Exam Day Check List (The Green Sheet)
Exam4 Software Instructions

You must be connected to the Internet before launching Exam4. Test your Internet connection by pointing your browser to a few web pages. You cannot access the software without an initial Internet connection.

Step 1: Preparation - Before the Start of the Exam:
- Ensure Microsoft Office “Windows Update” is disabled.
- Plug in your laptop, do not rely solely on your battery event if it’s new and completely charged.
- Start the Exam4 program by double-clicking on the Exam4 icon. Select Prepare to start new exam and then click Next.
- Check your network connection by clicking on the box beside Check network connection.
- Enter your Code Name. You must enter your code name twice (i.e. in two fields).
- Select your course from both lists. Be sure to select the correct course and section. Click Next, then re-confirm your exam selection if it is correct, otherwise Go Back and fix it.
- Setting the Timing Function is optional. This function does not shut down the program when the time you have set is complete. If you opt to use this feature note that you can’t reset the timer once you have clicked “start exam”. Click Next.
- Set your font size. To protect your privacy, select “standard font” and keep your screen fairly dim to ensure your work is only visible to you. Click Next.
- Read the Notice of Instructions and place a check in the Got it? box. Click Next.
- Click the checkbox to confirm your Exam Mode. Click Next.
- Your exam choice and code name will display for verification. Verify that they are correct.
- Although you will see “Wait!” written in red letters, don’t wait, proceed directly to the next step.
- Click Begin Exam, begin the system security check. After this point you are ready to type your exam answers. Do NOT view your exam questions or begin typing until instructed to do so by the invigilator.

Step 2: When the invigilator says “Begin Your Exam”:
- If your exam has a mandatory reading period, you may not type during that time. You will be provided with scrap paper to make hand-written notes during this time.
- When advised to proceed, you may begin typing your answers.
- For the second question you answer, and all following questions, go to the menu and select Tools, then select Insert Answer Separation. You should place answer separations between all of your answers to clearly define which question you are answering. Be sure to number them.
- If you encounter a multiple choice question on your exam, please just type the answers in (do NOT use the built in multiple choice selector tool).

Step 3: When the invigilator says “Stop Your Exam”:
- Select End Exam then End Exam Now from the menu.
- Click the checkbox to Confirm and click OK, end exam.
- Click Submit Electronically. You might receive the message: Your file has been stored on the server. Click OK.
- If you are not able to Submit the Exam electronically, follow the steps to exit Exam4. You must then open another web browser to re-establish Internet connectivity, try browsing to websites. Once you are connected to the Internet, return to Exam4 by double clicking on the icon on your desktop. Click Select existing exam, select the exam you just wrote. Click Submit your exam electronically.
- You will see a window that says “Exam Submitted Successfully”. Click the checkbox linked to I understand. Click OK.
- A window should now indicate that 100% of your exam has been stored. Click Close.
- Go to File and Save Options on the menu. Select Exit. Check I'm sure and then click Exit Exam4.
- If you are still unable to submit the exam, seek assistance from the technical support staff in the exam room.

Please turn over, Standardized Exam Procedures are on Other Side
Exam Day Check List (The Green Sheet)
Standardized Exam Procedures for All Students
(These instructions will also be on page 2 of your exam cover page)

EXAM PROCEDURE SPECIFIC TO EXAM4 SOFTWARE USERS

1. You must sign the “Arrival” signature sheet when you arrive in the exam room and the “Departure” signature sheet when you leave at the end of the exam.

2. This is your print copy of your exam. Please write your CODE NAME on the front page, and at the end of the exam hand it in to the exam assistant prior to signing the “Departure” signature sheet and leaving the room. You MUST NOT remove the exam questions from the exam room.

3. Refer to the separate “Exam Day Check List” (green sheet), distributed with this exam, for Exam4 instructions. Please return the green sheet to the exam assistant at the end of the exam so it can be re-used.

4. You must submit your final exam answers to Exam4 using your CODE NAME ONLY at the end of the exam before leaving the classroom.

5. **If your laptop fails and cannot be quickly recovered, immediately notify the invigilator. Do not turn off your laptop.** You have the option to continue writing the exam either (1) by hand in a paper booklet or (2) in a backup laptop provided by the school if one is available. If no laptops are available, you will be given booklets to handwrite the exam. Do not retype or rewrite what you have already done, continue where you left off prior to laptop failure. You will be expected to complete the exam in the regularly allotted time. At the end of the exam a technician will work with you to ensure that your work is retrieved and submitted electronically before you leave the exam room. It will be submitted to your instructor for grading along with the booklet or the answers from the replacement laptop.

EXAM PROCEDURE SPECIFIC TO EXAM BOOKLET HAND-WRITERS

1. You must sign the “Arrival” signature sheet at the front of the room when you arrive in the exam room and the “Departure” signature sheet when you leave at the end of the exam.

2. In the exam booklet, write with a pen on every other line on one side of each page only. **Ensure that your writing is legible.**

3. **DO NOT USE YOUR REAL NAME. Use your CODE NAME ONLY on the exam booklets.** Print your code name clearly in the “Permanent Reg. No.” block in the upper left corner of the examination booklets, on your exam envelope and in the space provided on the front page of these exam questions. Number your booklets.

4. When you are finished the exam, place the examination questions and all your examination booklets in the envelope provided. **Do not hand in scrap paper.**

**NB. These standardized exam procedures will also appear on the second page of your exam cover pages. You must also carefully review the instructor specific exam instructions on the front page of each of your exams. The instructor specific exam procedures can vary significantly from one exam to another.**

Please turn over, Exam4 Software instructions are on Other Side