Cumberland School of Law Samford University

***EXTEGRITY* EXAM 4 SOFTWARE INSTRUCTIONS**

1. <u>Downloading Extegrity</u>. Students must **download the new version** of Extegrity Exam4 prior to each exam period (i.e. final exams, mid-term exams, summer exams). To do so, students should go to the *Extegrity* website at *http://exam4.com* and select "Law Schools". Students then should follow the posted instructions to download and install the Exam4 software directly from that site. Cumberland has purchased a site license for the software, so there is no charge to the student.

2. <u>Practicing with the Exam4 Software</u>. After installing the software, students should **take a practice exam** using the software to familiarize themselves with the program's operation (be sure to choose the 'Practice exam' course on screen 2).

 To use the software (to take a real or practice exam):

1. Double-click the Exam4 icon on the desktop
2. Click Prepare to start new exam and click Next (Screen 1)
3. Enter your anonymous test ID* in both blanks (Screen 2) Note: if you do not know your anonymous test ID, contact the Law Student Records office. Please **DO NOT GUESS** what you **THINK** your anonymous number is.
4. Confirm whether you would like the Exam4 software to remember your Exam ID (Anonymous number) for future exams. You will still need to confirm the Exam ID by typing it in the second Exam ID field.
5. Enter your SUid in the "SUid (Optional)" field. The contents of this field are **NOT** accessible to your professor and are only viewable by exam administrators and faculty secretaries using special software not available to your professor.
6. Select your course and professor from both drop-down lists, or choose "Practice Exam" if you are just practicing. **Please do NOT select a course and professor if you are practicing.** (Screen 2)
7. Click Next
8. On the Pop-up screen, verify, again, that you have entered your Exam ID correctly, and selected the correct Exam. Check the box to re-confirm and click OK. (If you receive a note "You are not enrolled in this course", check your Exam ID to confirm it is accurate.
9. If you receive a window listing "Exam Preparations", review any information contained here. Note, your exam time has not yet started at this point
10. Click Continue
11. Make any font or screen contrast changes and click Next (Screen 3)
12. Read the Standard Crash Recovery Procedure (Screen 4)
13. Click "Got it" (Screen 4)
14. Click Next
15. Type CLOSED, OPEN, or TAKEHOME in the blank as instructed by the proctor or your instructions. (Screen 5)
    a. If you are taking an OPEN Mode exam for which network/internet access is permitted, type NETWORK in the third blank (Screen 5)
16. Click Next
17. Click the check box to confirm your selection (Screen 5)
18. Click Next
19. Verify all of the information shown is correct. (Screen 6)
20. Click Begin Exam

Students may use these procedures to practice as often as they like. If the screen on which students type their

answers is too small, the size can be increased by adjusting the screen resolution on the student's individual laptop. Students will want to test repeatedly to find the right balance between the answer window and the Exam Document Side-by-side view window.

3. Before taking their first exam, students should verify that sleep mode has been disabled and they have no pending operating system updates. Failure to do so could result in the computer becoming non-responsive or automatically rebooting, thereby interrupting the student's exam and costing the student valuable exam time. Instructions for various Operating Systems can be found in Appendix A. If you have questions regarding disabling sleep mode or automatic updates, see Jeff Whitcomb or Grace Simms prior to your first exam.

 4. *Exam4* Operation During the Exam. Once a student begins an exam, the *Extegrity* program operates like a simple word processor. It saves the data automatically to the student's hard drive every 10 seconds and performs a full backup of the exam file every 2 minutes. The data file is encrypted so that it can be accessed only with special software. In Fall 2021 Cumberland replaced the Exam Document option in *Exam4* with the Exam Info option. The Exam Info menu item in *Exam4* will contain exam instructions as well as any resources pertinent to the exam, including exam questions, without the need for Document IDs. Not all exams will deliver exam questions via the Exam Info option.

5. Screen Shield. If you need to leave your computer during an exam, please use the Screen Shield (Tools > Screen Shield) to hide your screen. Clicking anywhere on the screen when you return will dismiss the Screen Shield.

 6. Taking Multiple Choice Exams Using Exam4. If you are using Exam4 to take a multiple-choice exam, you will enter the exam exactly as described in section 2 above. Once you have entered an exam, you may click the Multiple-Choice menu option. This will display the Multiple-Choice Answers window. You will click the letter corresponding to your answer for each question. After you choose a letter, you will click the Next arrow, or click the number of the question you wish to answer next from the numbered list. Once you choose an answer and advanced to the next question, that answer is "locked" so you cannot inadvertently change your answer. You may revisit any question to view, or change, your answer. To change an answer, you will click that question number, click "Unlock". This unlocks that answer so you may choose a different answer. If you wish to "erase" an answer, choose "Clear". To return to the essay portion of your exam, you will click the Hide button on the Multiple-Choice Answers window. You may enter and exit the Multiple-Choice Answers window as many times as you like during an exam. The Multiple-Choice area of *Exam4* also has a Document ID blank to retrieve a set of Multiple-Choice questions. Cumberland is not using the functionality at this time, so Multiple-Choice questions should be found on the essay question document.

 7. Finishing the Exam and Saving/Submitting Answers. When students have finished the exam, they should select "End Exam" and confirm. At this time, the Save Options window will display and students may 'Submit Electronically'. **If you receive an error (Error 12: No response) trying to submit your exam, you will need to exit the Exam4 software (do not worry, your exam is safely saved on your laptop's hard drive), re-establish your wireless internet connection (this may require a reboot). After you are successfully connected to the wireless network, launch Exam4 again, and choose 'Select previous exam' on screen 1, choose the exam you wish to submit, and click 'Submit Electronically'. Click OK on the 'Start Code Required' box (leaving the default start code in the box) and your exam should submit successfully.** If you receive the 'No Response' error message again, please notify your proctor. After saving their exam, students should exit the *Exam4* software. Once students end the exam, the program will not permit them to reenter or view their answer. The answer file will remain on the student's hard drive, and it cannot be accessed without special software to read the encrypted data. As a precaution, students should keep the answers on their hard drive until final grades are released. The law school can retrieve the encrypted answer file from a student's hard drive if, for some reason, it cannot be retrieved from the server.

8. <u>Additional Assistance</u>. If students need additional assistance with the *Exam4* software, they should contact Mr. Jeff Whitcomb (Technology Services Manager) at jmwhitco@samford.edu or Ms. Grace Simms (Computer Librarian) at glsimms@samford.edu.

*Your anonymous Test ID is available from Law Student Records, and must be used for all Law School exams.

Appendix A: Steps to disable certain Windows and Mac OS features for the Exam period:

A: To disable stand-by:

Windows 10/11
1. Access the Power Options Control Panel/Settings (right click Start and choose Power Options)
2. Adjust Screen and Sleep options for Battery and Plugged in to Never

Mac OS X (Catalina and previous):
1. Open System Preferences (Apple, System Preferences)
2. Open Energy Saver
3. Select Power Adapter from the Settings for drop-down
4. On the Sleep tab, select 'Never' for 'Put the computer to sleep when it is inactive for':

macOS (Big Sur and Monterey):
1. Open System Preferences (Apple, System Preferences)
2. Open Battery
3. Select Power Adapter from the list on the left
4. Move the "Turn display off after" time to 3 hrs
5. Check "Prevent your Mac from automatically sleeping when the display is off"

macOS (Ventura):
1. Open System Settings (Apple, System Settings)
2. Open Lock Screen
3. Adjust "Turn display off on battery when inactive" and "Turn display off on power adapter when inactive" as needed to prevent your screen from turning off
4. Open Displays, then click Advanced
5. Turn on the option to "Prevent automatic sleeping on power adapter when the display is off"

B: To disable Automatic Updates:

Windows 10/11:
Automatic updates cannot be disabled in Windows 10. Depending on your specific version of Windows 10, certain options may be available to exercise more control over when updates are applied. You may set "active hours" on the Windows Update settings page to prevent Windows from applying updated during these active hours. Adjust your active hours so they include the 7:00 AM to 6:00PM time window.

macOS:
macOS should not update your operating system without specific action from you. It should not be necessary to disable software updates on macOS.