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

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 or quit 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 <u>Code Name</u>. You must enter your code name twice (i.e. in two fields).

☑ Select your course from both lists. <u>Be sure to select the correct course and section</u>. Click **Next**, then re-confirm your exam selection if it is correct, otherwise **Go Back** and fix it.

☑ If you set the timer, note that it starts counting after the security check has completed. Set the time accordingly. 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 type any text into the exam file** until the exam time has formally begun and the compulsory reading period, if there is one, has ended.

☑ **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 <u>not</u> type during that time. You will be provided with scrap paper to make hand-written notes during this time. If the exam is in OPEN mode you may scroll through your permitted documents.

☑ When advised to proceed, you may begin typing your answers.

☑ If there are multiple questions you can select **Insert Answer Separation**, by clicking the option to the right of the screen. Whether you use it or not, 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":

☑ Stop typing. 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.

<u>Please turn over, Standardized Exam Procedures are on Other Side</u>

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)

General Exam Room Instructions

1. Arrive at least 15 minutes prior to the scheduled start time of the exam.

2. Sign into the exam room by signing the signature sheet at the front of the room when you arrive. Sign out of the exam room by signing a second signature sheet when you leave the room at the end of the exam.

3. This is your print copy of your exam. Write your codename on the front page. Hand in this print copy of the exam questions to the exam assistant prior to signing out of the room when the exam has ended. You may not remove the exam questions from the exam room.

4. Refer to the separate Exam Day Check List (green sheet) distributed with this exam, for Exam4 instructions. Login to Exam4 and run the security check before the exam begins.

5. If your laptop fails or freezes, stay calm and don't turn off your laptop. Immediately notify the invigilator. You will have the option to continue writing the exam either (1) by hand in an exam booklet; or (2) in a backup laptop that we will provide if available. Do not retype or rewrite what you have already done, continue where you left off prior to laptop issue. At the end of the exam, staff 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.

6. Good luck on your exam!

NB. All exams are printed double sided. These "General Exam Room Instructions" will appear on page 2 of all exam cover pages. There will usually be a blank page 3 and the exam questions will begin on page 4.
Carefully review the instructions on page 1 of your exams, which will detail the specific exam. The exam-specific instructions on page 1 can vary significantly from one exam to another.