

Exam 4 Student Instructions.

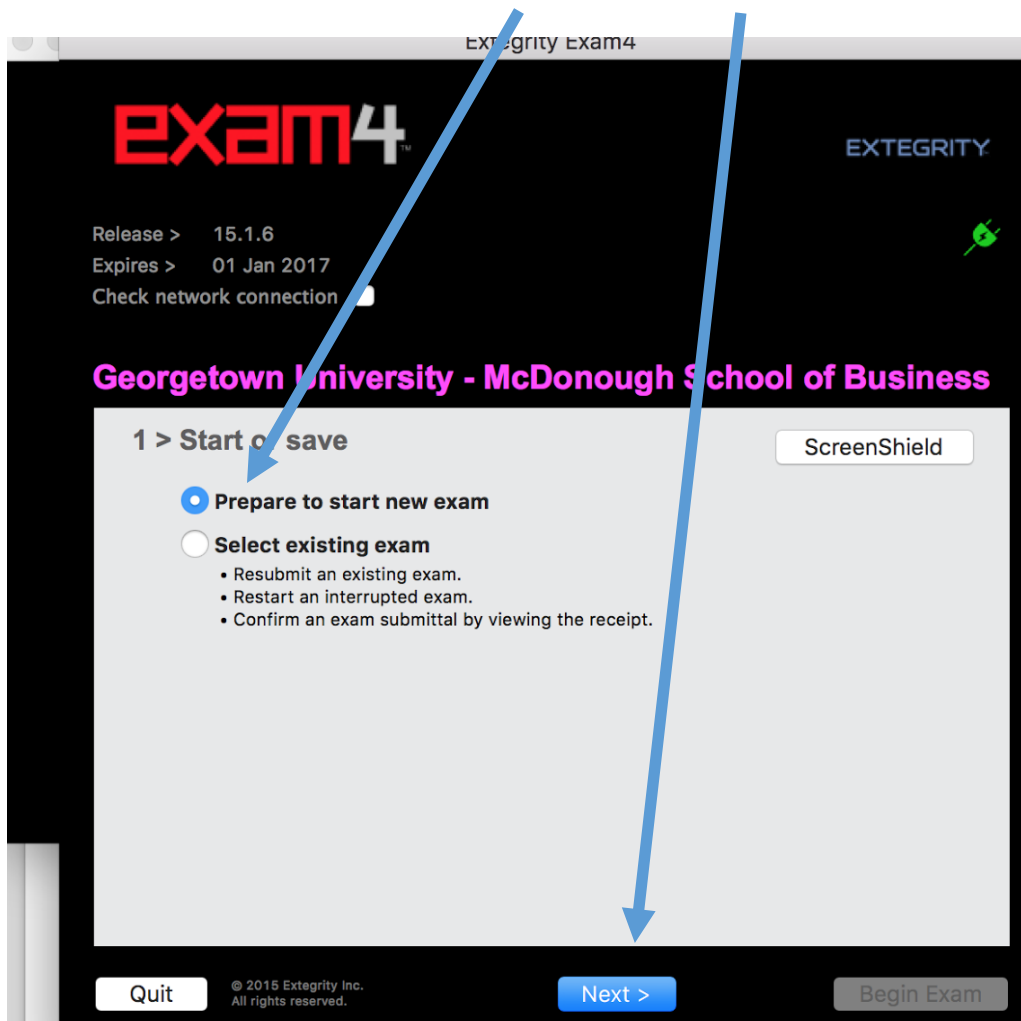
Installation

1. Go to www.exam4.com.
2. In the search box search for "Georgetown". Select "Georgetown University - McDonough School of Business", and click on the link.
3. Fill out the User Information. Students must have an @georgetown.edu address.
4. Select the version. Download the software. NORMALLY it will install and run automatically after download. Depending on your security software you may have to download it and run it manually.
5. Take a practice exam. You must be on campus to take the Practice Exam.

Test Prep

NOTE: When starting the test many inputs have to be entered twice or a "Confirm" box must be marked as an accuracy check. When you fill out a screen you will likely be asked to CONFIRM.

This is the first prep window. Start a new exam and click "Next":



This is the second prep window.

- "Exam ID" is your first and last name. (Enter it twice)

- "Course" is "F16 Practice Exam" (Select from drop down twice)

Ignore the Protected/optional info window

Click "Next"

Extegrity Exam4

EXAM4 EXTEGRITY

Release > 15.10
Expires > 01 Jan 2017
Check network connection

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2 > Exam ID; Course

Enter your Exam ID for this exam.

Exam ID

One more time...

Exam ID

Protected / Optional info

Choose the Course for this exam from both lists.

Course

Course

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This is the third prep window. It allows you to configure stuff.

We recommend you ignore it and click through using "Next".

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3 > Exam time; Font size

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

Hours Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

**Timer unavailable by
administrative request.**

Set screen font size.

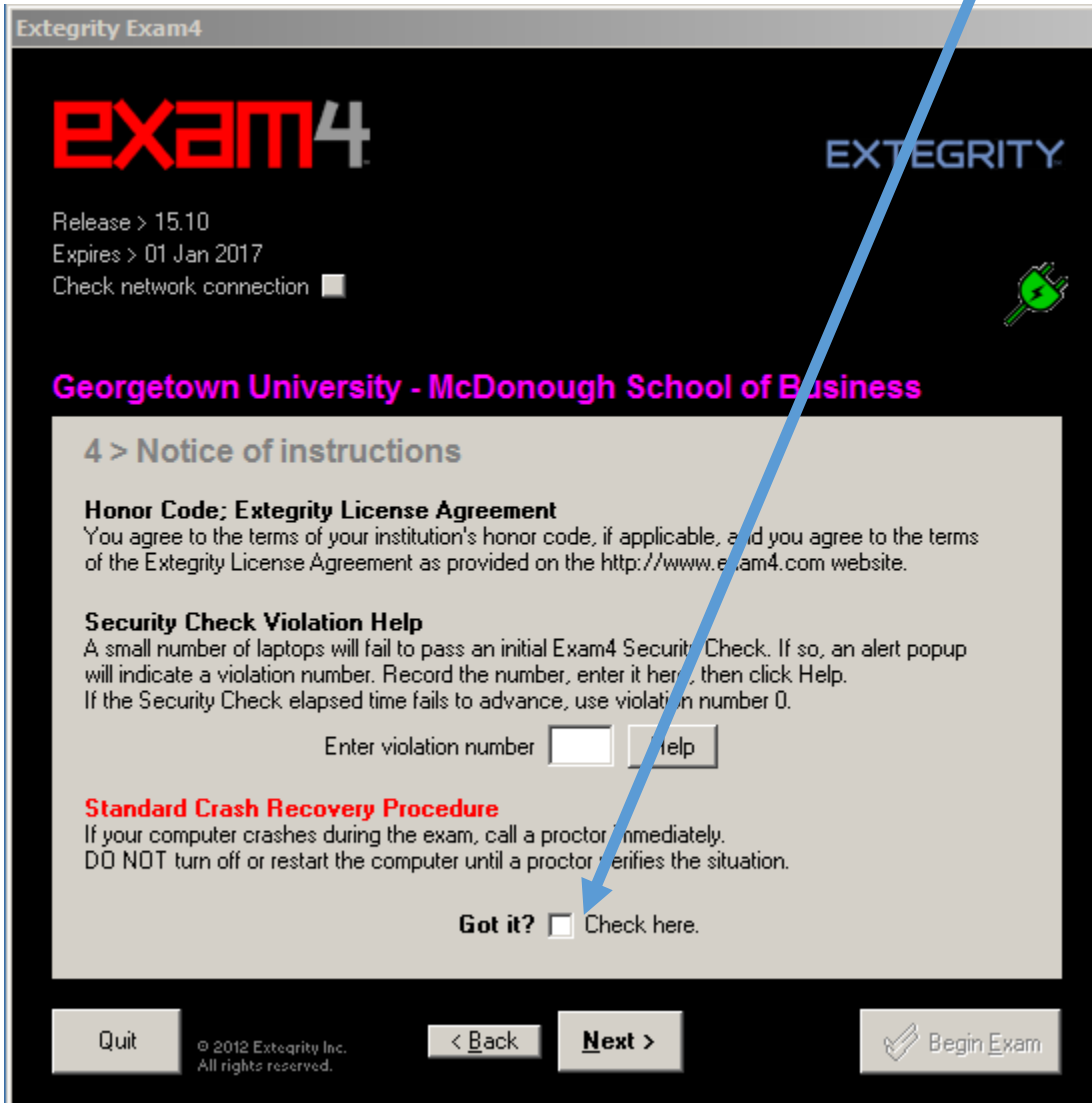
Standard font
 Large font

Set text color and contrast.

Standard (black on white)
 Reduced (black on gray)
 Reversed (white on black)

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This is the fourth prep window. You do not need anything on this page. Click "Got it" and move on.



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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 <http://www.exam4.com> website.

Security Check Violation Help
A small number of laptops will fail to pass an initial Exam4 Security Check. If so, an alert popup will indicate a violation number. Record the number, enter it here, then click Help.
If the Security Check elapsed time fails to advance, use violation number 0.

Enter violation number

Standard Crash Recovery Procedure
If your computer crashes during the exam, call a proctor immediately.
DO NOT turn off or restart the computer until a proctor verifies the situation.

Got it? Check here.

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This is the fifth prep window

- "Exam Mode" is "CLOSED". Also click the confirmation box.

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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 Macintosh
- Typical for most exams

OPEN

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

Type selected Exam Mode here

CLOSED

Check box to confirm Exam Mode is **CLOSED**

Exam Mode is reported on exam printouts.

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This is the sixth and last page prior to starting the test. Check the entries and click “Begin Exam”

When you begin the exam a security check will start.

Do not be alarmed if the security check takes a while on the first run through

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6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	Georgetown University - McDonough School of Business
Exam ID	FIRSTNAMELASTNAME
Course	F16 Practice Exam
Duration	[None entered]
Protected / optional i...	[None entered]

All examinees, wait for the instruction to begin your exam.

Wait!

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Exam Page

This is the page you will use to take the test.

Exam 4 is like a blue book exam. You can type or erase anything you want in the white text entry space.

- The commands you will need to end the test are in the menu bar on the top of the screen.
- On ending the exam you will be prompted to "Submit" the test. Select "Submit Electronically" (not shown) but this will only work if you are on campus.
- There will be an indication that your test has been submitted and you can then exit.

➤ Click top left corner to **End Exam**

Answer-to-Question-1_
ANSWER TO QUESTION ONE

ANSWER-1-ABOVE

DO-NOT-EDIT-THIS-DIVIDER

ANSWER-2-BELOW

Answer-to-Question-2_
ANSWER TO QUESTION TWO

ANSWER-2-ABOVE

DO-NOT-EDIT-THIS-DIVIDER

ANSWER-3-BELOW

Answer-to-Question-3_
ANSWER TO QUESTION THREE

You may edit anything in the white space. The automatic entries are not required.

5:19 pm
exam4
Howard University School of Law
Release > 11.1
OPEN Exam Mode
S11 Practice exam
Timer 2:55
 Insert Answer Separator
 Show/Hide Doc Stats
extegrity
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WinXP

Important Notes

It is very important to take a practice test well before the exam. If you do not do the practice and there is a problem you may not discover it in time to fix it prior to the test. If there are any problems during the practice test please contact MSBTC at 202-687-4721 or come by the MSB Tech Center in Hariri Room 180.

!!!! DURING THE REAL TEST...

We will have a tech on-site to assist during your test.

If any problems occur students PLEASE ask one of the techs for help. Please don't ad-lib.

Profes will tell you the Course Number and what to use as an Exam ID.

Students are expected to use their personal computer. We will have a few laptops on-call in case someone has a problem.

Some common problems.

- Use the version that is appropriate for your native PC operating system. Do not use it on a virtual PC.
- Disable any personal firewall except the standard Windows firewall. Zone Alarm and Symantec Network firewalls in particular are a problem.
- Disable any automatic update programs (or run Windows Update) to make sure it does not activate while taking a test.
- Close any programs that automatically connect you to the internet like Skype, MSN, on-line weather programs, and games.
- Occasionally laptops become disconnected from the wireless network during the test. This is not a real problem but it is a good idea to have your laptop set up for the SaxaNet wireless network prior to taking the test.
- Bring the power supply for your laptop and plug it in. Exam 4 could disable your power management programs and the computer will run full speed for the duration of the test.