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

You must be connected to the network before logging into Exam4. Test your connection by accessing a few web pages. You cannot access the software without an initial network connection.

**Step 1: Preparation – Before you Begin the Exam:**
- Plug in your laptop, do not rely solely on your battery even if it's new and completely charged
- Close all unnecessary applications
- Start Exam4 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 countdown timer is optional. We do not recommend this option as you can’t accurately synch the timer with the real time exam. If you do use it, you can’t reset the timer once you have clicked “start exam” and run the security check. The timer does not shut down Exam4 or prevent you from submitting your exam electronically when the time you have set is complete.
- 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, you must continue to the next step.
- Click Begin Exam, this begins the system security check. This can take several minutes and should be done well before the start of the actual exam. When the check is complete, your laptop is ready for the exam. 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.
- If there are multiple questions, you can go to the menu and select Tools, then select Insert Answer Separation. This is not required but whatever you choose to do be sure to clearly number your answers.
- 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).
- If you choose to run the spell check, it must be done during the exam time not after the exam has ended.

**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. The text on your screen will turn blue.
- Click Submit Electronically.
- You will see a window that says “Exam Submitted Successfully”. Click the checkbox linked to I understand. Click OK.
- If you are not able to Submit the Exam electronically, it is because you have lost your network connection. Exit Exam4 then re-establish connectivity. Once you are reconnected, 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.
- 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