




These are instructions for taking an 8 hour exam in Exam4 Take Home Mode, where the questions may not be printed.

PLEASE READ THIS ENTIRE EMAIL. THE END CONTAINS IMPORTANT INFORMATION ON HOW TO SUSPEND THE EXAM AND RETURN TO IT LATER. It also contains instructions for viewing the questions while typing the answers in the side-by-side window.

For the practice exam, you will sign into Exam4 as usual, but you will go to the Other Exam A at the bottom of the drop/down menu. You will follow all of the usual steps to start the exam that are contained in the document previously provided to you: https://law.duke.edu/sites/default/files/academics/Intro_to_Students_Exam4.pdf An explanation of the multiple choice and editing tools are also explained in this document.

Extegrity Exam4



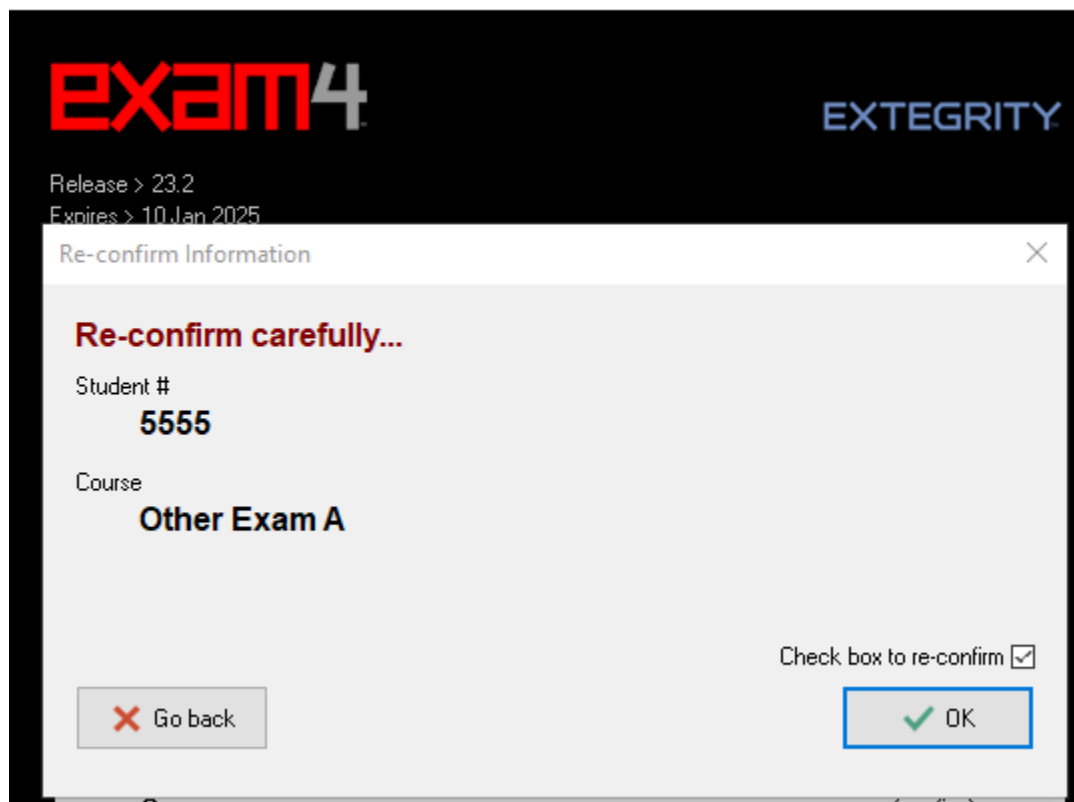
Release > 23.2
Expires > 10 Jan 2025
 Check network connection 

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2 > Exam ID; Course or exam title

Student # <input type="text" value="5555"/>	Last Name (not Printed) <input type="text" value="Doe"/>
Student # (confirm) <input type="text" value="5555"/>	
Course <input type="text" value="Other Exam A"/>	
Course (confirm) <input type="text" value="Other Exam A"/>	

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After you've confirmed, you'll see the Exam Preparations screen (please note that this refers to the Ethics exams, where we know that questions may not be printed. Students in other 8 hour take-home classes using Exam4 may receive different instructions.

Preparations

This is a practice exam for Take Home mode, which is used by students for exams that are 8 hours or longer. Please refer to the email you received from the Registrar. This version of Take-Home mode is for exams where the questions may not be printed. At this time, only Richardson and Wynn have that policy. We have not seen Prof. Griffin's exam.

To see what an exam looks like with printable questions, do a "Open Laptop Ntwk Remo" practice exam.

This practice will show you a split screen.

Due

Local time 7:36 PM on 7 Dec 2024

(Official time 12:36 AM on 8 Dec 2024 UTC)

Local time accuracy dependent on system settings. Assumes immediate exam start.

Attachment
Format(s)

None Permitted

Continue

After checking details such as font size, you will move to this screen, and type in "TAKEHOME" and check the box:

exam4 EXTEGRITY

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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
TAKEHOME

Check box to confirm Exam Mode is TAKEHOME
Exam Mode is reported on exam printouts

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

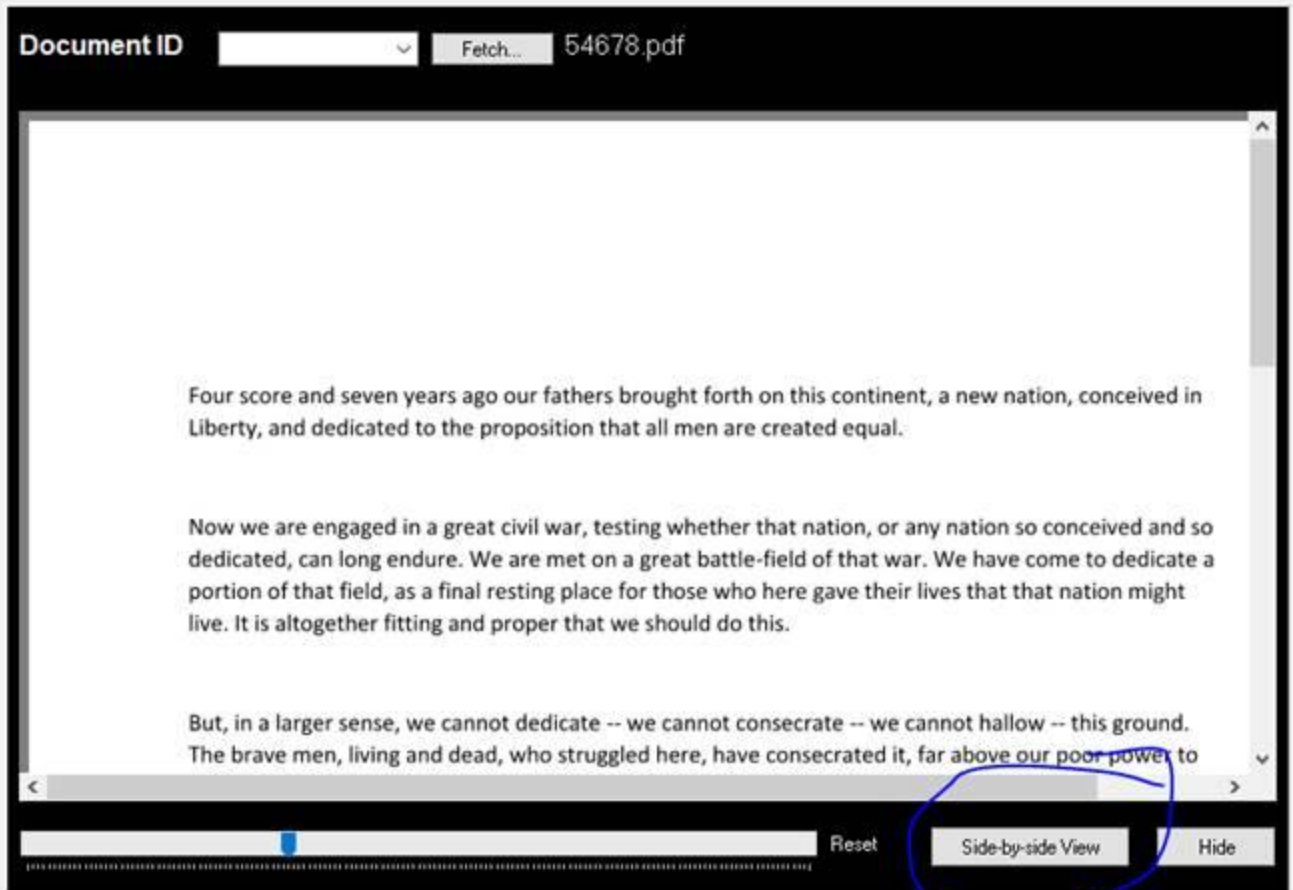
You will then reach the screen to Begin Exam.

An Exam Information Page will open on the screen. Read the instructions, then click the resources tab to find the exam questions PDF.

Answer-to-Question-1

The image shows a dialog box titled "Exam Information" with two tabs: "Instructions" and "Resources". The "Resources" tab is active, displaying a file named "54678.pdf" in a list. To the right of the file is an "Open..." button. At the bottom of the dialog, the due date is listed as "Due 12:00 AM on 9 May 2023 UTC" and "8:00 PM on 8 May 2023". A "Hide" button is located at the bottom right of the dialog.

When 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. The questions will be on the right. Click on the upper-right corner of your screen to make the windows full screen.

Answer-to-Question-1

54678.pdf

Four score and
Liberty, and de

Now we are en
dedicated, can
portion of that
live. It is altoget

But, in a larger
The brave men,
add or detract.
what they did h
who fought her
task remaining
which they gav
have died in vai
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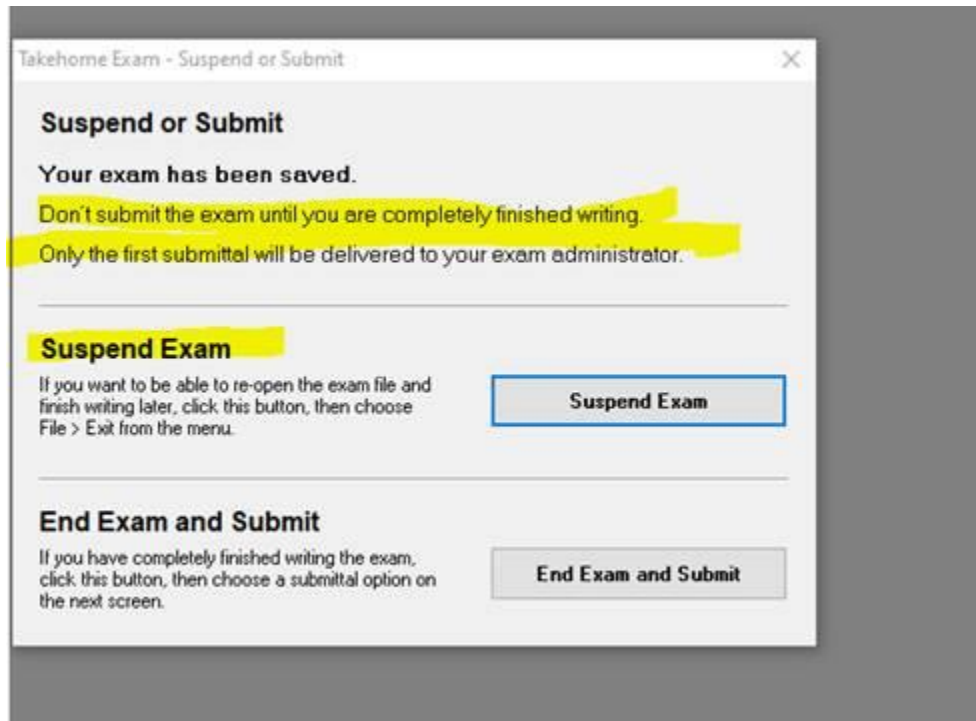
Once the exam is open, you can use the toolbar at the top to answer the multiple choice, and, after completing that, you can hide it and answer the rules questions (if applicable to your exam). Remember, you must close the multiple choice tool to use the essay portion.

THIS IS VERY IMPORTANT: Do not submit the exam until you have finished working on it.

Take-home mode in Exam4 allows you to suspend the exam and return to it during the 8 hours of the exam (or longer, if you have accommodations.) There is no extra time given for qualified LLMS. **THE EXAMS ARE DUE NO LATER THAN 5:30 PM ON THE DAY OF CHECK OUT, unless you have an exam accommodation and are working with Student Affairs.**

To suspend the exam: Go to the Exit Exam4 tab at the top of the screen.

Once you hit it, it will ask if you want to end the exam. When you click yes, it will take you to this screen:



You can suspend the exam and return to it later. The timer will continue to run from the beginning of your exam, so be sure to note when you start the exam, and when your exam should end. If you start your exam at 9:00 AM, it is do no later than 5:00, regardless of whether you take a break and return to the exam later. **To reopen the exam**, you will go back to the Exam4 start screen and choose the Ethics exam already in progress under "Select existing exam".

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1 > Start or save

Prepare to start new exam

Select existing exam

- Resubmit an existing exam.
- Restart an interrupted exam.
- Confirm an exam submittal by viewing the receipt.

Do not end the exam and submit until you are actually finished working.

When you take your exam, be sure to go to the exam for Law _____ in the Exam4 dropdown menu. **Do not take your actual exam in the practice exam mode.**

On weekdays if you have trouble with your exam you may contact the Help Desk at helpdesk@law.duke.edu or 919-613-7072