

Take-Home Exam Instructions for EXAM4

Overview: For take-home exams you will go to the EXAM4 website <https://www.exam4.com/org/630>, enter your Exam ID number, download the exam questions file, then open the EXAM4 software program that you have installed on your laptop to type your answers. The Writing and Research in the U.S. Legal System exam requires another method for uploading answer files, and those special instructions will be sent out to the enrolled students separately.

Only download the exam questions file when you are ready to begin the exam. Your allotted time for the exam will begin the moment you download the exam questions file.

Here are the steps:

1. Go to: <https://www.exam4.com/org/630>
2. See the box labeled: **Takehome Exams** and find the exam for your class.
Please take a practice exam in advance to become familiar with the process.
3. Enter your Exam ID number and click "Continue".
4. Click "Start Exam" to confirm that you are ready to begin the exam.
5. Open the pdf exam file provided by the instructor. You may print out the exam questions for your personal use. You may not share the exam questions with anyone.
6. Open the EXAM4 software that you have installed on your laptop and proceed through the 6 screens below:
Screen 1: Select "Prepare to start new exam."
Screen 2: Enter your Exam ID and select your exam from the 2 menus.
Screen 3: Select Standard or Large font; enter ___ Auto-insert answer separators according to the number of questions on your exam.
Screen 4: Enter a Violation Number (if provided in advance). See the Standard Crash Recovery Procedure and click "Got it?" then click Next.
Screen 5: Check the box to confirm your Exam Mode.
Screen 6 Click "Begin Exam" and type your answers in the space provided.
7. Keep close track of your allotted time. The software will not shut-down when time has elapsed.
8. If for any reason the EXAM4 software program closes before you have submitted your exam you may re-open the EXAM4 program and choose the option "Select existing exam." Locate your exam from those listed and continue through the prompts.
9. To end your exam: Click End Exam followed by "End Exam Now." Check the box to confirm and click OK end exam. Wait and select "Submit Electronically." You should receive a message that your file has been stored on the server. Click OK. You should then see a green screen indicating that your exam has been submitted successfully. Click "I understand" and OK.