

What do the terms CLOSED, OPEN LAPTOP, and OPEN NETWORK mean?

'CLOSED' is EXAM4's term for closed-book Law School exams. A Closed-book exam generally means that the only source of information you may rely on is your brain.

'OPEN LAPTOP' is EXAM4's term for open-book Law School exams with no internet access. Professors may restrict which sources may be used.

'OPEN NETWORK' is EXAM4's term for open-book Law School exams with internet access. Professors may restrict which sources may be used.

What is a limited open-book exam?

Limited open-book exams allow access to certain reference materials, but restrict access to others, e.g., faculty may restrict access to the internet during the exam, faculty may allow your outlines but not commercial outlines, or the like. While proctors are responsible for enforcing these rules, it is **your** responsibility to abide by them. Failure to do so will result in disciplinary action.

How are in-class and take-home exams different?

In-class exams will use the EXAM4 software installed on your laptop. For most take-home exams you will be directed to the [Exam4 website](#) to download the exam questions. You will then open the Exam4 software to type your answers and upload your completed exam when finished. Special instructions will be emailed for classes that have a take-home exam that will require students to download the exam from the Exam4 website and then upload a Word or pdf file to the same webpage when finished. The Writing and Research in the U.S. Legal System class typically has this type of exam.

Can I close my take-home exam to work on it later?

Yes, you may "suspend" your exam via the following navigation: click "End Exam" (upon doing this, your exam is saved); End Exam Now; Confirm - OK, end exam; Suspend Exam; then click File and Save Options; Exit; I'm sure-Exit Exam Software. Suspending a take-home exam will allow you to safely close your laptop in order to continue your exam at a later time. Please note: Suspending an exam **does not** pause the time you have to complete an exam. For example, if you have an eight-hour exam, have completed three hours, and suspend your exam for two hours, you have three hours left to complete the exam (not five!). After suspending an exam you will re-enter the exam by choosing the "Select existing exam" option when reopening the EXAM4 software program. Select the correct exam and click "Begin Exam."

Is copy/cut and paste available?

It is, as follows:

You may freely copy/cut and paste within EXAM4.

You may not copy/cut and paste from another application into EXAM4 e.g., you may not cut and paste from notes, an outline, or anything else into an exam. This rule applies to both in-class and take-home exams that use the EXAM4 software. You may not copy and paste any material(s) from EXAM4 to another application during an exam.

Do the Ctrl+F and Cmd+F find shortcuts work within EXAM4?

No.

Can I search Word documents (notes, etc.) during an exam?

Yes, OPEN LAPTOP AND OPEN NETWORK exams only.

Do my pdf attachments automatically appear when I start Take-Home exams?

When you are ready to begin your take-home exam go to the [EXAM4 website](#) to download the exam questions file. Your exam time begins when you download the exam questions. Please be sure not to download an exam unless you are ready to start.

Do I need to know my exam ID?

Yes.

For take-home exams you must enter your exam ID number to access your exam from the [EXAM4 website](#) and you will enter your exam ID number into the EXAM4 software. For in-class proctored exams you will need to write your exam ID on your index card and hardcopy exam questions. You may find your

exam ID online via the University Student Portal (my.uchicago.edu, Academics Tab, My Academics, Term Information, *Current Quarter*). Please look up your exam ID prior to exam day and bring it with you to the exam. Your exam ID number changes each quarter.

What about the *Student Handbook* directive that “All students are advised to keep an electronic copy of documents related to exam submission until grades are posted.”?

EXAM4 saves your work every ten seconds and automatically backs-up your answers to your laptop on exit. You should not delete any EXAM4 files or uninstall the EXAM4 program, nor delete any other file that might be related to the software installation until you have received your final grade. In the unlikely event of an issue with the submitted materials, having the backups on your laptop will provide a ready source for resubmission.

When will I receive each exam’s password?

The current exam software does not require a password for in-class or take-home exams. Your time starts when you download the exam question file for take-home exams. Please be sure not to download an exam unless you are ready to start.

How do I keep track of time?

For in-class exams: The wall clock in the room governs. You should periodically check the wall clock and compare it to the warning and end times written on the board.

For take-home exams: You are responsible for keeping time and ending the exam on a timely basis. The exam will not shut-down automatically when the time limit is reached.

Does EXAM4 automatically end exams?

No.

You **must** click the “End Exam – End Exam Now” menu options in EXAM4 to end the exam and start the final upload process when:

- The proctor announces ‘Please stop typing’ (in-class exams).
- Eight hours (or whatever the exam stipulates) have elapsed since you downloaded the exam questions file (take-home exams).

When will I know the exam particulars (CLOSED, OPEN LAPTOP, OPEN NETWORK)?

All such details are prescribed by the faculty. The faculty conveys them to the Office of the Registrar approximately 48 hours prior to the exam administration. The Office of the Registrar then administers the exams accordingly.

The information will be available via the exam cover page/instructions and/or may be provided by the faculty (in class, via the syllabus, etc.).

The Office of the Registrar also includes the information in the quarterly exam schedules (e.g., <http://www.law.uchicago.edu/students/registrar/examschedule>). The schedule is updated periodically as exams are submitted by faculty to the Office of the Registrar.

Should I bring my printed notes to an open-book exam?

Yes. We highly recommend that you not rely solely on your laptop-stored notes. Notes stored on your computer are not available during CLOSED exams. It is always best to have a redundant source in case of computer failure.

What if my laptop fails during an exam?

If your laptop fails during an in-class exam, immediately report the problem to the proctor. Do not attempt to restart the computer. The proctor will escort you to IT. If the problem can be readily solved, you will continue your exam via your laptop. If not, a loaner will be issued to you.

If your laptop fails during a take-home exam, contact IT’s helpdesk at 773.834.5300 or email helpdesk@law.uchicago.edu.

You will not lose any time because of the crash, **provided that** you have followed all the appropriate EXAM4 downloading, installation, and practice procedures (including having taken at least one practice exam). You are **strongly** encouraged to do your take-home exam during published support hours.

What if faculty stipulates a character/word/page count/limit for an exam or question(s)?

EXAM4 supports character and word counts, but not page counts/limits (as this depends on the formatting specified at printing time). Faculty are asked to express all such limits in character or word counts. Hyphenated words count as one word.

When does the exam period end?

Please see the [Academic Calendar](#).

Can I use two monitors?

Use of a second monitor for in-class exams is prohibited. You may do so during a take-home exam.

Can I use any other electronic device during an in-class exam?

The use of cell phones, tablets (iPads, etc.), second laptops, electronic dictionaries or other similar devices is strictly prohibited, absent use of such a device as an approved ADA accommodation.

Can I listen to music during the in-class proctored exams?

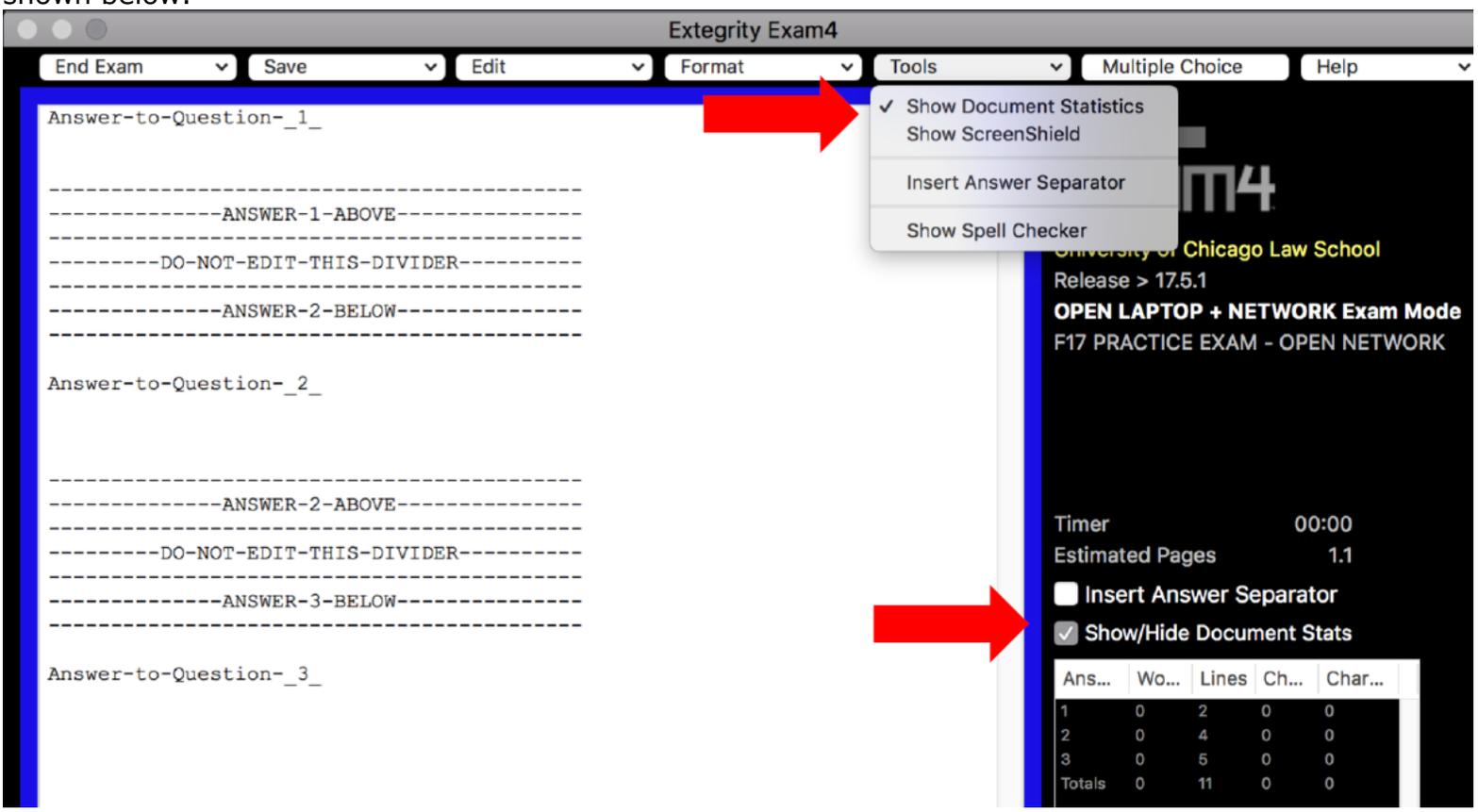
Yes. You **must** use ear-buds, headphones, etc. You may only listen to music via the laptop you are using for your exam. Please be courteous to your fellow students and disable all external audible cues, alarms, etc.

Please note that additionally for:

- Closed-book exams: All your laptop applications will be disabled. Thus, you may not use your laptop as a music source.
- Limited-open-book exams with no internet access: You may listen to music stored locally on your laptop.
- Open-book exams: You may listen to music from your laptop, streaming from any source.
- Take-home exams: You may listen to music from any source.

How do I view my word counts within EXAM4?

You may view your word count for each question and for your overall exam using the "Show/Hide Document Stats" feature in the right-hand column or from the Tools option "Show Document Statistics" shown below.



**For additional EXAM4 support, please visit the EXAM4 website at:
<https://www.exam4.com/support/>**