This document contains instructions for taking a Take Home Exam where the questions are printable.

PLEASE READ THIS ENTIRE EMAIL. THE END CONTAINS IMPORTANT INFORMATION ON HOW TO SUSPEND THE EXAM AND RETURN TO IT LATER. It also contains information on printing/downloading the exam questions.

For the practice exam, you will sign into Exam4 as usual, but you will go to the <u>Other Exam B</u> 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: <u>https://law.duke.edu/sites/default/files/academics/Intro_to_Students_Exam4.pdf</u> An explanation of the multiple choice and editing tools are also explained in this document.

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University School of	Law	
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Example Course of a	exam title	
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X Go back	🗸 ОК

After you've confirmed, you'll see the Exam Preparations screen. These are for Art Law and Crim Pro Inv. Students in other 8 hour take-home classes using Exam4 may receive different instructions.

hours or the pract screen.	practice exam for Take Home mode, which is used in Exam4 for exams of 8 longer. Please refer to the email you received from the Registrar. This version of tice exam is for exams where the questions may be printed or viewed in a separate Art Law and Criminal Procedure Investigation should be printable. If any ion is revealed to the contrary you will receive an email.
Due	Local time 8:18 PM on 7 Dec 2024
Due	(Official time 1:18 AM on 8 Dec 2024 UTC)
Due	

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

Extegrity Exam4	
Release > 23.2 Expires > 10 Jan 2025 Check network connection	EXTEGRITY
Duke University School of Law	
5 > Exam Mode	
Choose an Exam Mode to indicate which kind of exam you are taking.	Type selected Exam Mode here TAKEHOME
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	Check box to confirm Exam Mode is TAKEHOME Exam Mode is reported on exam printouts
TAKEHOME - Use only for takehome exams	
Quit © Extegrity Inc. < Back All rights reserved.	Next > Ø 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.

xam Save Edit Format Exam Info Multiple Choice Tools	Help
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Exam Information	
Instructions Resources	Open
Due 12:00 AM on 9 May 2023 UTC 8:00 PM on 8 May 2023	Hide

When you open the exam, the questions will pop up. You may then print or download them. After printing or downloading, you may return to the main Exam4 screen, hit the Hide button, and begin typing in the essay window. If you need to open the questions again, you may do so under Exam Info > Remote Exam Info on the tool bar at the top of the screen.

Once the exam is open, you can use the toolbar at the top to answer the multiple choice (if any). Remember, you must close the multiple choice tool to use the essay portion. If the multiple choice tool is open, you must hide it in order to submit your exam.

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:

Suspend or Submit	
Your exam has been saved.	
Don't submit the exam until you are complete	ely finished writing.
Only the first submittal will be delivered to yo	ur exam administrator.
Suspend Exam	
If you want to be able to re-open the exam file and finish writing later, click this button, then choose File > Exit from the menu.	Suspend Exam
End Exam and Submit	
Enu Exam and Submit	

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".

Duke University School of Law	
1 > Start or save	
 Prepare to start new exam Select existing exam Besubmit 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 the exam, be sure to go to your Law _____ exam in the drop/down menu. *Do not take your actual exam in the practice exams created here.*

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