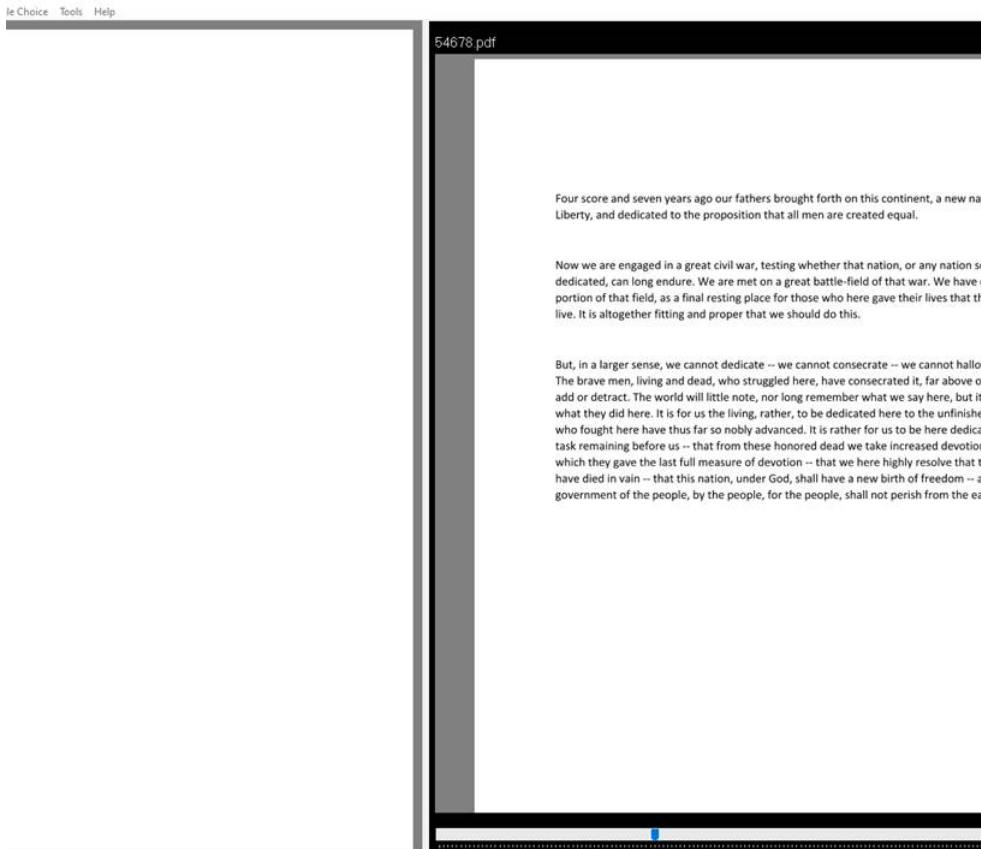
At the end of the exam, you must click End Exam to begin the submission process. (There are several steps, and you must do all of them.)

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. The Help Desk will be available between the hours of 8:00 AM and 9:00 PM during the exam period.