Starting and Stopping the Exam4 software
Spring 2010

Before starting the exam software:

Check that:
- the screen saver is off
- power off settings are set to never
- plugged into the power outlet and working
- wireless card is working, if you're going to use wireless submission (After the exam software starts you can check the wireless connectivity by clicking on the option on the first screen.)
- you may need to modify or temporarily turn off your firewall software if it interferes with wireless exam submission

Starting the exam:

Bring up the Exam4 software.

Screen 1 Start or Save:
Click "Prepare to start new exam" option. Click Next.

Screen 2 ExamID / Course / Instructor:
> Enter your exam ID. (Twice.)
> Select the course from **both** pulldown menus. Click Next.

Screen 3 Exam Time:
> Set exam length time and reminders. (This is optional. The wall clock is still the official time.)
> Click Next.

Screen 4 Notice of Instruction:
> Read and acknowledge the "Notice of Instructions".
> You can use this screen to troubleshoot problems with the Security Check by entering the Security Check error number in the box and pressing the Help button.
> Click Next.

Screen 5 Exam Mode: CLOSED
> Enter CLOSED in the box and click the check box to confirm.
> Click Next.

Screen 6 Almost ready to begin exam:

Click "Begin Exam" when instructed to start the exam. The software will perform a Security Check before bringing up the exam screen.

Before starting to type, you might want to turn on "Show Document Statistics" under Tools. (It gives you word, line and an approximate page count.)

Ending the exam:

When time is called, click on End Exam, then End Exam Now.
Confirm that you're exiting the exam and click "OK, end exam".

To submit the exam, choose the option below that matches your computer configuration from the Save Options screen:

Wireless

- Click the "Submit Electronically" button. Watch for acknowledgement that file was submitted successfully.

  You may need to wait a minute or two while the wireless connection is reestablished before clicking on the Submit Electronically button. For security reasons, once you start an exam, your wireless network access is turned off. (Mac users will be asked to supply their administrative password before the network connection can be turned off.) The network card should be turned on again automatically when you end an exam. If the network card doesn't restart and you're unable to submit wirelessly, wait about a minute then try again. If it still won't submit wirelessly, exit the software, reboot your computer, start the exam software again, indicate that you want to "Select an existing exam", then highlight the exam you want to submit and click on the "Submit Electronically" button. Click OK on the "Start Code Required Window".) Click OK and Ok again, then Close.

USB drive

- Insert the USB drive if you haven't already done so. Wait a few moments for the computer to recognize the drive.
- Click the "Save to USB Flash Drive" button.
- Watch for the acknowledgement that the file was saved successfully and click OK.

Diskette

- Click the "Save to Floppy Drive A" button.

- Make sure that there's a diskette in the drive and click OK.
- Watch for the acknowledgement that the file was saved successfully and click OK.

CD drive

- Can be done from within the exam software or after exiting the exam software.
- Go to folder C:\Exam40 find the file and subfolder for the exam and burn both to CD.

To exit the software, click File and Save Options, then Exit.

If you saved your exam to a USB drive or some other device, put it in one of the envelopes in the front of the room. Write your name and exam number on the sheet attached to the envelope.

Stay in the building until the sign is placed in the Registrar's window indicating that all of the exams have been processed and it is safe to leave.