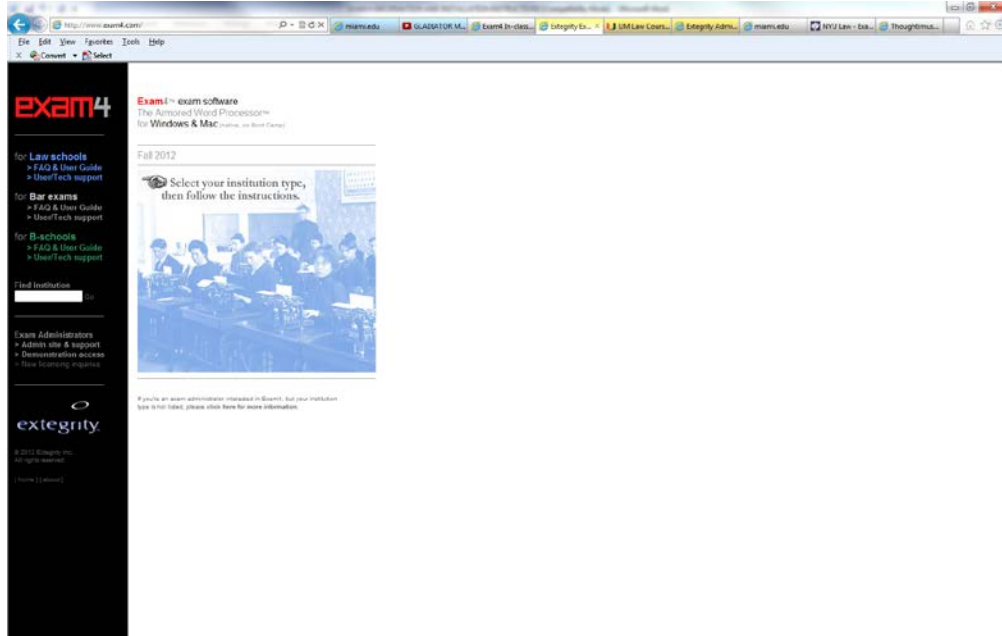# EXAM 4 INFORMATION AND INSTALLATION INSTRUCTIONS

EXAM 4 Requirements:

- The most current version of Exam 4 must be successfully loaded onto your laptop. For each exam period you will get an email to let you know when Exam 4 is available for download. Please note that Exam 4 is customized for each exam period each semester and must be downloaded and reinstalled each time.

- Your laptop must be in good working order. Exam 4 requires a laptop with:

  - For PCs: Microsoft Windows 8 (excluding Surface Pro), Windows 7 or Windows Vista

  - For Macs: Apple OS X 10.8 "Mountain Lion", Apple OS X 10.7 "Lion", Apple OS X 10.6 "Snow Leopard", and Apple OS X 10.5 "Leopard"

  - 10 MB free hard drive space

  - Network connection and/or working USB

  - Minimum screen resolution: 800 x 600 pixels

- Please note the following are not supported by Exam 4:

  - Microsoft Windows XP and earlier

  - Apple Macintosh OS X 10.4 Tiger and earlier

  - Apple Macintosh OS X 10.5 Leopard on a non-Intel machine

  - Linux

  - Chromebooks

  - Microsoft Surface (incl. Pro)

  - Virtual operating systems (VMs)

  - Apple iDevices (iPad, iPhone, etc.)
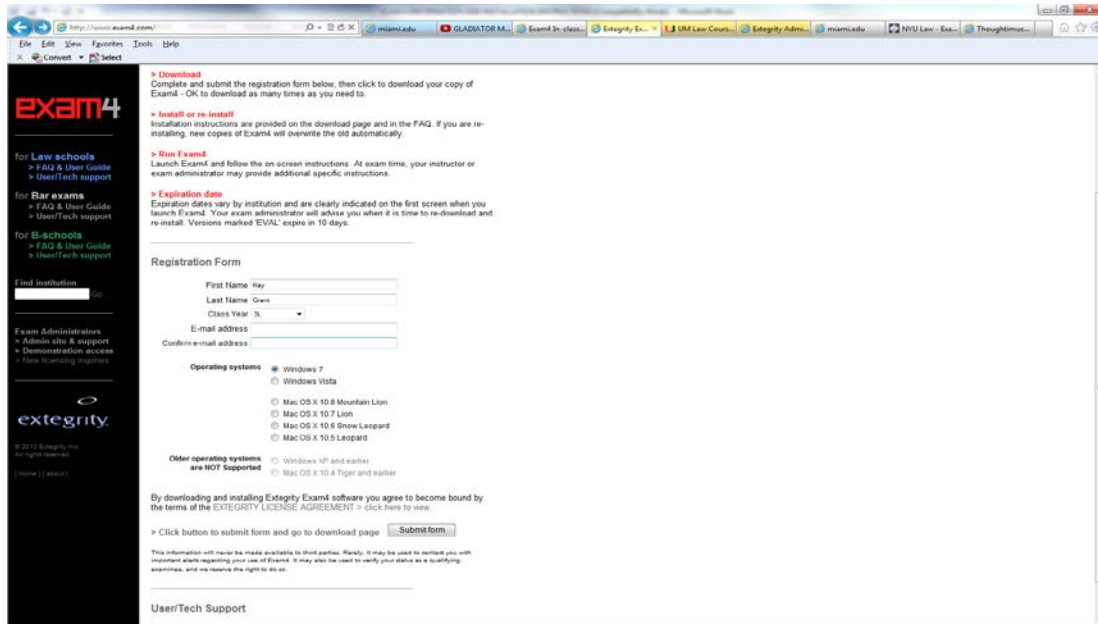
  -

EXAM 4 Installation Instructions

1. Open your browser and go to www.Exam4.com. On the left side of the screen select "for Law Schools."


2. Select "F" for Florida and click on "University of Miami School of Law" at the bottom of list.
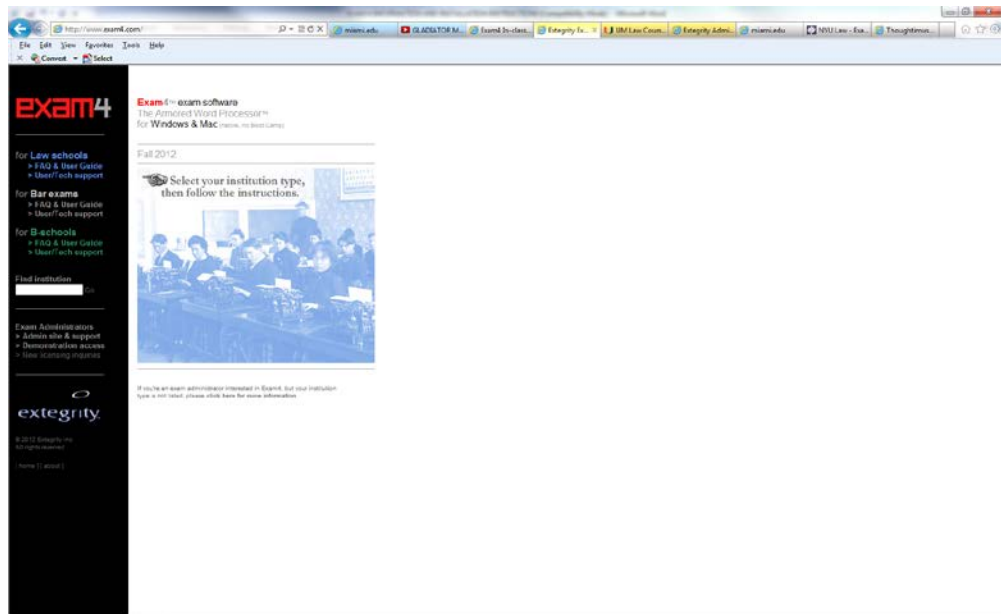
3. Fill in the registration information and select the appropriate operating system. Click on "Submit form."

4. Follow the download instructions. Click on "click here to download." At the download screen check the box to acknowledge you have read and understood the above instructions and proceed to the download link.
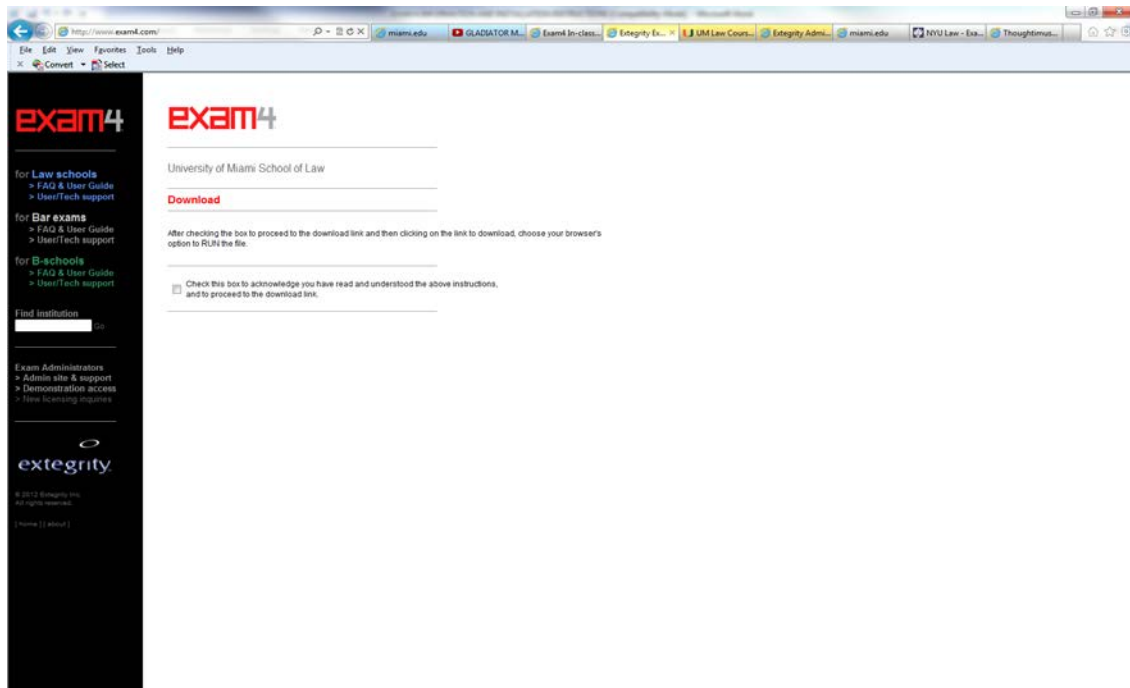
5. You will then be prompted to install the software. Click "Run." At the License Agreement Box click "I Agree" followed by "Install" and "Finish"
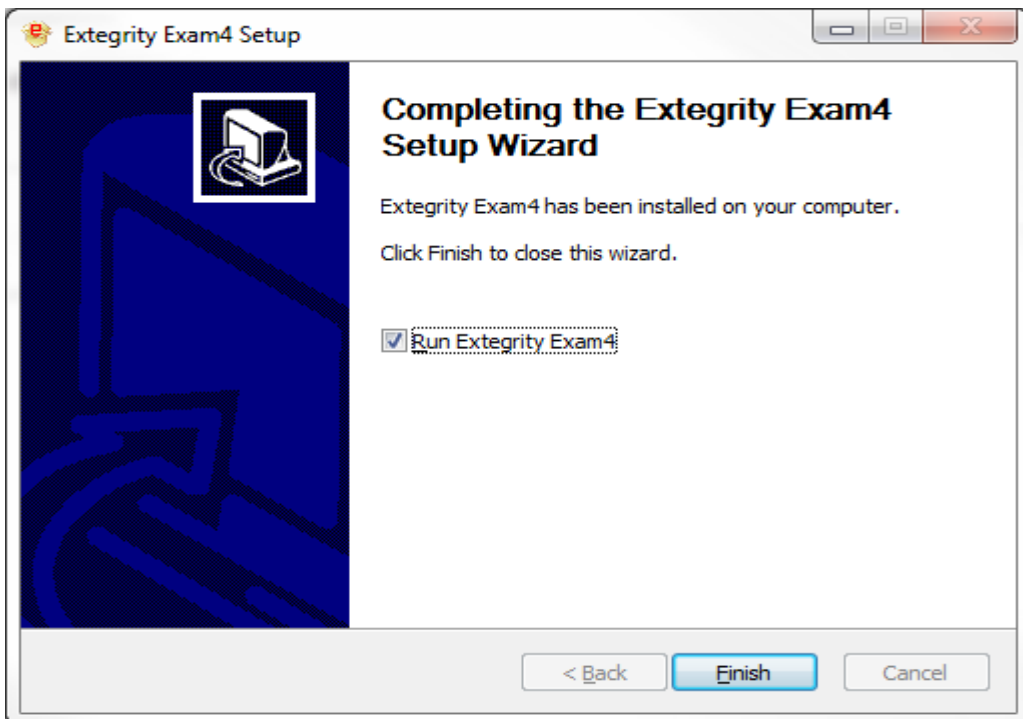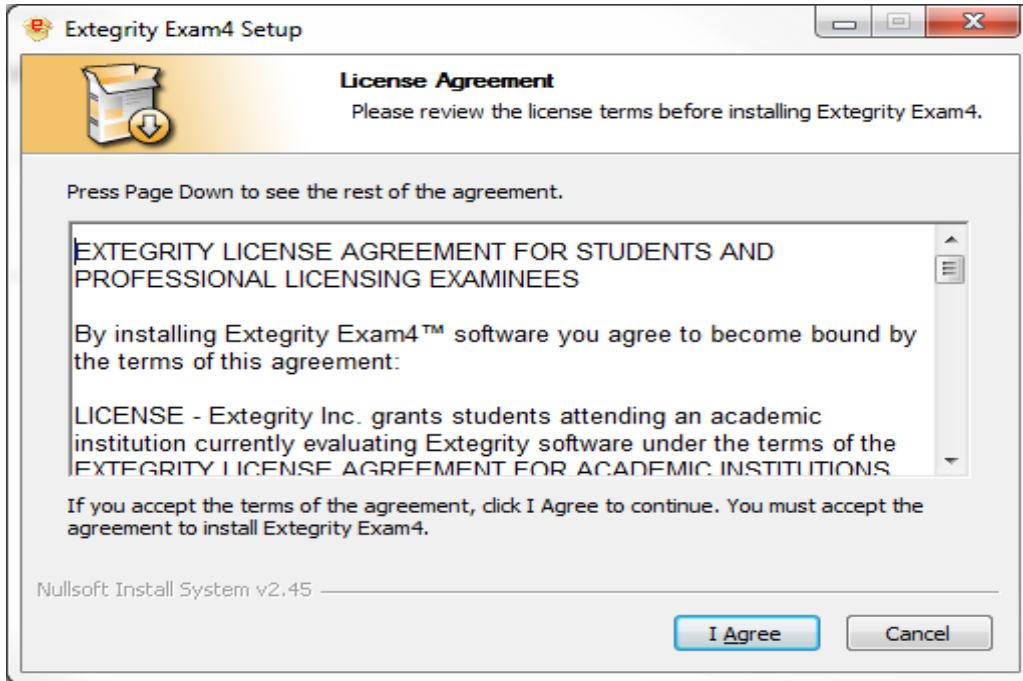
6. **You have now successfully installed Exam 4! The Exam 4 icon will then appear on your desktop**.

EXAM INSTRUCTIONS

- Before each exam:

  - Know/have your Anonymous Grading Number (AGN) available and handy.

  - Charge your laptop's battery.

  - Bring your power cord and an extension cord to the exam.

  - Practice working through the Exam 4 screens to ensure you know how to get to the "WAIT" screen. DO NOT attempt to submit any practice exams electronically.

  - Locate your class on the drop-down list of courses.

1. Double click on the Exam 4 icon on your desktop. Click "Prepare to start new exam" followed by "Next."
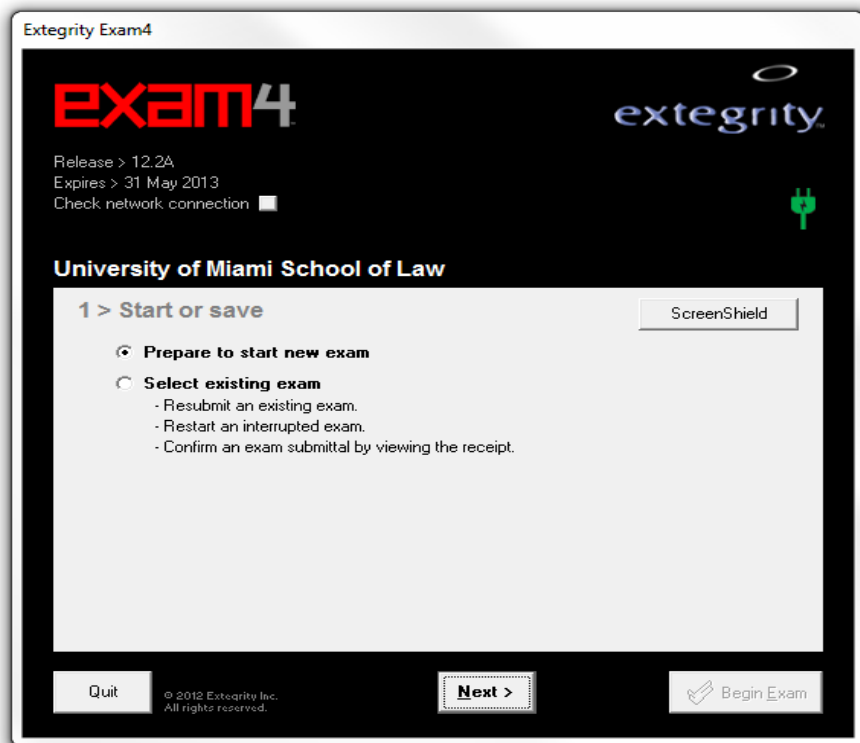
2. At the "Exam ID: Course" screen input your AGN twice and from the drop down menu select your course once then twice to confirm. Click on "Next."

3. You will then receive a re-conformation box. Check the box to re-confirm and click "OK."

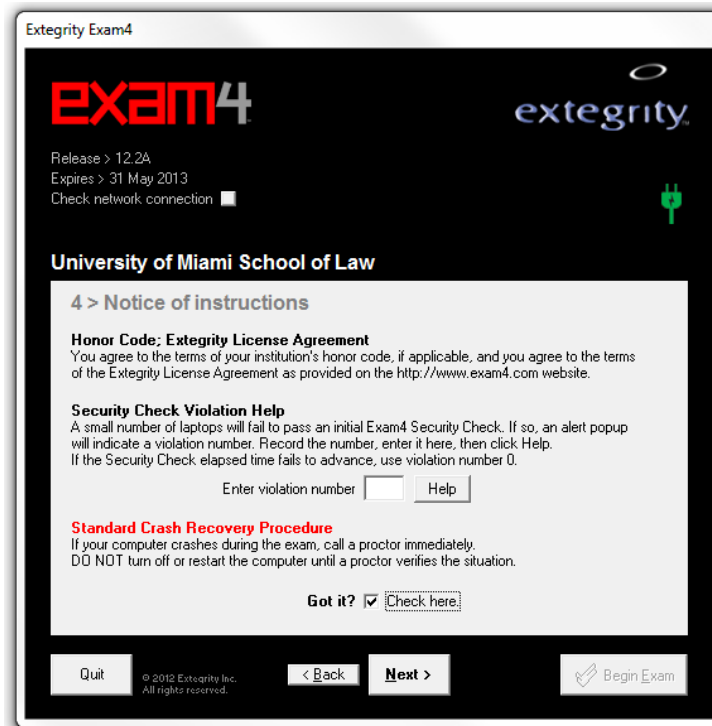4. At the "Exam Time; Font size" menu you may set the optional countdown timer, the optional alert, the font size, and/or the automatic answer separator. If you choose to use any of these features please note that they will not affect the amount of time you will be allowed to complete the exam. Select "Next."
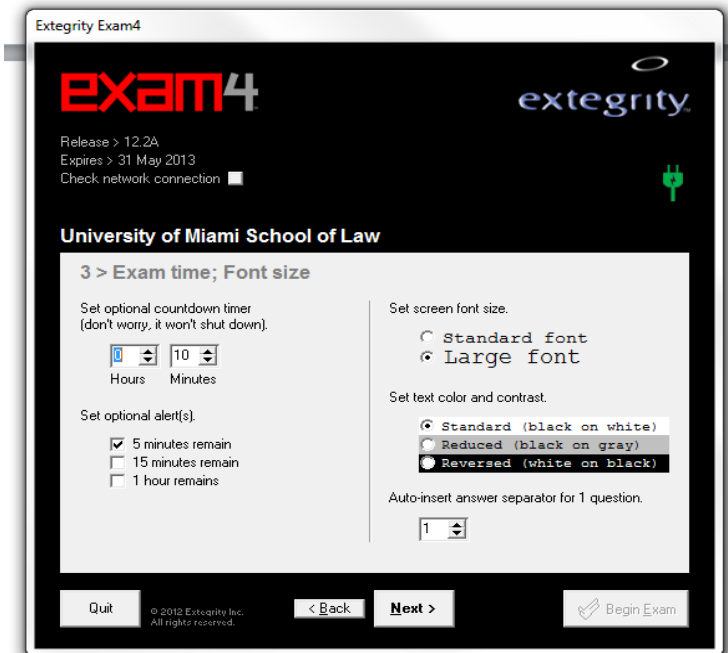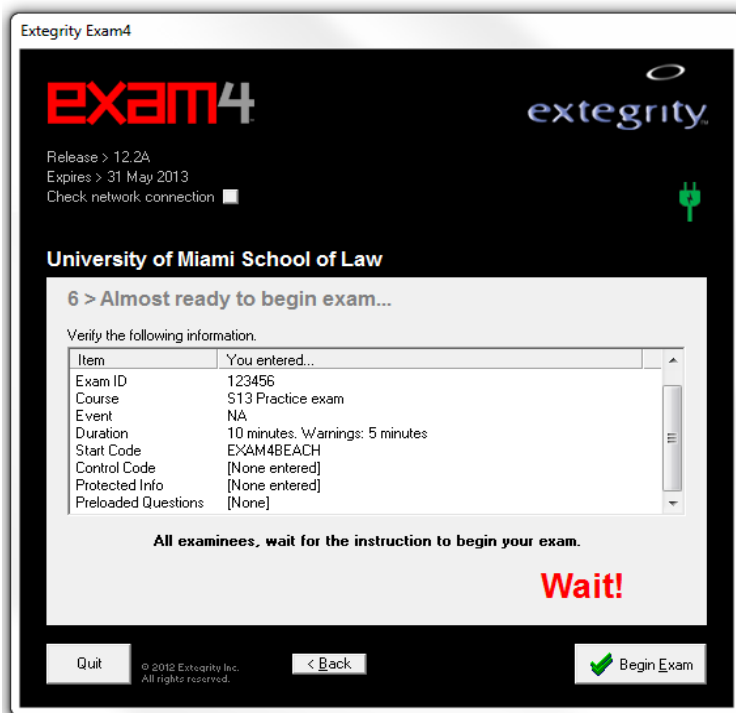

5. Read the "Notice of instructions" screen, then click "Got it".

6. At the "Exam Mode" screen type "CLOSED" then check the exam mode confirmation box and select "Next."
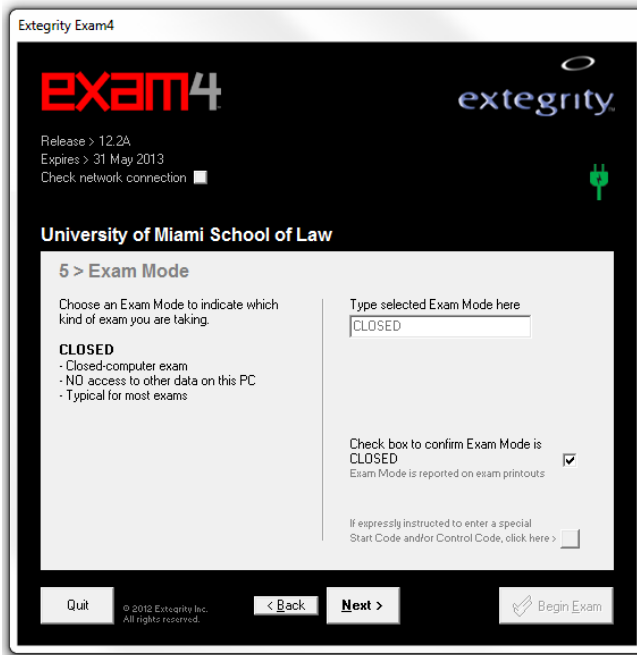
7. You will now be at the "WAIT" screen. Do not click "Begin Exam" until you are instructor to do so by the Proctor.

8. Once you are instructed to click "Begin Exam" you should do so immediately. Your computer will go through a short security check and then the typing window will open. At this point you will be in Exam Mode.

9. To end the exam click on "End Exam". In the top left corner check "confirm" then click "Ok end exam."

IMPORTANT NOTES:

- If you experience any issues with your laptop during the exam, **raise your hand** and the proctor will then give you a blue book. Hand-write the remainder of your exam. Your exam is automatically saved every 10 seconds on your hard drive therefore there is no need to rewrite your exam answers from the beginning.

- When the proctor instructs you to stop writing you must select "End Exam" immediately. Failure to select "End Exam" is a violation of exam procedures and may result in disciplinary action.

- The proctor will give a clear indication as to when you can begin to upload your exam. When instructed to do so select "Submit Exam Electronically." You will receive confirmation that your exam was submitted successfully. The proctor will likely stagger the submission of the Exam 4 exams by rows.

- If you are unable to submit your exam electronically you must remain in the exam room until a member of the Information Technology (IT) staff has retrieved your exam file from your computer or you will get instructions from the proctor to submit your exam via e-mail. Raise your hand to let the proctor know that you need assistance.

REMINDER:

1. Students must input the correct AGN when prompted. Failure to do so may result in delays in the delivery of exams to the instructor for grading.

2. Please ensure that the proper course and instructor are selected from the drop down menu.