



Exam4 is an electronic word processing program. Students at Colorado Law will use it to write exams after downloading the exam software for each exam season. This may require students to download the software more than one time in a given term if a class has both a midterm and final exam. Exam questions will appear in the software after both the unique, six-digit student exam ID and document ID are inputted at the appointed time. Students are responsible for knowing how Exam4 works, downloading the proper exam software package each term (Fall, Spring, and Summer).

Students can download the exam software and watch practice exam videos at [www.exam4.com](http://www.exam4.com)

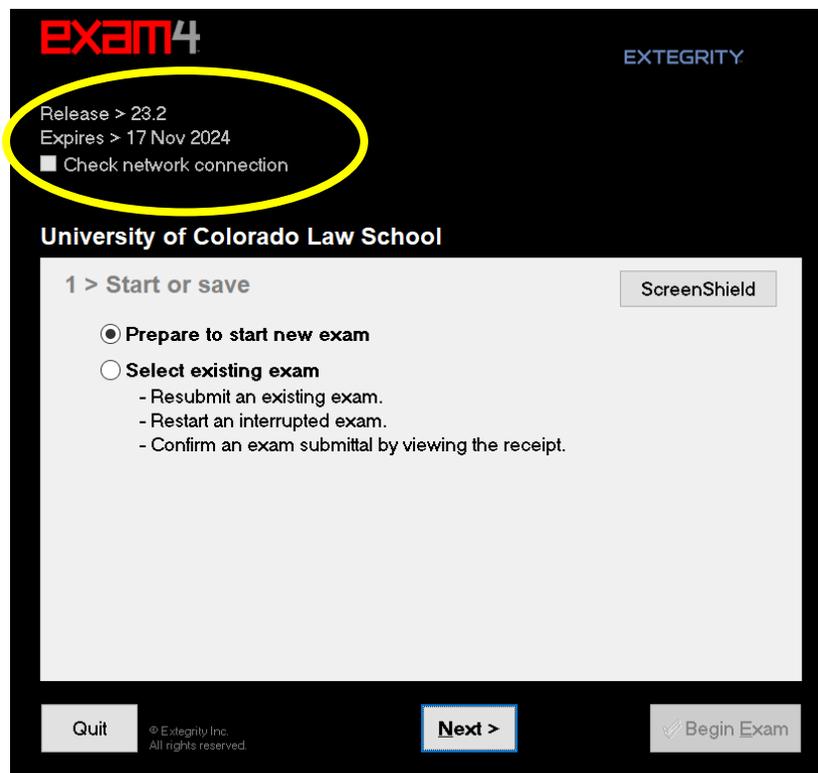
For a practice exam, students can enter a number in the Exam ID area. It is a good idea NOT to use a real Exam ID. For a real exam, make sure you obtain your unique, six-digit Exam ID before opening Exam4.

You can obtain your exam credentials here: <https://www.colorado.edu/law/examid>

General exam information at Colorado Law: <https://www.colorado.edu/law/academics/exam-procedures-technology>

Questions can be directed to [lawreg@colorado.edu](mailto:lawreg@colorado.edu) or [lawit@colorado.edu](mailto:lawit@colorado.edu)

**STEP ONE:** Click “Prepare to start a new exam” and then click “Next” to move to the next screen. Verify that you have the current version of Exam4 by checking the expiration date.





**STEP TWO:** For a practice exam, you can enter any number in the Exam ID area. It is a good idea **NOT** to use a real Exam ID. For a real exam, make sure you obtain your unique six-digit exam ID for your exam.

Example: Exam IDs should be something like 123456.

Next, use the drop-down button to choose your exam. If it is a class with more than one section, like Legal Ethics, make sure you choose the correct section, which will be listed by professor.

Release > 23.2  
Expires > 17 Nov 2024  
 Check network connection

**University of Colorado Law School**

2 > Exam ID; Course or exam title

Exam ID  
123456

Exam ID (confirm)  
123456

Protected info (optional)

Course  
Practice Exam - TAKEHOME

Course (confirm)  
Practice Exam - TAKEHOME

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**STEP THREE:** The next page will ask you to re-confirm what you entered. The Exam ID should be a **six-digit number** and NOT the Document ID, which is a nine-digit code starting with the letter “D”.

Example: Exam IDs should be something like 123456.

Once you are sure you have entered the correct credentials, click the check box and hit the okay button.

Re-confirm Information

**Re-confirm carefully...**

Exam ID  
123456

Course  
Practice Exam - TAKEHOME

Check box to re-confirm

Go back OK



**STEP FOUR:** Students are responsible for reviewing the exam cover page in advance of each exam. It is posted approximately 1-2 days before the exam in Canvas. The total time allowed for your exam will be noted there. Students need to input the total time allowed for their exam in the countdown timer area. The software will not automatically close your exam when the time has elapsed. Students need to end their exams when the time is up. Students can also set optional alert(s) in Exam4 (see below). Lastly, students can add answer separators at this stage, but those can also be added once the exam begins.

**EXAM4** EXTEGRITY

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3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).

3 0  
Hours Minutes

Set optional alert(s).

5 minutes remain  
 15 minutes remain  
 1 hour remains

Set font size and contrast

Small  Standard  
 Medium  Reduced  
 Large  Reversed  
 XL

Auto-insert answer separators for 3 questions.

3

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**STEP FIVE:** Acknowledge the Honor Code notice. You can read about the Law School Honor Code [here](#). Click the checkbox and then click next.

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4 > Notice of instructions

**Honor Code; Extegrity License Agreement**  
You agree to the terms of your institution's honor code, if applicable, and you agree to the terms of the Extegrity License Agreement as provided on the exam4.com website.

**Exam4 Security Check Help**  
If your computer fails the check, record the violation number and go to exam4.com/support for help.

**Crash Recovery Procedure**  
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer unless expressly directed to do so.

Got it?  Check here

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**STEP SIX:** Make sure you have a network connection and your laptop is fully charged. The exam mode settings should be pre-populated for you in most cases. Click the checkbox and then click next.

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**5 > Exam Mode**

Choose an Exam Mode to indicate which kind of exam you are taking.

**CLOSED**  
- Closed-computer exam  
- NO access to other data on this PC  
- Typical for most exams

**OPEN**  
- Open-computer exam  
- Access to other data on this PC  
- Option: NETWORK adds access to the local network and/or Internet

**TAKEHOME**  
- Use only for takehome exams

Type selected Exam Mode here  
TAKEHOME

Check box to confirm Exam Mode is TAKEHOME  
Exam Mode is reported on exam printouts

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**STEP SEVEN:** Make sure you have the Document ID handy **BEFORE** starting the exam. It can be found both in the Canvas exam announcement and the exam info website [here](#). Confirm you are entering the correct exam and that the duration settings are correct. It is the student's responsibility to enter and verify their settings. If you are taking an in-person exam, wait to click "Begin" until told to do so by the proctor.

**EXAM4** EXTEGRITY

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**University of Colorado Law School**

**6 > Almost ready to begin exam...**

Verify the following information.

Item	Please confirm...
Institution	University of Colorado Law School
Exam ID	123456
Exam Mode	TAKEHOME
Course	Practice Exam - TAKEHOME
Duration	3 hours . Warnings: 5 minutes, 15 minutes, 1 hour
Protected info (o...	[None entered]

**Wait!**

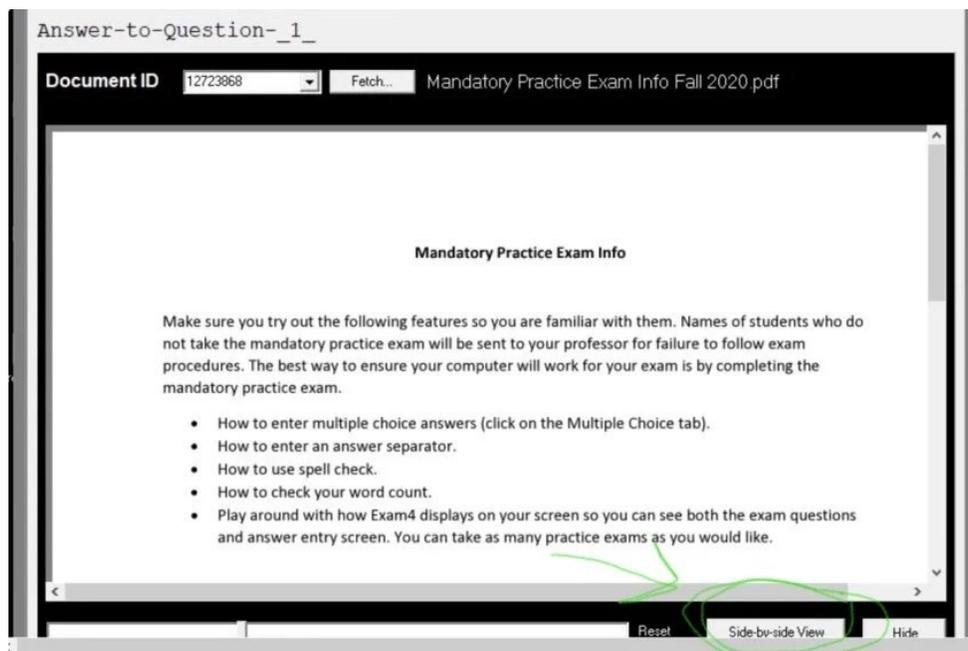
Wait for the instruction to begin your exam

If you are taking a remote exam, follow the written instructions.

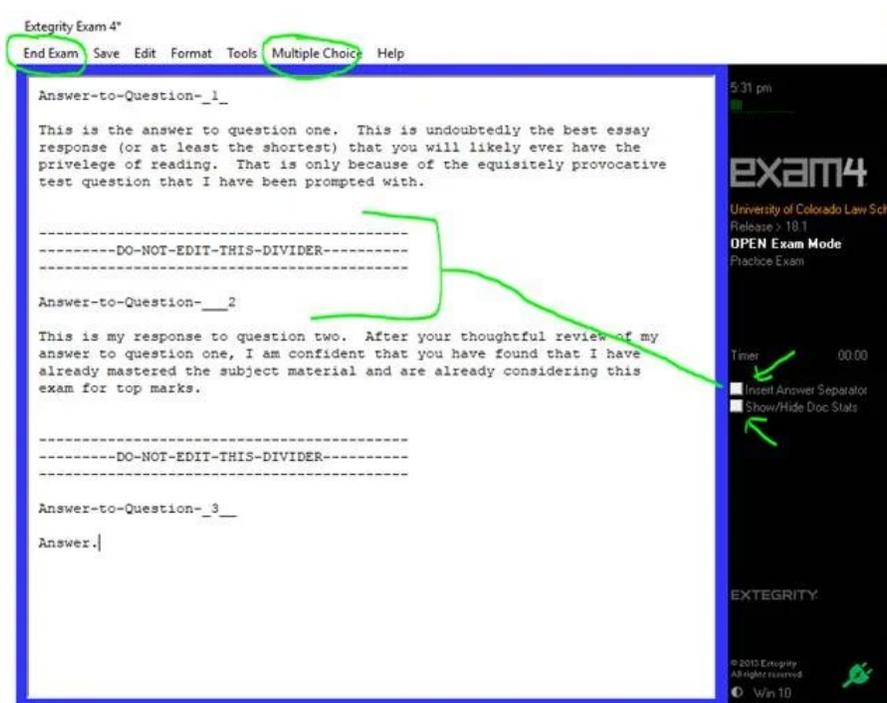
Quit © Extegrity Inc. All rights reserved. < Back Begin Exam



**STEP TEN:** Play around with the Exam4 functions so that you understand how to use them. The essay section of the exam is essentially a blank sheet of paper. **You will need to annotate for your professor which responses go with which questions.** You can insert answer separators that allow you to check word count. Spell check is available from the Tools menu, but does not check automatically as you type. The multiple-choice menu will pull up the multiple choice/true false response sheet. Click on the Side-by-Side View to see both the questions and the answer entry area.



**STEP ELEVEN:** Students can add additional Answer Separators as well as view/hide their document statistics. Students can also click on the Tools menu option to see document statistics. Note that there is a menu option for entering Multiple Choice responses.

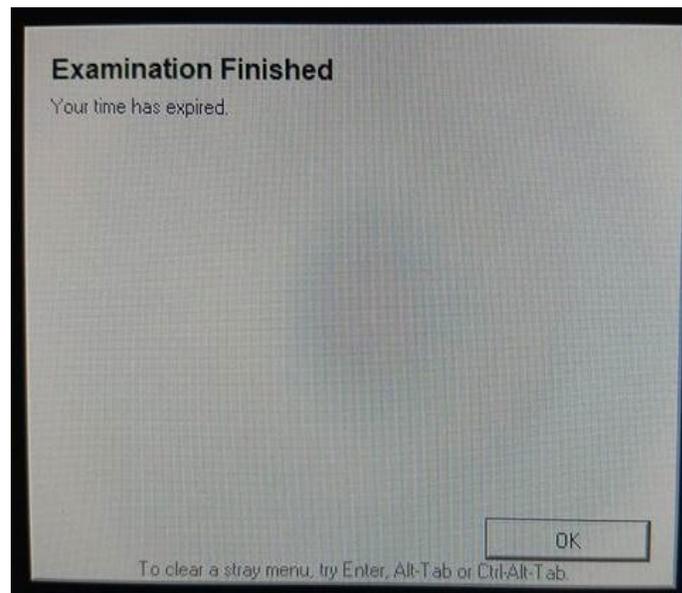


**STEP TWELVE: MAKE SURE YOU ENTER YOUR MULTIPLE-CHOICE ANSWERS IN THE MULTIPLE-CHOICE AREA OF EXAM4.**

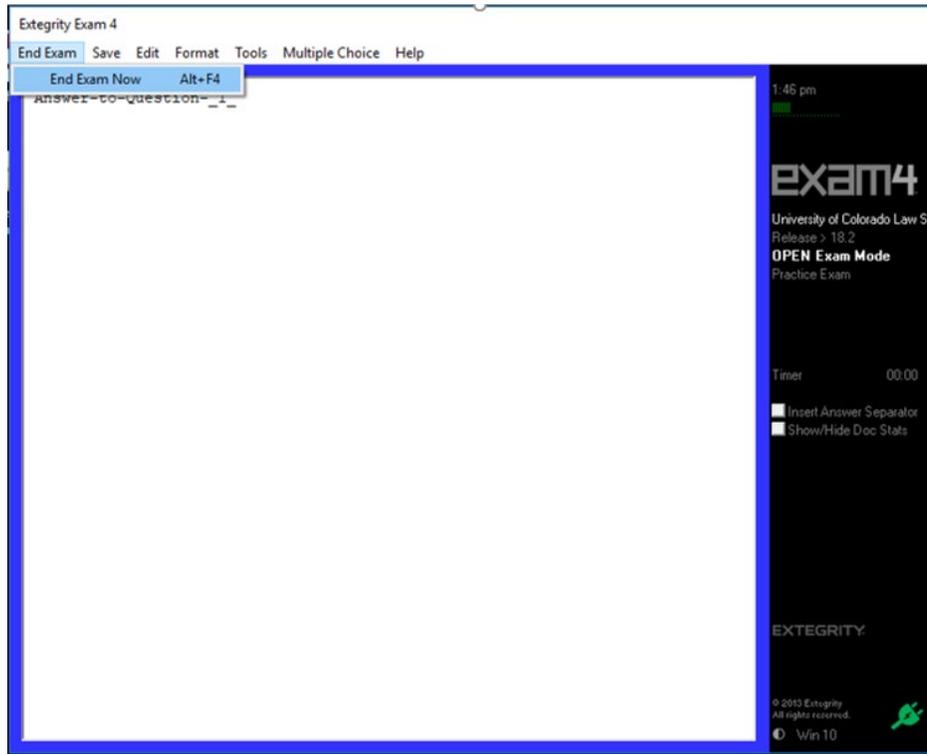
Answers are saved as you enter them and you can then click the "hide" button to go back to the essay portion of Exam4.



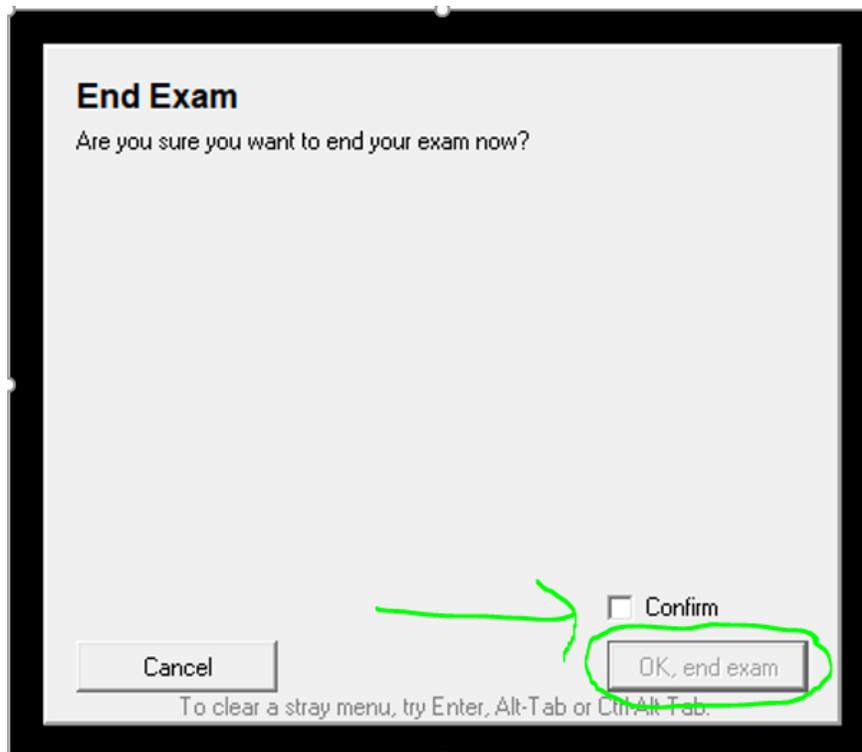
If you are still working on your exam when you set a timer and the time runs out, you will receive a message that looks like this (below). You should immediately close your exam. **Note: The timer is a notification that your exam time has run out. Exam4 will not end the exam. Students must close and submit the exam.**



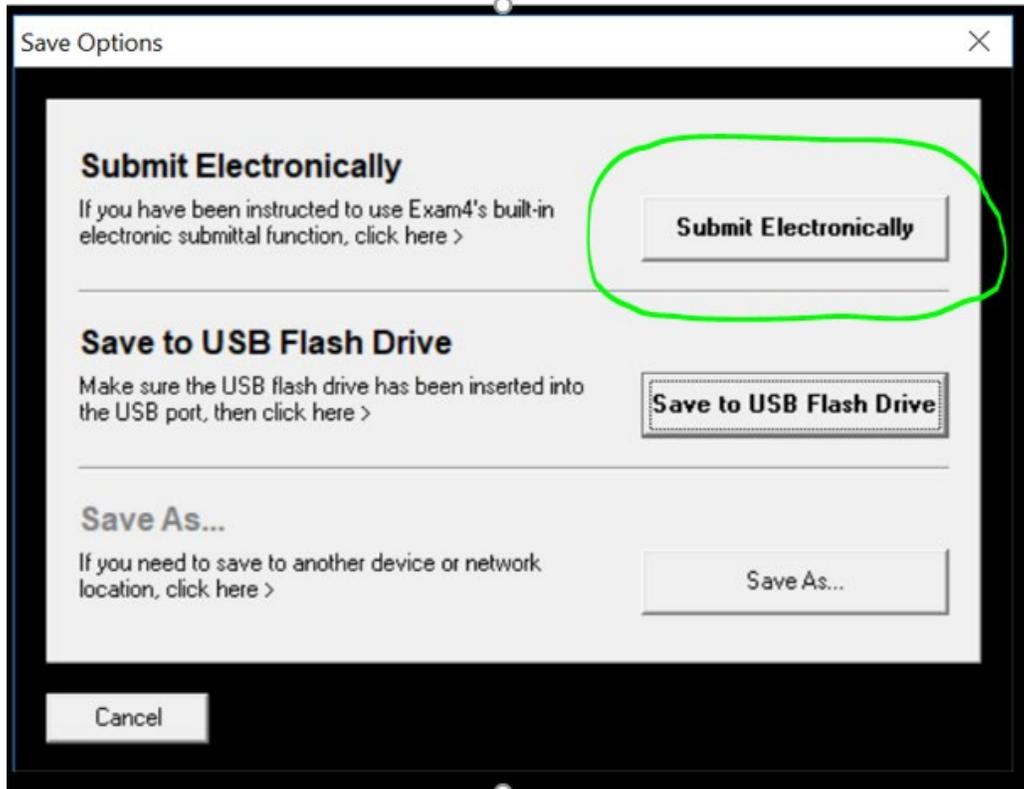
**STEP THIRTEEN:** To close your exam, select End Exam and then choose End Exam Now. **The official time for your exam stops when you click on End Exam Now.**



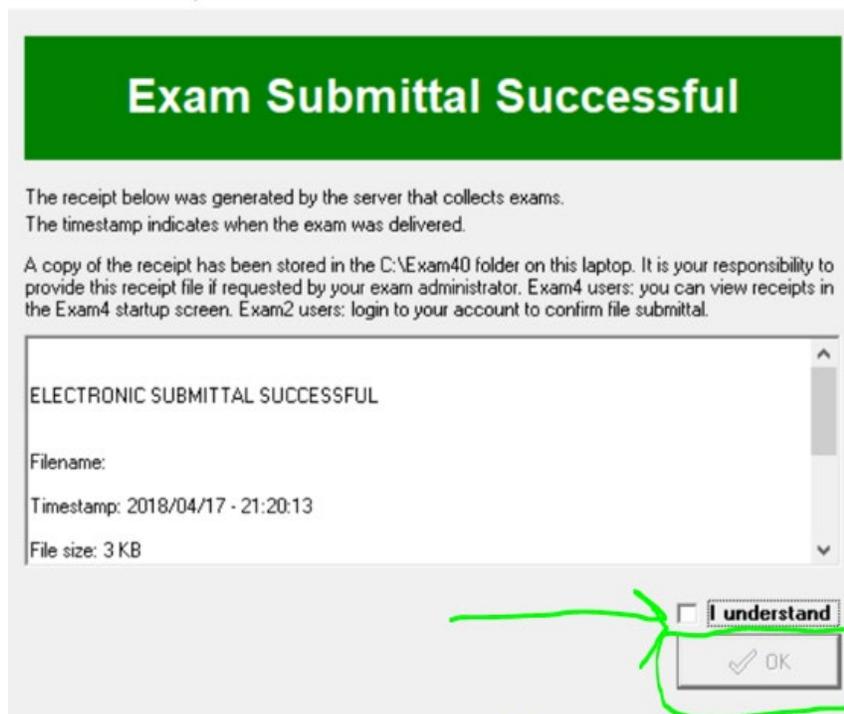
**STEP FOURTEEN:** The software will ask you to confirm your choice to end the exam. Click to confirm and then on Okay, end exam.



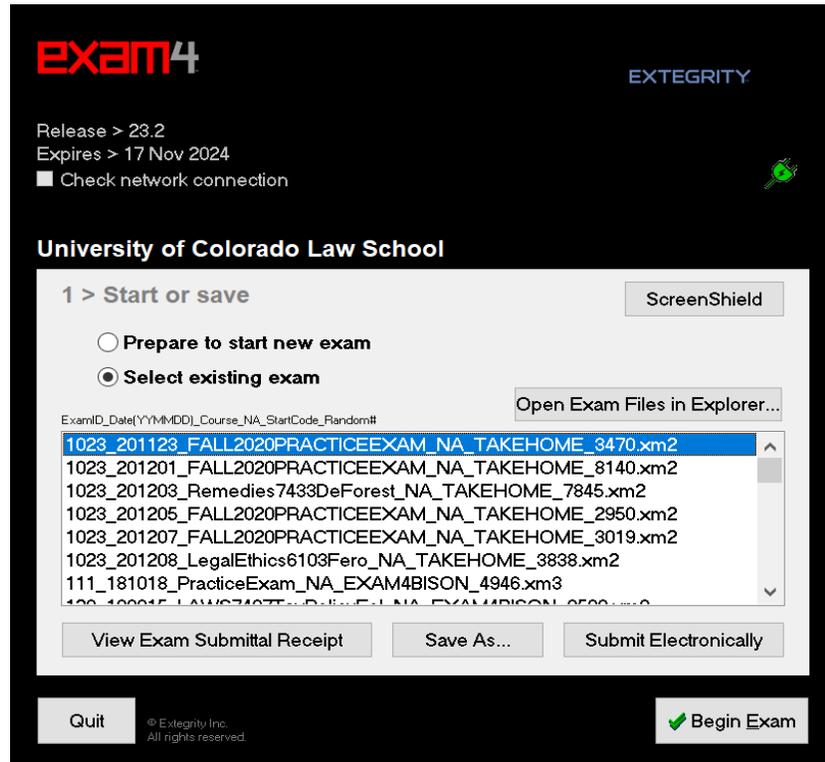
**STEP FIFTEEN:** Choose the Submit Electronically button and click okay. A box will pop up that says "Exam Submittal Successful. Please note you will NOT receive an upload notification email from Exam4.



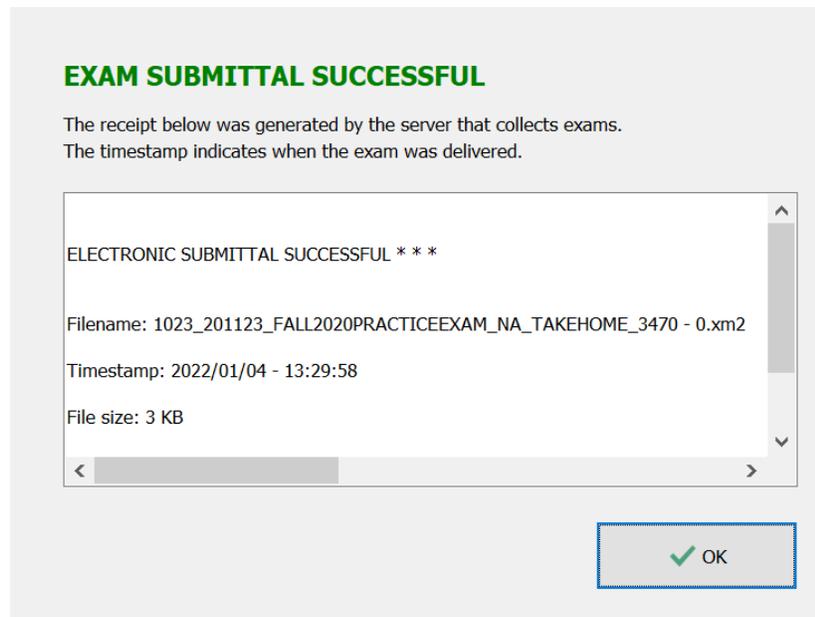
A box will pop up that says "Exam Submittal Successful. Please note you will NOT receive an upload notification email from Exam4. Continue the prompts to exit out of the software. Make sure you completely exist out of Exam4 when ending and submitting an exam.



Students can verify their submission after they submit an exam. Open Exam4 once you close out an exam. Click on Select existing exam and then choose the exam you want to verify.



You should be able to view a screen that looks like this. This serves as your verification that the exam submitted properly.



Congratulations, you are all done with your exam!