Exam Software at UVic Law
Important Exam Information
Summer Session 2015

Exam Software

UVic Law students will be using exam software for all (non-take-home) final exams.

The exam software (Exam4 by Extegrity www.exam4.com) will allow you to type your exam answers onto your laptop during the scheduled exam time. You will download the software onto your laptop (PC or Mac) so it can be used as a "dedicated essay exam-taking machine" using a very basic word-processing interface. The software allows you to type your exam answers but in Closed Mode blocks access to everything else. Spell check and some other basic features are available.

Opting Out of Using the Software: Permission Required

Students are expected to use the software. Students requesting to hand-write must contact Yvonne Lawson, Manager, Academic Administration and Student Services at least one week prior to their exam(s). Permission to hand-write will be granted for reasons of accommodation, on a case by case basis.

Exam4 Software Modes: "Closed", "Open Laptop" or "Open Laptop and Network" Mode

Some course instructors may choose to permit their students to access their electronic files and/or the internet during a specific exam. This is still relatively uncommon however, and the instructor will advise the class of this well in advance. Most exams will be written with Exam4 set to Closed Mode. Instructors must decide on the mode early in the term and once a version of Exam4 has been posted on the web for download, the mode cannot be changed. Do not confuse this with open and closed book exams, which refers to the print materials permitted in the exam room. These are the three Exam4 modes available for instructors to choose:

- **CLOSED MODE**: Word processing functionality only, all other applications blocked; or
- **OPEN LAPTOP MODE**: Word processing and access to files on computer. No network or internet access; or
- **OPEN LAPTOP AND NETWORK MODE**: Word processing, access to files and access to network and internet.

August Exams: Exam4 Modes

The two final exams in August have been set up in the following Exam4 modes:
- Law 307B Civil Procedure with Drafting (Peter Lawless) - Exam4 in CLOSED MODE
- Law 315 Business Associations (Dan So) - Exam4 in OPEN LAPTOP MODE

Requirements

Students using the software for their first time MUST attend a "Software Download and Practice Exam" session prior to their exams. In summer term 2015 no session will be held as few students are in this situation. Students that used the software in past terms must download the latest version of the software and submit a practice exam at least 48 hours in advance of the day of their exam.

The summer 2015 exam version of the software is available for download now. Any version you have from past terms must be replaced. The new version will indicate an **expiry date of "30 Sep 2015"**.

Important! Operating System Compatibility: The summer 2015 version of the software may be used with the following operating systems **ONLY**:
- Windows Vista, Windows 7, Windows 8 and Windows 8.1
- Mac 10.6 (Snow Leopard, 64 bit only), Mac 10.7 (Lion), Mac 10.8 (Mountain Lion), Mac 10.9 (Mavericks) and Mac 10.10 (Yosemite)

The summer 2015 version of Exam4 can NOT BE USED with Windows XP, Windows 10*, Mac 10.4, Mac 10.5, tablets, Linux, androids, smart phones, etc. If you have a non-compatible operating system, you must upgrade your software or purchase or borrow a laptop (see below).

*IMPORTANT: Due to the release date of the upcoming Windows 10 operating system, it will not be supported in summer term 2015. **Do not upgrade to Windows 10** or buy a new laptop with this operating system if you plan to use your own laptop for UVic exams in August 2015.

<u>New</u> **Exam4 Users - Mac and PC:**

- Most, if not all students have attended a session and/or used the software so no download sessions are scheduled this term.
- Please configure your laptop following the posted instructions for Mac and PC, download the software and start and submit a practice exam - be sure to leave your laptop in "writing" mode for over an hour as suggested in the instructions.
- If you would like assistance with the laptop configuration or software, please contact Jordan Forbes in the front office at lawaoa@uvic.ca as soon as possible.

Laptops and Peripherals

- Students who wish to attach an auxiliary keyboard and mouse to their laptop during an exam may do so, however attachment of a second screen, monitor or other device is strictly prohibited.
- The Faculty of Law has a <u>limited</u> number of laptops that can be loaned to students. Students who do not currently own a reliable laptop should plan to purchase one.
- To request use of a Faculty laptop, email Jordan Forbes at lawaoa@uvic.ca well in advance of your exams. List the exam date(s), exam time(s) and course(s). If you borrowed a Faculty laptop in the past, you must still make a separate request for each individual exam in the future. Booking of the laptops is "first come first served".

Exam Day: Arrival Time, Start Time and Laptop Preparation

- Students must have already followed the instructions in the **How to Prepare your Laptop for Exam4** documents <u>in advance</u> of the exam day.
- Students must have already downloaded the latest version of the software and taken a practice exam <u>in advance</u> of the exam day.
- Students using the software must <u>arrive at least 20 minutes prior to the start</u> of any given exam to allow time to sign in and log on to Exam4. Copies of the Exam Day Check List (the green sheet) will be provided and technical support staff will be on site.
- Students arriving late risk losing exam writing time and the benefit of technical support.
- Students must bring their laptop <u>power cord</u> AND also ensure their <u>battery is fully charged</u>. Exam4 uses a lot of energy.
- Students sensitive to noise are advised to take ear plugs into the exam room or to contact Yvonne Lawson (lawmaass@uvic.ca) prior to the exam.

Technical Issues during an Exam

If your laptop fails during an exam, and cannot be quickly recovered, stay calm. 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 <u>if one is available</u>. The availability of a backup laptop will vary from exam to exam, as some students need to borrow laptops to write their exams. This lending takes priority, and if all of the laptops are loaned out in an exam, you will be given a booklet to handwrite the remainder of the exam. There are no guarantees that a laptop will be available. If your laptop fails during an exam, do not re-type or re-write what you have already typed. The exam answers that you typed on your laptop will be retrieved with the assistance of technical support staff after the exam has ended. They will be printed and submitted to your instructor for grading along with the booklet and/or answers from the replacement laptop.

Important Exam4 Documents posted on the Student and Academic Matters Webpage

Student and Academic Matters Webpage: http://www.uvic.ca/law/jd/studentacademicmatters/index.php
- Software Download Instructions (yellow sheet)
- Exam Day Check List (green sheet)
- Fixing Windows High-Resolution Display Issues **(new)**
- How to prepare your Windows laptop for Exam4
- How to prepare your Mac laptop for Exam4
- Important Notice to Mac users

Address any questions to:

Jordan Forbes, 250.721.6162, lawaoa@uvic.ca; or
Yvonne Lawson, 250.721.8153, lawmaass@uvic.ca.

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