

## WHAT IS EXAM4?

Exam4 is a word processing program, like Microsoft Word, that you will use to write exams. The software is downloaded each semester. For in-person exams you will receive a hard copy of your questions and the answers will be typed and returned (electronically submitted) via Exam4. Questions and instructions for remote exams done in Exam4 will be loaded into Exam4. Students will receive detailed instructions on how to access the questions.

The Exam4 system is a secure environment for exam administration and is used widely by law schools and bar examiners. The software automatically saves the exam every 10 seconds and backs up to your hard drive every two minutes.

Duke Law uses Exam4 for in-person exams, as well as some remote exams. An updated exam schedule will be posted with additional information about the classes using Exam4. Only students in classes using Exam4 this semester need to download the software.

***When software availability is announced, you MUST download the software, then take and submit a practice exam for each format of exam you are taking.*** This will allow you to troubleshoot any potential issues you might have using the software on your computer prior to your first actual exam using Exam4. Students taking an exam in Exam4 are encouraged to download as early as possible.

You MUST take a practice exam for each exam mode you will use (details below).

## HOW TO GET STARTED IN EXAM4

Close all programs and files, plug your computer into power and confirm that your operating system is one of the supported versions in Exam4. <https://www.exam4.com/support/>

1. Restart your computer.
2. Go to <https://exam4.com>. Type in Duke in the Search field and hit your Enter key. Under the Law School heading, click on Duke University School of Law.
3. On the page that opens, enter your information and select your operating system, then click Continue.
4. The next page opens with a blue Download Exam4 button for the operating system you selected on the previous page AND a tutorial video for taking a Practice exam. Click on the blue Download button.
5. On the pop-up that opens, click the Save button to save the software executable.
6. Click the downloaded file and follow the on-screen instructions to install and execute the Exam4 software.
7. The software will open with an instructions screen for taking a practice exam.
8. **BEFORE** proceeding with taking a practice exam, go back to the web page that had the tutorial video and watch it.
9. You may start practice exams at this point. Only select Practice exam titles when taking a practice exam.

It is particularly important that you take a practice exam to ensure that the Exam4 software is properly installed, and you have no technical issues.

Remember to use your student id # for your practice exams and for your actual exams. Your student id is found in DukeHub, and is the same number you've used for previous exams. For most students it begins with a 2.

**IMPORTANT NOTE:** Practice exams are not available for review, so please do not do substantive work in a practice exam in Exam4.

**Exam4 does not work with iPads or virtual machines.**

### EXAM MODES

There are three exam modes:

**CLOSED:** Blocks access to all other programs and the internet.

**OPEN LAPTOP:** Blocks access to the internet but access to hard drive is permitted. This means that outlines and notes must be saved to the hard drive in order to be accessible on your laptop.

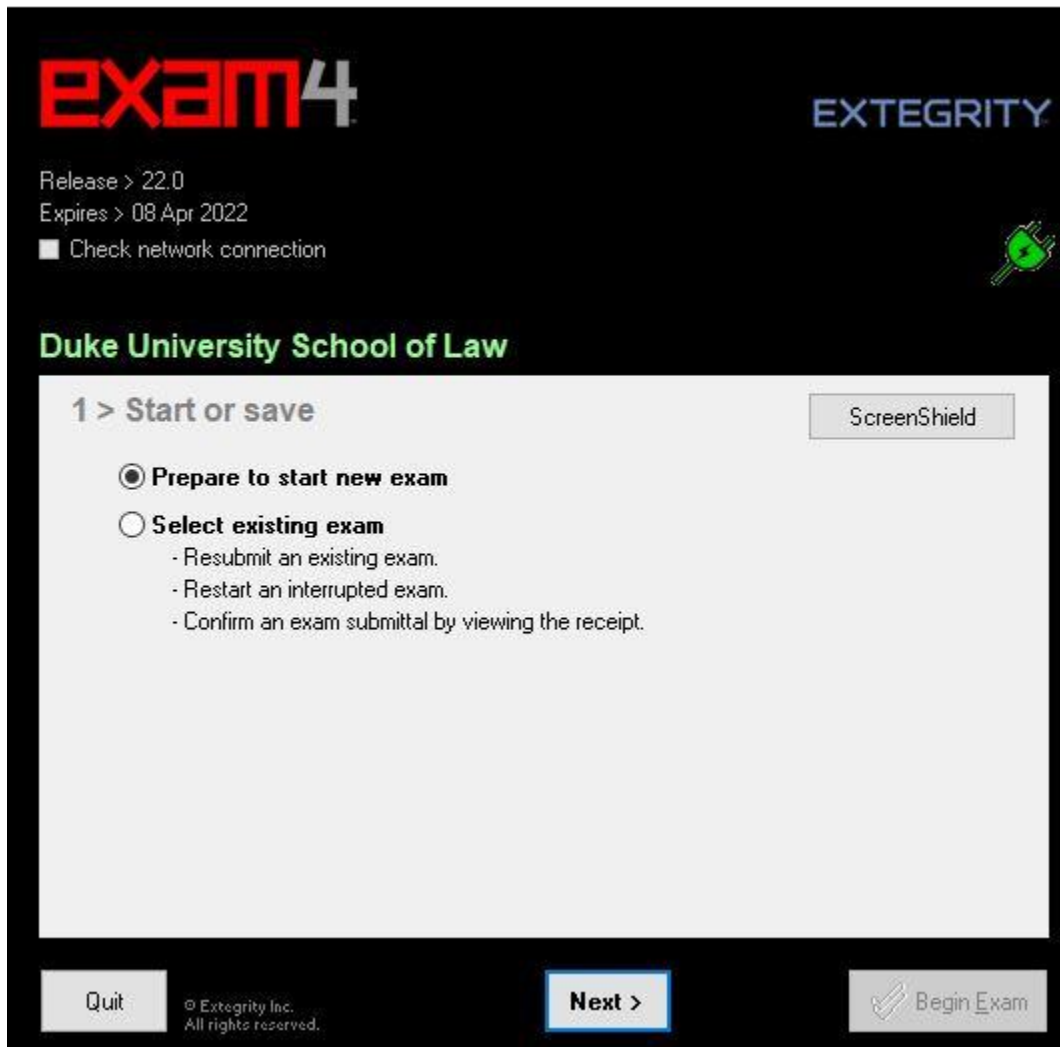
**OPEN LAPTOP NETWORK:** Complete Access to your computer and the internet.

Important: Exam4 runs a security check at the beginning of a CLOSED exam to verify that the laptop is not connected to the internet and the hard drive is not accessible. Even if you have taken a practice exam in closed mode, you should open the software in closed mode before your exam day to check for security issues. You will not be able to take your exam until the security issue is resolved. You may be required to handwrite or use a different computer.

Only one monitor may be used with this software in closed mode. If you are practicing at home, having a second monitor attached will cause your computer to fail the security check in closed mode.

(Continued on next page)

1. Prepare to start new exam → Next  
Extegrity Exam4



2. Log into the software, enter student id # (found in Duke Hub). There is also a box for entering your last name. The professor will **not** see your name. It will help us if you enter your student id

# incorrectly.  
Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 08 Apr 2022  
■ Check network connection

**Duke University School of Law**

2 > Exam ID; Course or exam title

Student #  Last Name (not Printed)

Student #  (confirm)

Course

Course  (confirm)

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

3. **Select the course, twice for accuracy, from the drop-down lists.** If you are taking a practice exam it will say "Practice Exam" with a different one available for each mode. **During the regular exam period, be certain to choose the correct course, not a practice exam.** When your

entries for this screen are complete, click Next.  
Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 08 Apr 2022  
■ Check network connection

**Duke University School of Law**

2 > Exam ID; Course or exam title

**Student #**  
1111111

**Student #** (confirm)  
1111111

**Last Name (not Printed)**  
[Empty field]

**Course**

- Practice Exam - CLOSED
- Practice Exam - TAKEHOME**
- .....
- 245-01\_Evidence
- .....
- 210-07\_Bus Associations - Essay
- 210-07\_Bus Associations- MC
- .....
- 150-01 Test - CLOSED

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

4. **The classes using Exam4 for scheduled remote/any-day take-home exams this semester will receive an email with specific instructions.**

5. Choose font size and color contrast. This is for your use and will not appear on the printed exam, click Next!

Extegrity Exam4

**exam4** EXTEGRITY

Release > 22.0  
Expires > 08 Apr 2022  
 Check network connection

**Duke University School of Law**

**3 > Exam time; Font size and contrast**

Set optional countdown timer (don't worry, it won't shut down).

0 0  
Hours Minutes

Set optional alert(s).

5 minutes remain  
 15 minutes remain  
 1 hour remains

**Timer unavailable by administrative request.**

Set font size and contrast

Small  Standard  
 Medium  Reduced  
 Large  Reversed  
 XL

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

6. We will not use the in-exam timer. It is disabled.

7. Attest to the honor code and crash recovery procedure, then click Next.  
Extegrity Exam4



8. CONFIRM that the correct mode is pre-populated in the Exam Mode field and check the box to confirm the mode, then click Next.

**exam4** EXTEGRITY

Release > 22.0  
Expires > 08 Apr 2022  
■ 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  
CLOSED

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

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

9. Review your entries to **CONFIRM** that you entered your correct student id #, selected the correct course and that the mode is correct. If you are taking an actual exam, wait for the



proctor to call **Start**. Then, click Begin Exam.  
Extegrity Exam4

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 blue. Below the logos, it says 'Release > 22.0' and 'Expires > 08 Apr 2022'. There is a checkbox labeled 'Check network connection' which is currently unchecked. A green padlock icon is visible on the right side. The main heading is 'Duke University School of Law' in green. Below that, a grey box contains the text '6 > Almost ready to begin exam...'. Underneath, it says 'Verify the following information.' and displays a table of exam details. At the bottom of the grey box, it says 'Wait for the instruction to begin your exam. Wait!' in red. Below that, it says 'If you are taking a remote exam, follow the written instructions.' At the very bottom, there are three buttons: 'Quit', '< Back', and 'Begin Exam' with a green checkmark icon. The copyright notice '© Extegrity Inc. All rights reserved.' is located between the 'Quit' and '< Back' buttons.

Item	Please confirm...
Institution	Duke University School of Law
Student #	1111111
Exam Mode	CLOSED
Course	Practice Exam - CLOSED
Duration	[None entered]
Last Name (not Prin...	hollywood

**IMPORTANT:** Once you exit your exam you will not be able to re-open it. If you accidentally begin your exam before the proctor calls start, close it immediately and let the proctor know. You will then have to open a new exam file.

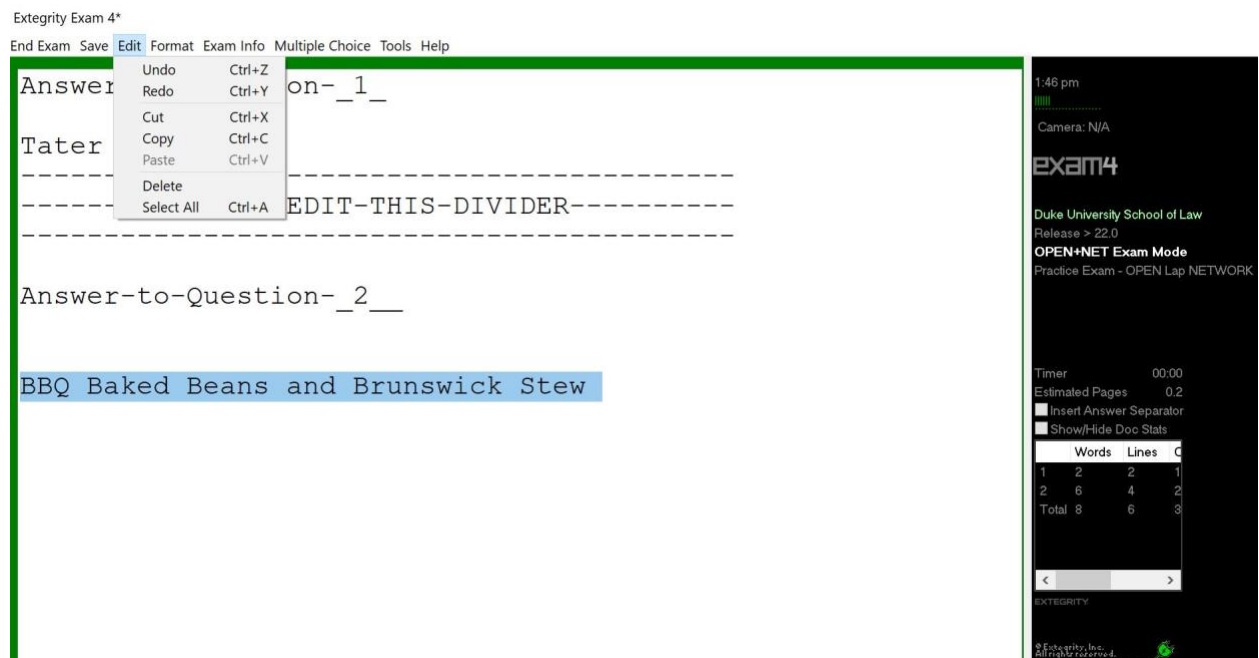
If you run into any error messages or violation numbers while taking a **practice exam**, take a screen shot of your entire computer screen with the message, make note of the steps that yielded the error or violation and contact user support via the user support form found at the bottom of the support page at <https://www.exam4.com/support/>. You may also contact the law school Help Desk at [helpdesk@law.duke.edu](mailto:helpdesk@law.duke.edu). Be sure to include your screen shot and provide a description of the steps taken before receiving the error or violation message. During exams you will follow the general exam instructions.

## TOOLS AND EDITING FUNCTIONS:

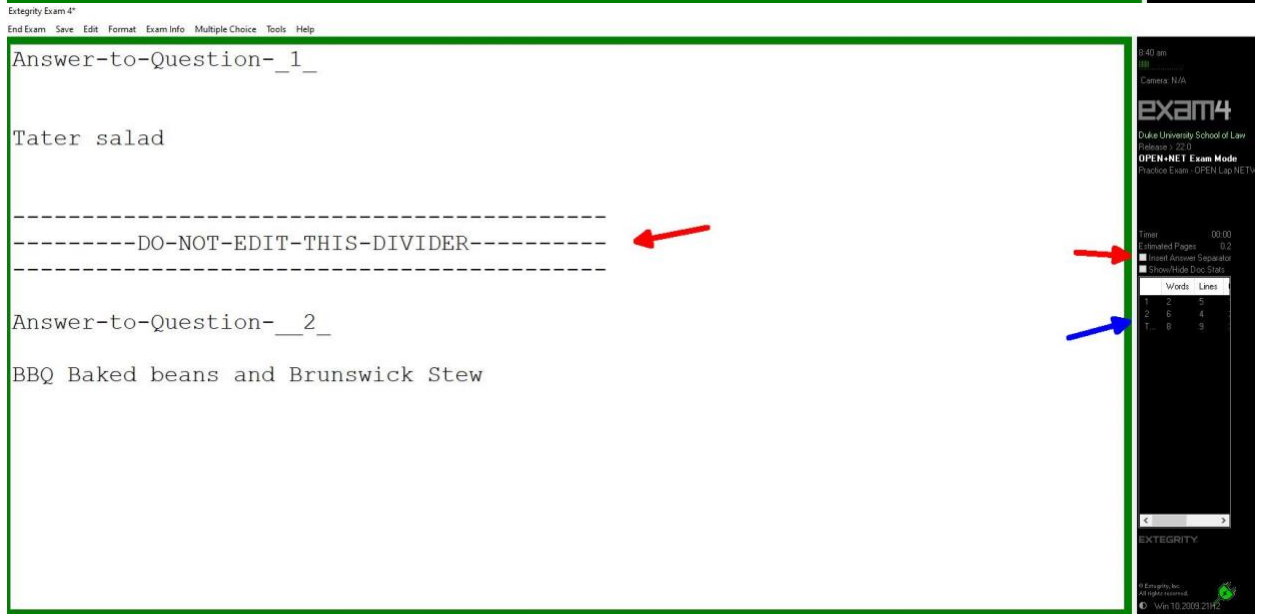
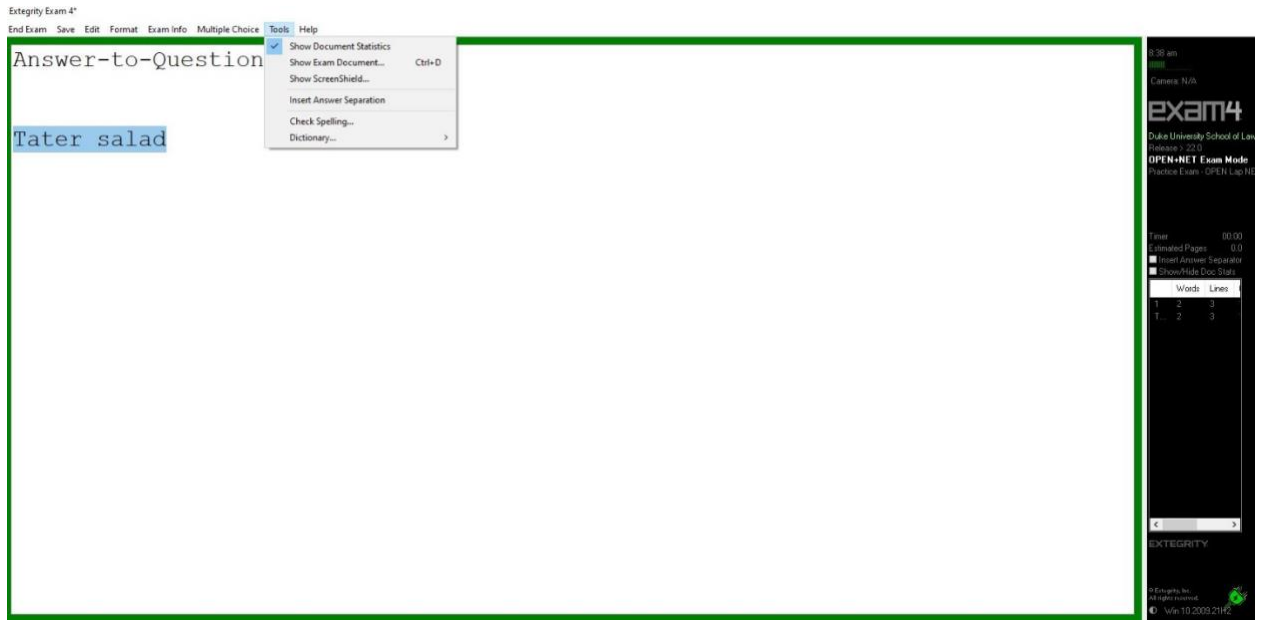
Exam4 has the standard features of a word processor, but you should familiarize yourself with the differences during your practice exams.

In the dropdown Tool menu, Exam4 has editing features, including spell check. There are a few important things to note:

1. If you are using **Windows**, the delete key functions as it does in Word in that if you want to delete character-by-character you must put the cursor at the beginning of the text you wish to delete prior to hitting the delete key. You can also delete a group of text by highlighting the text and then hitting the delete key. If you delete more than 100 characters a warning box pops up to confirm that is your intent. Mac functions are not changed in Exam4.
2. The system does not allow footnotes.
3. **Exam4 does not allow cut and paste into or out of the answer field from external documents.** You may cut, copy, paste, undo and redo within the exam answer. The commands are available in the Edit menu and with standard keyboard shortcuts.



4. Essay answers in Exam4 are separated using an Answer Separator. The Answer Separator provides a word count for each question. To view the word count for each question, click on "Show/Hide Document Statistics".



- Exam4 provides the question number for the first answer. After the first question, **you must add the number**, but you must not edit the Answer Separator in any other way so that the word

count will be accurate.

Extegrity Exam 4\*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

The screenshot shows the Exam4 interface. The main area contains two question prompts: "Answer-to-Question- \_1\_" with the answer "Tater salad", and "Answer-to-Question- \_2\_" with the answer "BBQ Baked Beans and Brunswick Stew". A dashed line separates the two questions, with the text "--DO-NOT-EDIT-THIS-DIVIDER--" in the center. The sidebar on the right displays the time (1:45 pm), camera status (N/A), and the Exam4 logo. Below the logo, it identifies the user as "Duke University School of Law" and the exam as "OPEN+NET Exam Mode". The sidebar also shows a timer (00:00), estimated pages (0.2), and options to "Insert Answer Separator" and "Show/Hide Doc Stats". A table in the sidebar shows the following statistics:

	Words	Lines	C
1	2	2	1
2	6	4	2
Total	8	6	3

A blue arrow points from the table to the right.

6. The maximum file size for an exam in Exam4 is 40 single-spaced pages. You will receive warnings if you approach this file size. If you receive a warning that you have reached the file size limit, notify your proctor or go to the Registrar's Office in Room 2027 of the law school. (This scenario is unlikely.)

## NAVIGATING MULTIPLE CHOICE QUESTIONS

There are two ways to navigate between the questions.

1. You can use the up/down arrow buttons to scroll through the questions.
2. You can click directly onto the question in the list on the left.

Use the A-J button fields to answer the questions. A and B also serve as True (A) and False (B).

The "Mark" button allows you to mark a question with an \* to remind you to return to the question if you are unsure of your answer and would like to review it. You can remove the \* by clicking "Unmark".

Every time you select an answer and move to the next question your answer is locked. You can change your response by clicking on the "Unlock" button to the right of the A-J fields. If you want to remove an answer, click on the "Clear" button.

As an additional safeguard, be sure to circle your answer on the paper exam questions.

When you are done answering your multiple-choice questions, click on the “Hide” button.

Extegrity Exam 4\*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question-\_\_1\_\_

Tater salad

-----DO-NOT-EDIT-THIS-DIVIDER-----

Answer-to-Question-\_\_2\_\_

BBQ Baked Beans and Brunswick Stew

1:53 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NETWORK

Timer 00:00  
Estimated Pages 0.2  
 Insert Answer Separator  
 Show/Hide Doc Stats

Words	Lines	C
1 2 2	1	
2 6 4 2	2	
Total 8 6 3		

EXTEGRITY

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Extegrity Exam 4\*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question-\_\_1\_\_

Tater s

-----DO-NOT-EDIT-THIS-DIVIDER-----

Answer-

BBQ Bak

**Multiple Choice Answers** Document ID [ ] Fetch...

Q	A
1	A
2	B
3	D
4	C
5	A
6	B
7	
8	

2

A B C D E F

T F

< Unlock

< Mark

Hide

Click Q number or Next button to navigate.

1:54 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NETWORK

Timer 00:00  
Estimated Pages 0.2  
 Insert Answer Separator  
 Show/Hide Doc Stats

Words	Lines	C
1 2 2	1	
2 6 4 2	2	
Total 8 6 3		

EXTEGRITY

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Win 10 2009.21H2

Multiple Choice Answers

Document ID  Fetch...

Q	A
1	A
2	B
3	D
4	C
5	A
6	B
7	
8	

2

A B C D E F

T F

< Clear  
< Mark

Next

Click Q number or Next button to navigate.

Hide

1:55 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NETWORK

Timer 00:00  
Estimated Pages 0.2  
 Insert Answer Separator  
 Show/Hide Doc Stats

	Words	Lines	C
1	2	2	1
2	6	4	2
Total	8	6	3

< >

EXTEGRITY

Multiple Choice Answers

Document ID  Fetch...

Q	A
1	A
2	B*
3	D
4	C
5	A
6	B
7	
8	

2

A B C D E F

T F

< Clear  
< Unmark

Next

Click Q number or Next button to navigate.

Hide

1:55 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NETWORK

Timer 00:00  
Estimated Pages 0.2  
 Insert Answer Separator  
 Show/Hide Doc Stats

	Words	Lines	C
1	2	2	1
2	6	4	2
Total	8	6	3

< >

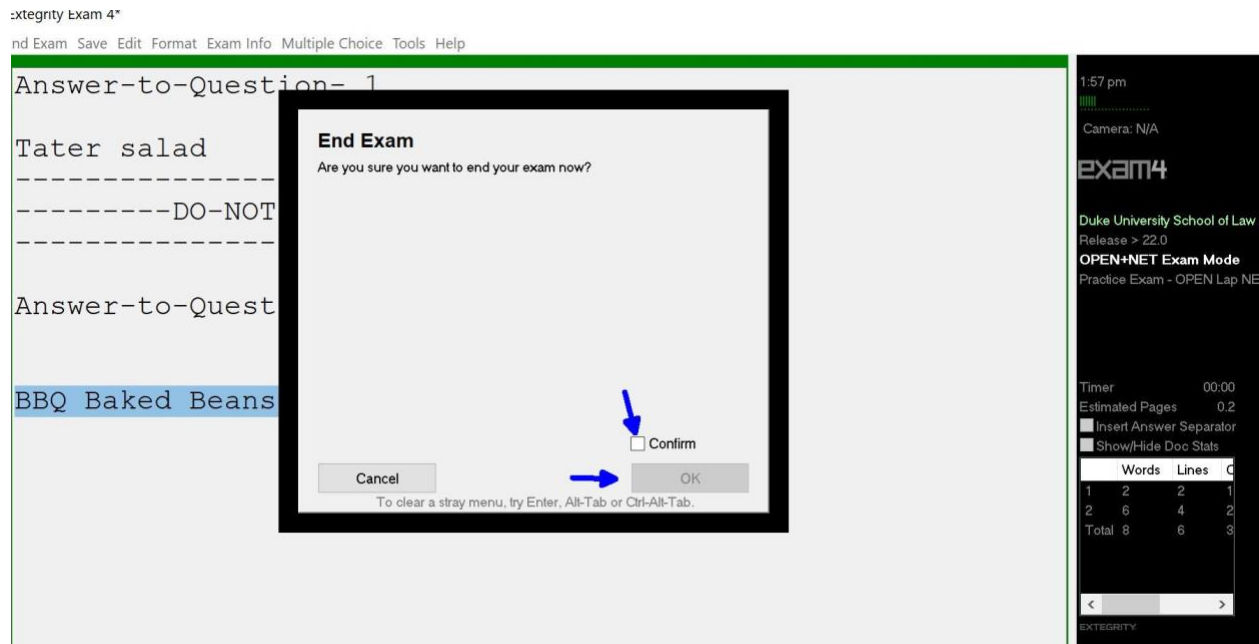
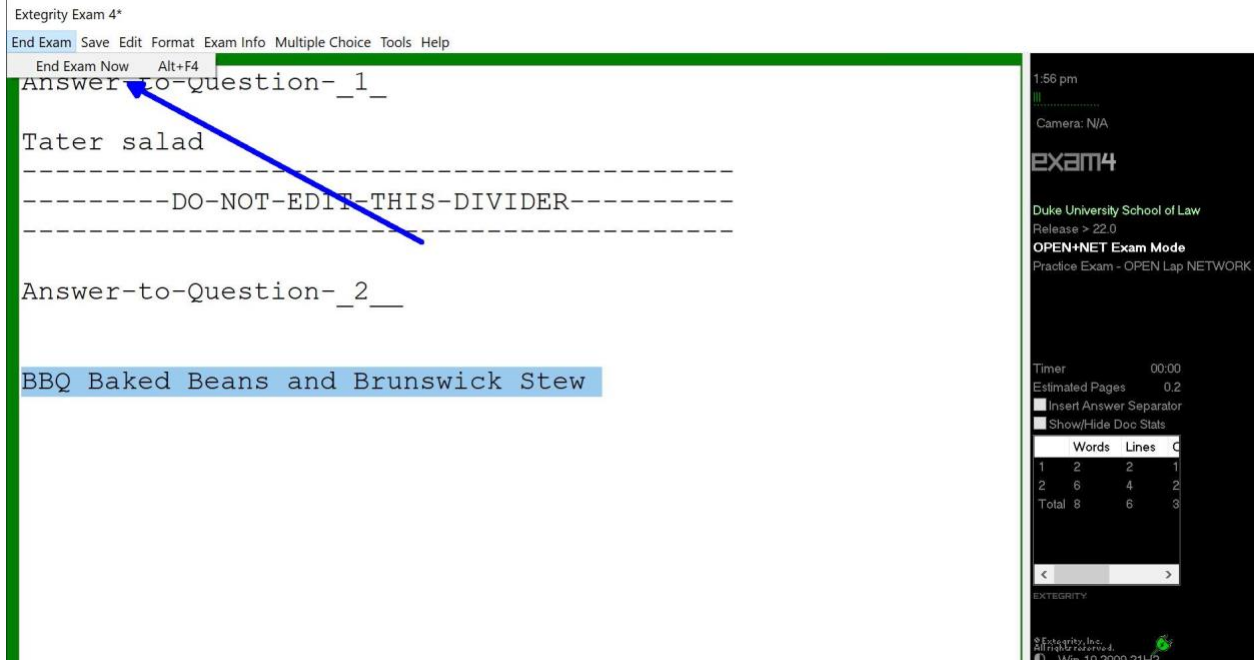
EXTEGRITY

8/24/2022, 1:55 PM  
Win 10 21H2

## SUBMITTING YOUR EXAM

When you have completed your exam and are ready to submit your answers, navigate to “End Exam” on the top menu and click on “End Exam Now”. If you are in the multiple-choice section, click the “Hide”

button first to activate the top menu. Then, end the exam.



Extegrity Exam 4\*

Exit Exam4 File and Save Options

Your exam has successfully been saved a final time. Please submit it electronically if you have not

Save Options

**Submit Electronically**  
If you have been instructed to use Exam4's built-in electronic submittal function, click here >

**Save to USB Flash Drive**  
Make sure the USB flash drive has been inserted into the USB port, then click here >

Cancel

1:57 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NETWORK  
**Exam Complete**  
Confirmation #  
1 6 4 9  
Timer: 00:00  
Estimated Pages: 0.2  
 Insert Answer Separator  
 Show/Hide Doc Stats

	Words	Lines	C
1	2	2	1
2	6	4	2
Total	8	6	3

EXTTEGRITY

Extegrity Exam 4\*

Exit Exam4 File and Save Options

Your exam has successful

Exam Submittal Receipt

**Exam Submittal Successful**

The receipt below was generated by the server that collects exams. The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

ELECTRONIC SUBMITTAL SUCCESSFUL\*\*\*

Filename: 123456\_220405\_PracticeExamOPENLapN\_NA\_EXAM4BAGEL\_1649 - 0.xm3

Timestamp: 2022/04/05 - 13:58:05

I understand

OK

1:57 pm  
Camera: N/A  
**EXAM4**  
Duke University School of Law  
Release > 22.0  
**OPEN+NET Exam Mode**  
Practice Exam - OPEN Lap NET  
**Exam Complete**  
Confirmation #  
1 6 4 9  
Timer: 00:00  
Estimated Pages: 0.2  
 Insert Answer Separator  
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	Words	Lines	C
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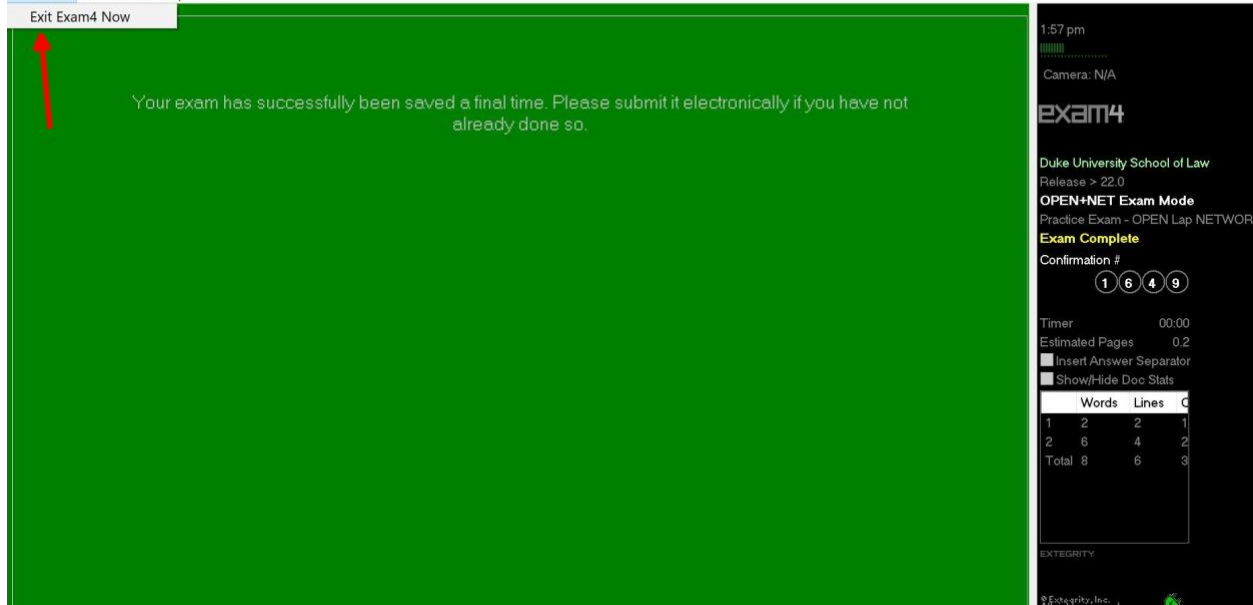
EXTTEGRITY



Extegrity Exam 4\*

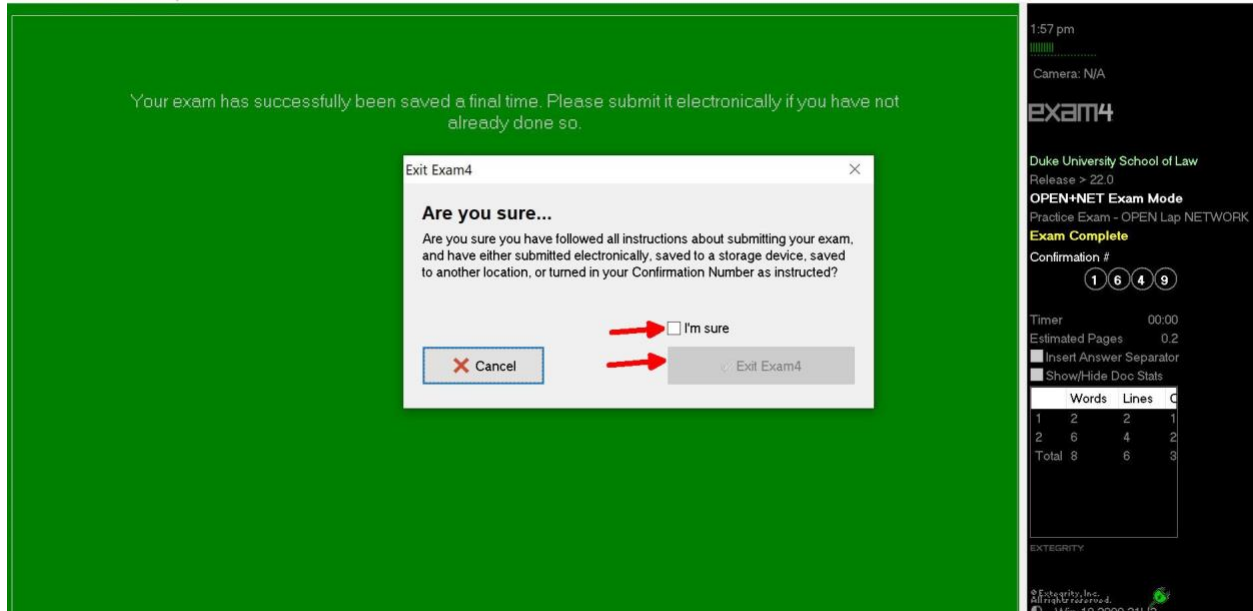
Exit Exam4 File and Save Options

Exit Exam4 Now



Extegrity Exam 4\*

Exit Exam4 File and Save Options



For an in-person exam, you should be preparing to submit your exam as the proctor calls the one-minute warning.

If your exam doesn't submit, make sure that your internet is turned on. If you feel that it is taking a long time, raise your hand to alert the proctor. Duke Law Academic Technologies will be sent to the exam room to assist in submitting the exam. If necessary, the exam will be submitted to [examdeposit@law.duke.edu](mailto:examdeposit@law.duke.edu) per the steps outlined in the General Exam Instructions provided with your exam.

An exam cannot be reopened once it is submitted, they are encrypted and cannot be viewed.

TROUBLESHOOTING in person exams:

If your computer crashes during the exam, raise your hand to alert the proctor if he or she is in the room. Do not restart your computer. Do not end your exam. If the proctor is not in the room, go to the Registrar's Office in Room 2027 on the second floor of the law school. Leave your laptop in the exam room. In the Registrar's Office you will receive a red sheet of paper and you will return to the exam room. Academic Technologies will be called to assist. If Academic Technologies is unable to restart your computer you may be required to handwrite the remainder of your exam.

For **REMOTE** exams in Exam4, the Duke Law Help Desk can be reached at [helpdesk@law.duke.edu](mailto:helpdesk@law.duke.edu) or 919-613-7072. Someone will be monitoring the email and voicemail and return your call within a few minutes.