

Cumberland School of Law Samford University

EXTEGRITY EXAM 4 SOFTWARE INSTRUCTIONS

1. Downloading Extegrity. Students must **download the new version** of Extegrity Exam4 prior to each exam period (i.e. final exams, mid-term exams, summer exams). To do so, students should go to the *Extegrity* website at <http://exam4.com> and select “for Law Schools”. Students then should follow the posted instructions to download and install the *Extegrity* software directly from that site. Cumberland has purchased a site license for the software, so there is no charge to the student.
2. Practicing with the *Extegrity* Software. After installing the software, students should take a practice exam using the software to familiarize themselves with the program’s operation (be sure to choose the ‘Practice exam’ course on screen 2).

To use the software (to take a real or practice exam):



1. Double-click the Exam4 icon on the desktop
2. Click Prepare to start new exam and click Next (Screen 1)
3. Enter your anonymous test ID* in both blanks (Screen 2) Note: if you do not know your anonymous test ID, use your SUIID. Please **DO NOT GUESS** what you **THINK** your anonymous number is.
4. Enter your SUIID in the “SUIID (Optional)” field. The contents of this field are **NOT** accessible to your professor, and are only viewable by exam administrators and faculty secretaries using special software not available to your professor.
5. Select your course and professor from both drop-down lists, or choose Practice exam if you are just practicing. **Please do NOT select a course and professor if you are practicing.** (Screen 2)
6. Click Next
7. On the Pop-up screen, verify, again, that you have entered your Exam ID correctly, and selected the correct Exam. Check the box to re-confirm, and click OK.
8. Click Next
9. Read the Standard Crash Recovery Procedure (Screen 4)
10. Click “Got it” (Screen 4)
11. Click Next
12. Type CLOSED or OPEN in the blank as instructed by the proctor. (Screen 5)
13. If you are taking an OPEN Mode exam for which network/internet access is permitted, type NETWORK in the third blank (Screen 5)
14. Click the check box to confirm your selection (Screen 5)
15. Click Next
16. **Verify all of the information shown is correct.** (Screen 6)
17. Click Begin Exam

Students may use these procedures to practice as often as they like. If the screen on which students type their answers is too small, the size can be increased by adjusting the screen resolution on the student’s individual laptop.

3. Before taking their first exam, students should verify that sleep mode and automatic updates have been disabled. Failure to do so could result in the computer becoming non-responsive or automatically rebooting, thereby interrupting the student’s exam and costing the student valuable exam time. Instructions for various Operating Systems can be found in Appendix A. If you have questions regarding disabling sleep mode or automatic updates, see Jeff Whitcomb or Grace Simms prior to your first exam.

4. Extegrity Operation During the Exam. Once a student begins an exam, the *Extegrity* program operates like a simple word processor. It saves the data automatically to the student's hard drive every 10 seconds, but the data is encrypted so that it can be accessed only with special software.

5. Finishing the Exam and Saving/Submitting Answers. When students have finished the exam, they should select "End Exam" and confirm. At this time, the Save Options window will display and students may 'Submit Electronically'. If you receive an error (Error 12: No response) trying to submit your exam, you will need to exit the Exam4 software (do not worry, your exam is safely saved on your laptop's hard drive), re-establish your wireless internet connection (this may require a reboot). After you are successfully connected to the wireless network, launch Exam4 again, and choose 'Select previous exam' on screen 1, choose the exam you wish to submit, and click 'Submit Electronically'. Click OK on the 'Start Code Required' box (leaving the default start code in the box) and your exam should submit successfully. If you receive the 'No Response' error message again, please notify your proctor. After saving their exam, students should exit the *Extegrity* program. Once students end the exam, the program will not permit them to reenter their answers. The answers will remain on the student's hard drive, and they cannot be accessed without special software to read the encrypted data. As a precaution, students should keep the answers on their hard drive until final grades are released. The law school can retrieve the encrypted answer file from a student's hard drive if, for some reason, it cannot be retrieved from the server.

6. Additional Assistance. If students need additional assistance with the *Extegrity* software, they should contact Mr. Jeff Whitcomb (Technology Services Manager) at jmwhitco@samford.edu or Ms. Grace Simms (Computer Librarian) at glsimms@samford.edu.

**Your anonymous Test ID is available from Law Student Records, and must be used for all Law School exams.*

Appendix A: Steps to disable certain Windows and Mac OS features for the Exam period:

A: To disable stand-by:

Windows Vista:

1. Click the Start button
2. Type “power options” in the Search programs and files box (without quotes)
3. Click “Change when the computer sleeps” in the left-hand task pane
2. Verify the display and sleep timers are set to ‘Never’
3. Click Save changes

Windows 7

1. Click the Start button
2. Type “power options” in the Search programs and files box (without quotes)
3. Click “Change when the computer sleeps” in the left-hand task pane
4. Verify the display and sleep timers are set to ‘Never’
5. Click Save changes

Mac OS X:

1. Open System Preferences (Apple, System Preferences)
2. Open Energy Saver
3. Select Power Adapter from the Settings for drop-down
4. On the Sleep tab, select ‘Never’ for ‘Put the computer to sleep when it is inactive for’:

B: To disable Automatic Updates:

Windows Vista:

1. Launch the Control Panel
2. Switch Control Panel to the Classic View (left-hand task pane)
3. Open Windows Update
4. Click Change Settings (left-hand task pane)
5. Choose any option other than “Install updates automatically”

Windows 7:

1. Click the Start button
2. Type “automatic updates” in the Search programs and files box (without quotes)
3. Click on “Turn automatic updating on or off”
4. Under Important updates, select any option other than “Install updates automatically”. This will prevent Windows from installing updates and rebooting the computer without your consent.

Mac OS X:

1. Launch System Preferences
2. Open Software Update
3. Uncheck “Check for Updates”

(Be sure to re-enable automatic updates once you are through with all of your exams for the term.)