

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 [Other Exam B](#) 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

exam4 EXTEGRITY

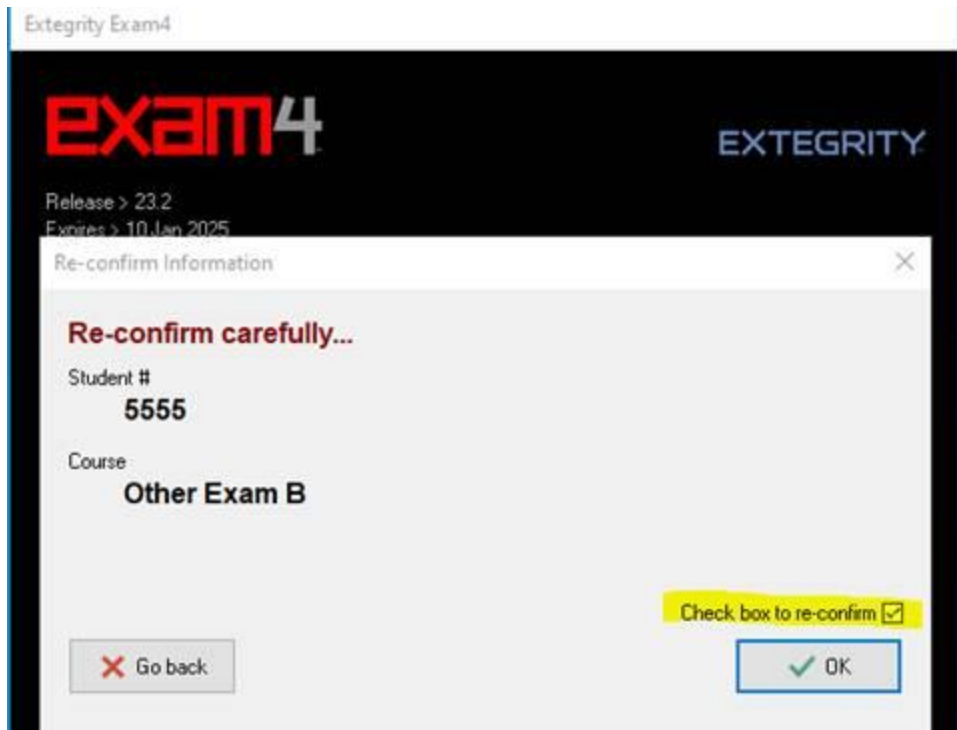
Release > 23.2
Expires > 10 Jan 2025
■ Check network connection

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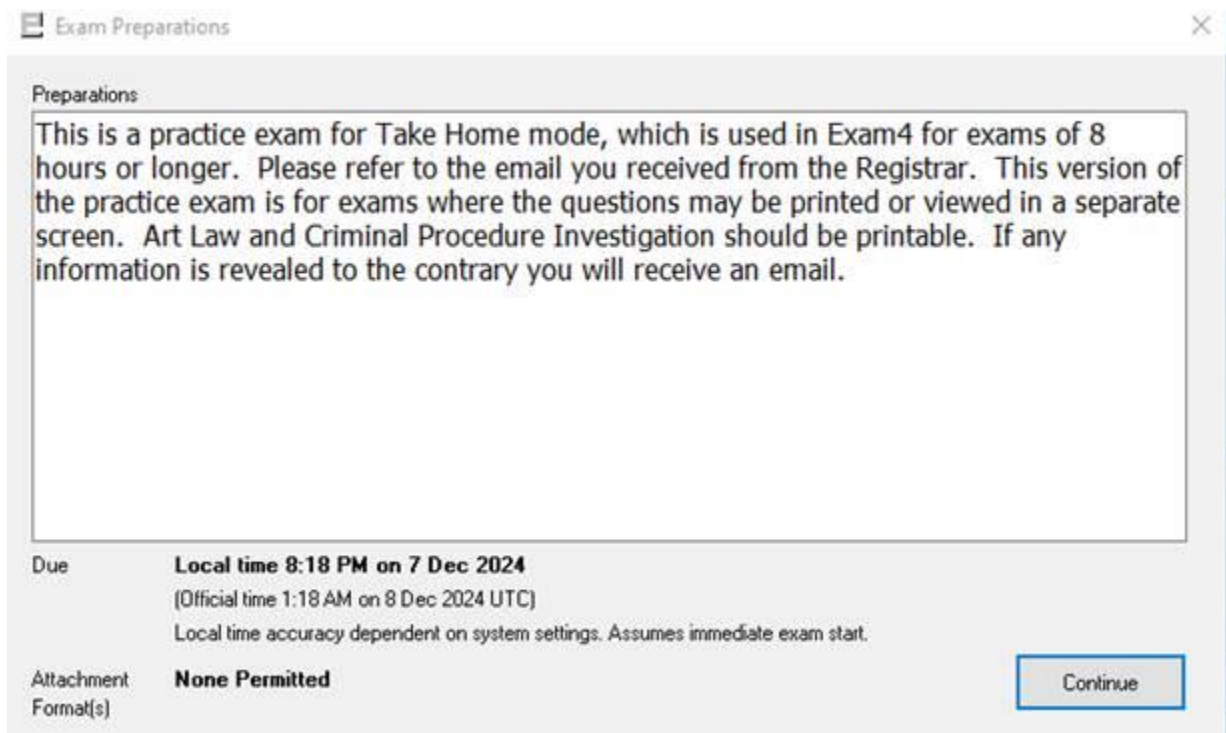
2 > Exam ID; Course or exam title

Student # 5555	Last Name (not Printed) Doe
Student # (confirm) 5555	
Course Other Exam B	
Course (confirm) Other Exam B	

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



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.



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

Extegrity Exam4

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

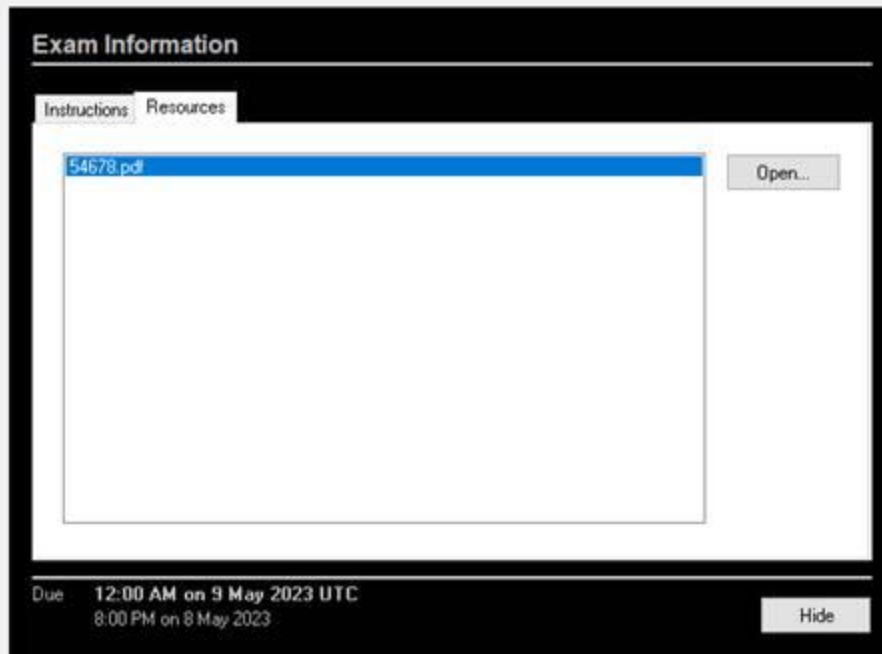
Exam Mode is reported on exam printouts

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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



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.

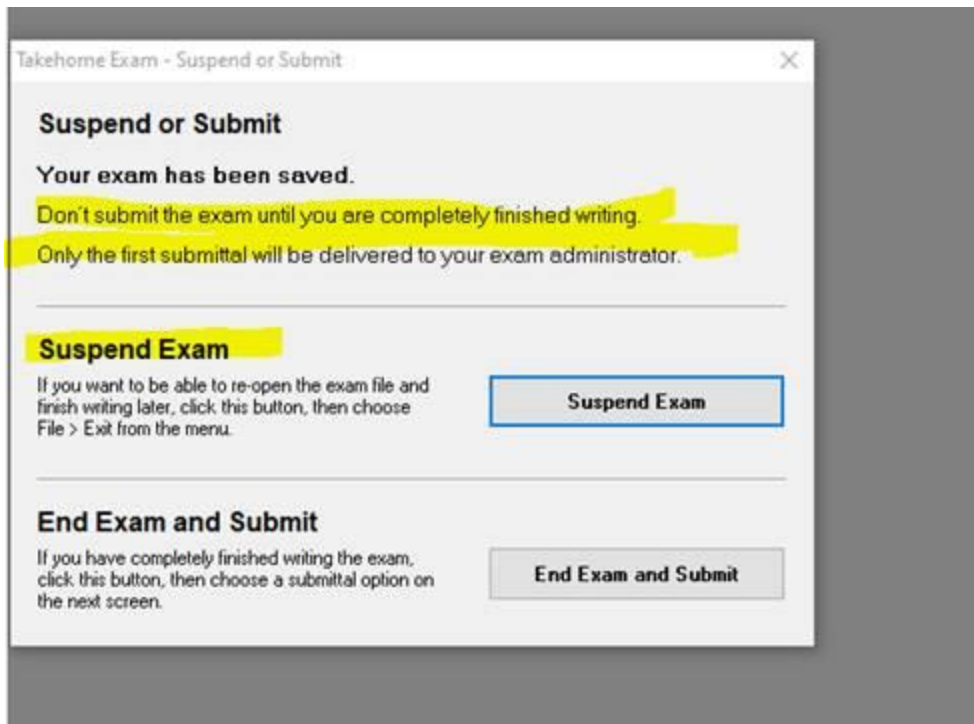
Once the exam is open, you can use the toolbar at the top to answer the multiple choice (if any). Remember, you must close the multiple choice tool to use the essay portion. If the multiple choice tool is open, you must hide it in order to submit your exam.

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

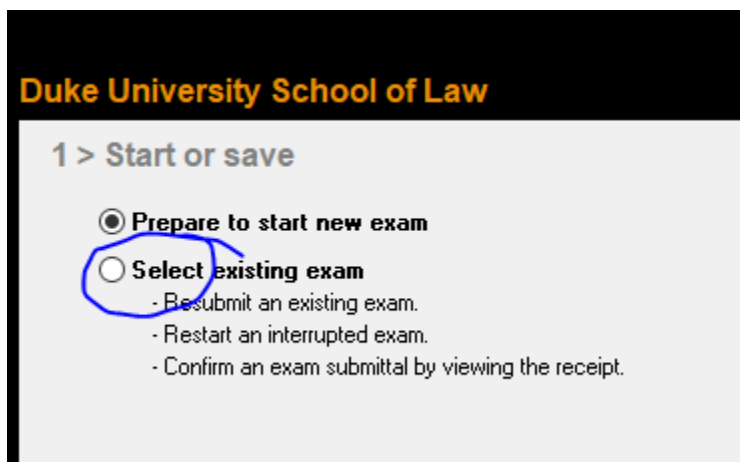
Take-home mode in Exam4 allows you to suspend the exam and return to it during the 8 hours of the exam (or longer, if you have accommodations.) There is no extra time given for qualified LLMS. ***THE EXAMS ARE DUE NO LATER THAN 5:30 PM ON THE DAY OF CHECK OUT, unless you have an exam accommodation and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



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”.



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 helpdesk@law.duke.edu or 919-613-7072

