Exam4 Multiple-Choice Exam Instructions (Paper Exam)
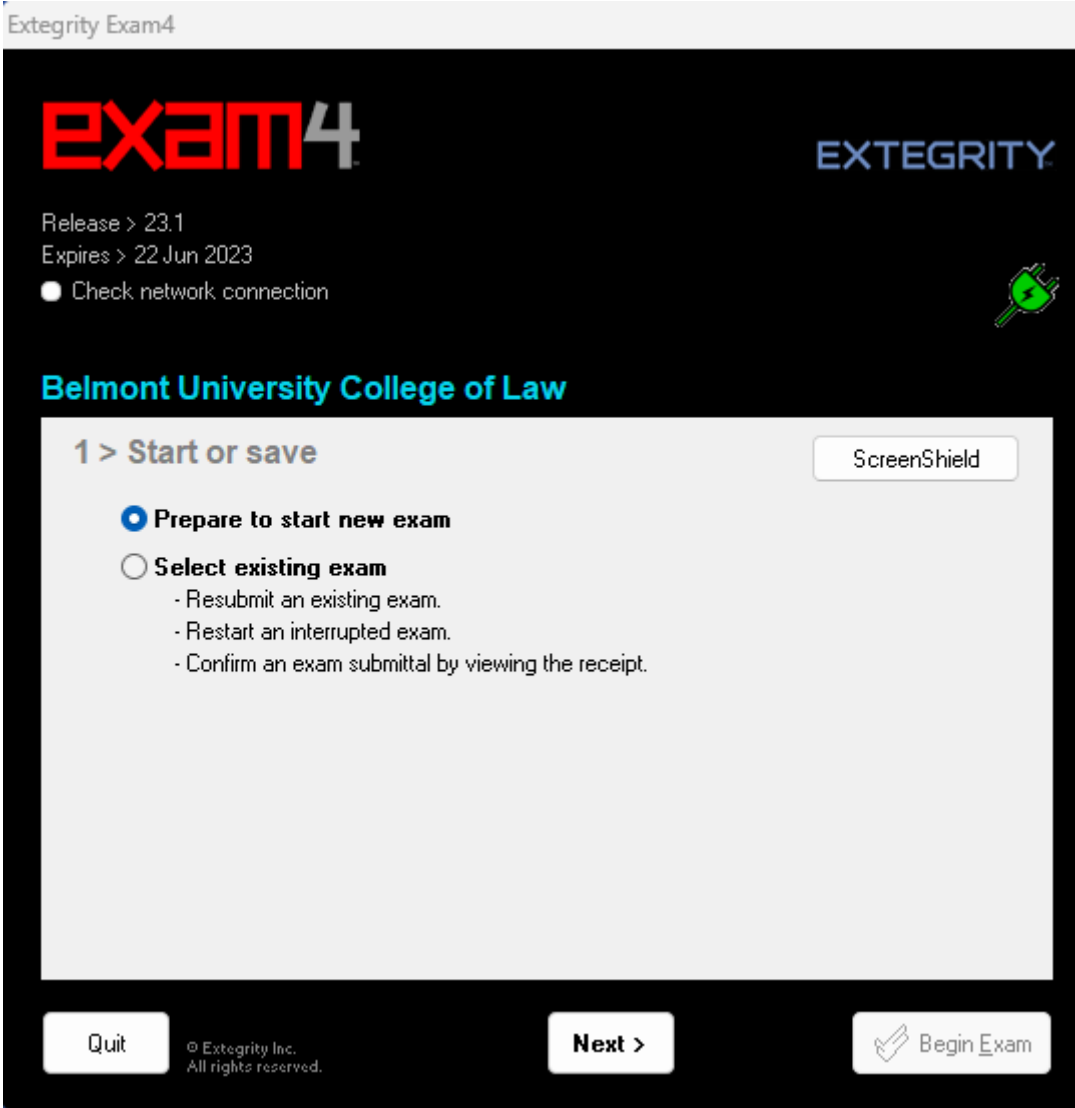
1) Open Exam4 on your computer. Choose option to Prepare to start new exam and click Next.

2) For your Exam ID, use your three-digit anonymous number provided by the faculty assistant(s). If you do not have an anonymous number yet, you can use any random number (for practice exams only).

3) For this test, use Practice Exam CLOSED and click Next. For your class exam, please choose the exam letter or number for the exam provided by the exam proctor.

Extegrity Exam4

exam4

EXTEGRITY

Release > 23.1
Expires > 22 Jun 2023
● Check network connection

Belmont University College of Law

2 > Exam ID; Course or exam title

Exam ID

123

Exam ID   (confirm)

123

Optional / protected info

Course

Practice Exam CLOSED

Course   (confirm)

Practice Exam CLOSED

Quit   © Extegrity Inc.   < Back   Next >   Begin Exam
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4) Click Check box to re-confirm and click OK.
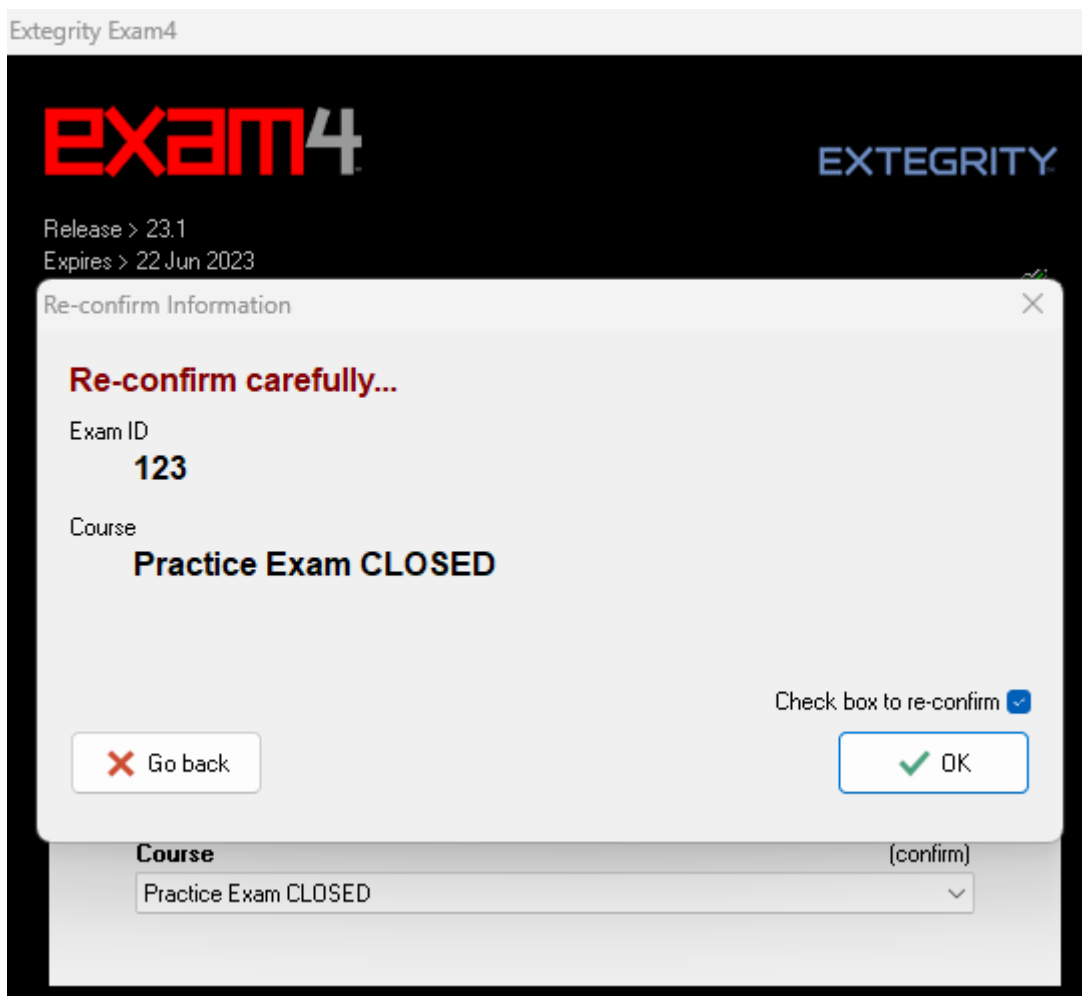
5) Set font size and contrast or keep the defaults. The timer has been disabled by the administrator. Click Next.

6) Click the Check here box in the Got it section after reading the instructions. Click Next.

7) Exams will be in CLOSED mode (if different, you will be notified via email). You will need to check box to confirm Exam Mode is CLOSED. Click Next.

8) Click Begin Exam. For your course midterm/final exam, you will wait until the exam proctor instructs you to click this button.

9) Click Multiple Choice from the toolbar.
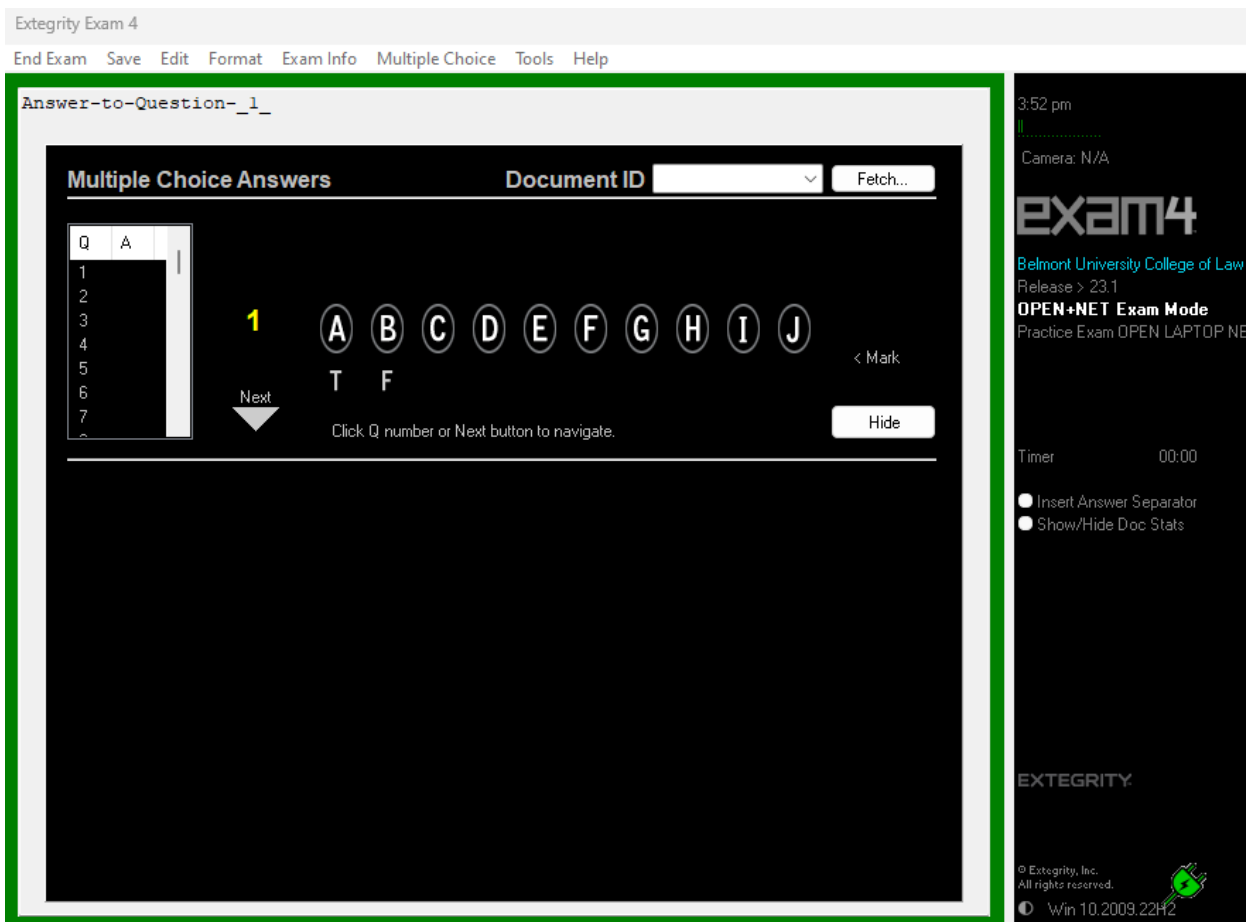
There are Q and A columns in the Multiple Choice register. Click the number of the question you are answering and click on the appropriate answer (A,B,C, D, etc or T, F).

Do not enter an exam number in the Document ID part of the Multiple Choice Answers box.

10) If you need to go back to change an answer, you can click the "Unlock" option to the right of the answer choices. If you need to mark an answer and come back to it, click the Mark option. There will be an asterisk near the question number.

11) When you are finished entering your multiple-choice answers, click the "Hide" button in the Multiple Choice Answers box and you will be returned to the essay screen. You can now answer the essay/short answer questions now by typing in the box (if needed). If you need to go back to the Multiple Choice answer box, click Multiple Choice in the toolbar.
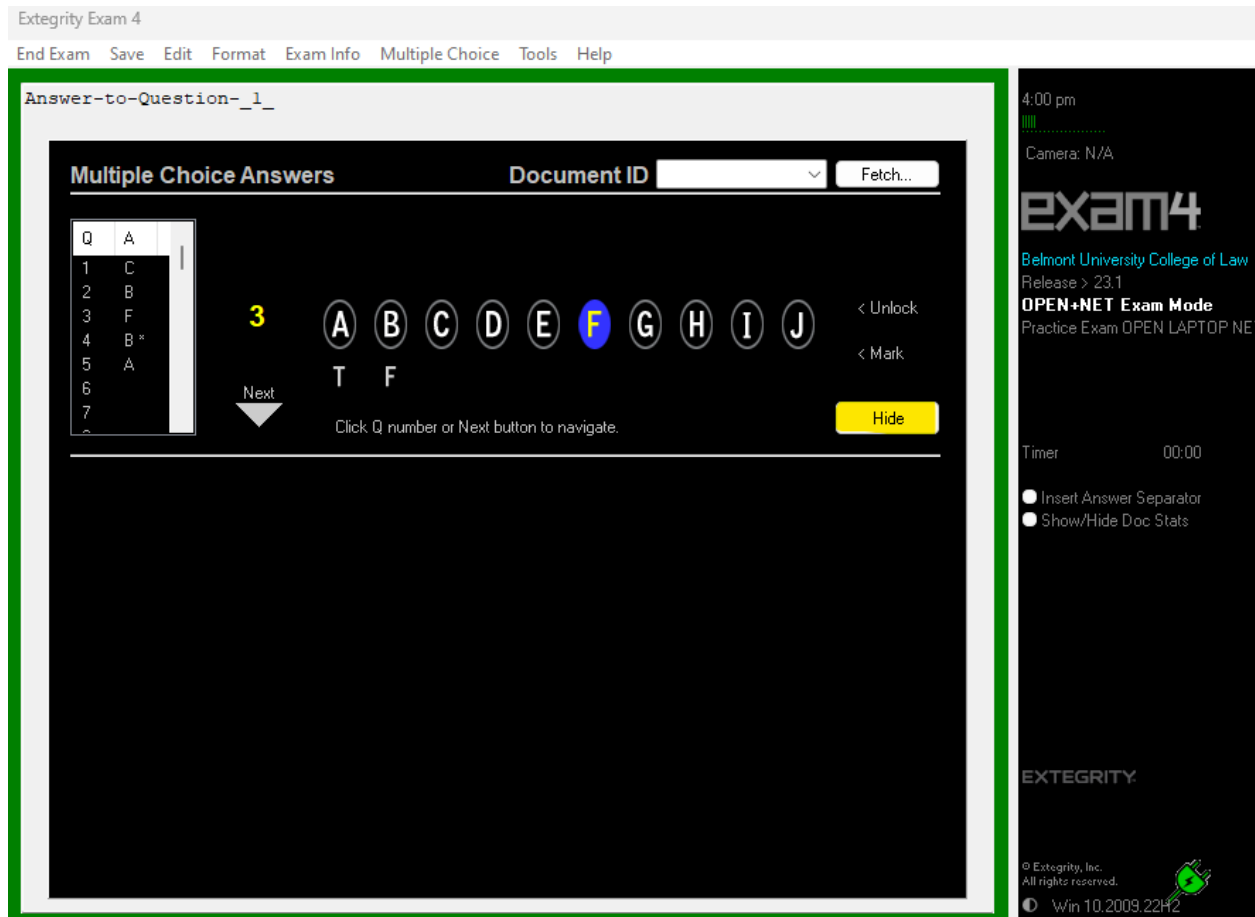
For Multiple Choice, please note the following:

Moving through the register: Use the down/up arrow keys on your keyboard to move through the multiple-choice answers in the register or use the mouse to navigate to a specific answer number. You can skip answers and leave them blank.

Choosing answers: Click on an answer choice (A-J). You can change your answer before moving on to another answer number by simply clicking on a different answer choice.

To change a previously selected answer: Click on the answer number, click "Unlock". Then, click on a different answer choice, or choose "Clear" (if available) to reset the answer to blank.

To mark an answered question for later review or to remove the mark: Click the answer number, then click "Mark" or "Unmark". An answer does not have to be unlocked to add or remove a mark.

12) To end the exam, click on End Exam.

Extegrity Exam 4

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

Answer-to-Question-_1_

3:35 pm

Camera: N/A

exam4

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OPEN+NET Exam Mode
Practice Exam OPEN LAPTOP NET

Timer   00:00

○ Insert Answer Separator
● Show/Hide Doc Stats

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◑ Win 10.2009.22H2

13) Check box to Confirm and click OK.

End Exam

Are you sure you want to end your exam now?

☑ Confirm

Cancel   OK

To clear a stray menu, try Enter, Alt-Tab or Ctrl-Alt-Tab.
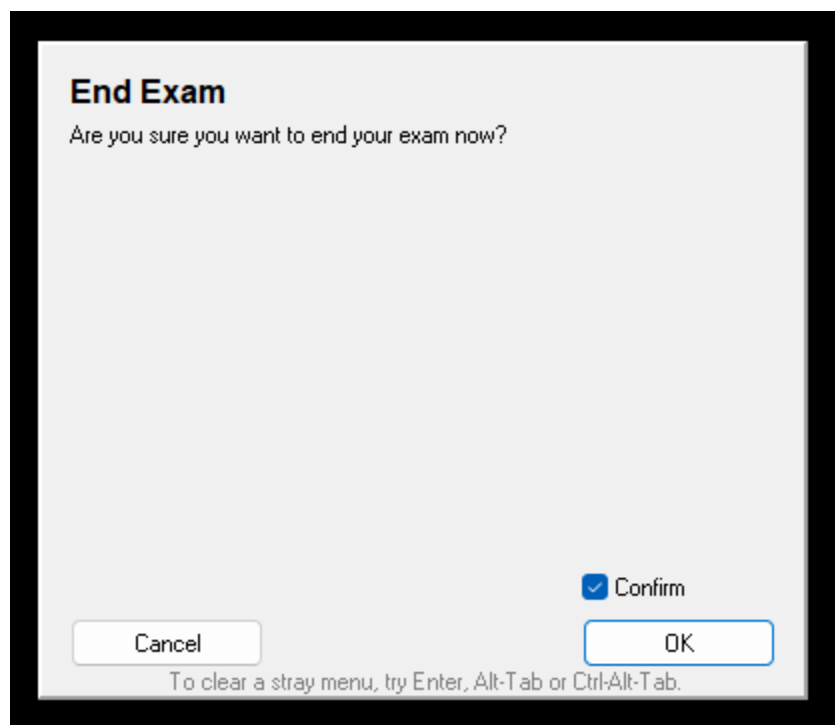
14) Click Submit Electronically.
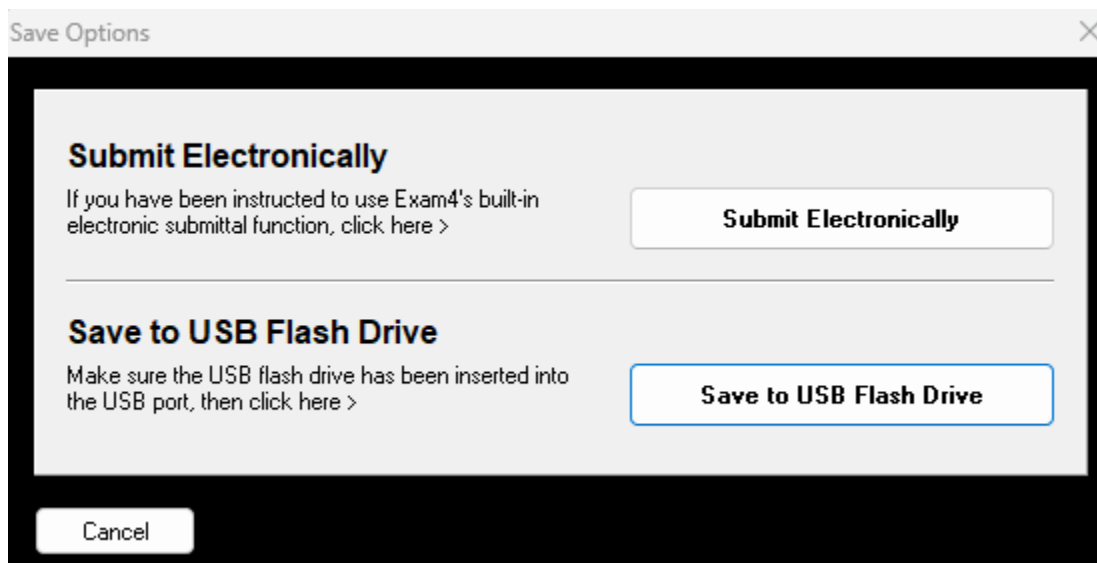
15) You will see a message that the exam has been submitted successfully. Click the I understand box and Ok to end.

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: 123_230523_PracticeExamOPENLAPTOPNETWORK_NA_EXAM4MELON_2848 -
0.xm3

Timestamp: 2023/05/23 - 15:39:27

☑ I understand

✔ OK

16) Go to Exit Exam4, Exit Exam4 now.

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 already done
so.

3:38 pm

Camera: N/A

exam4

Belmont University College of Law
Release > 23.1
OPEN+NET Exam Mode
Practice Exam OPEN LAPTOP NE
Exam Complete
Confirmation #

(2)(8)(4)(8)

Timer   00:00

● Insert Answer Separator
● Show/Hide Doc Stats

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17) Check the I'm sure box and click Exit Exam4.