Computer Exam Procedures
Spring 2011

We want to provide some special instructions for those of you planning to take any of your exams on your laptop.

1.   Make sure you have your current exam number.

2.   Download Extegrity's Exam 4.0, the exam writing program before exams begin.

3.   Before exams begin you should install the Exam 4.0 software and familiarize yourself with the program by taking a practice exam and also to make sure your computer passes the Security Check. If you're going to submit your exams via the wireless network, be sure to test this by submitting a practice exam while in the building. It is your responsibility to be familiar with how the software works.

4.   If your computer crashes during the exam, first, try not to panic; you can try to restart the exam or start writing in blue books. The exam software enables us to retrieve everything you have done up to that point. (We cannot troubleshoot computer problems during an exam.)

5.   If there is a fire or other emergency, we will give you instructions on how to stop the exam and exit the building. When the emergency is over we will give you instructions on how to continue. You will be able to take your laptop outside with you, along with your other personal belongings.

6.   Some faculty members may limit the length of your answer to a particular number of words. You should familiarize yourself with the word count feature of the exam software in advance. To use the word count feature:

Turn on document statistics with Tools > Show Document Statistics. There is also a button next to the text window. (It shows word, line and approximate page counts in a window on the right.)

For each new answer (after the first one) you need to insert an answer separator, which allows you to put in the next question number and, more importantly, resets the word count for the new question. (Faculty will get a log sheet which lists all of the sections and the word count for each one. If you don't use the answer separator all of the answers will be counted together.)

After answering the exam's first question, insert an answer separator by clicking on Tools and from the pulldown menu select "Insert Answer Separation". There is also a button next to the text window. A series of dashed lines that say "----DO-NOT-EDIT-THIS-DIVIDER----" and a label for the next question that says "Answer-to-question-___" are inserted. Enter a question number in the blank and then start typing on the next line.

If you are given an exam with length limitations and you feel that you don't want to type

under these restrictions, exit the exam software before starting, shut down your computer and start writing. Please inform someone at the end that you've done this so they won't look for an electronic version of your exam.

7.   Don't worry about double-space typing. We can double-space the exams when they're printed.

8.   In order to allow efficient and nonintrusive exam backups, the software developers have had to set a maximum file size for the exams. You may get a size warning message at around 20 to 25 pages, depending on spacing, line density, etc. 20 to 25 single spaced pages is a lot of text so this should rarely become an issue, but if you do get a file size warning, find a good stopping point, exit the exam, but do not submit the exam at that time. Start a new exam, but on the 5> Exam Mode screen, after typing in CLOSED or OPEN, press the button in the lower right corner and enter PART 2 for the Control Code. At the end, submit both exams. Also tell someone that you have submitted two exam files.

9.   Exams can be submitted using your computer's connection to our wireless network, on a USB flash drive, a diskette or a CD. We will have available a limited number of USB drives that can be loaned out at exam time. If you finish your exam before the proctor returns, you may submit the exam electronically or take the media (diskette, CD, USB drive) to the Registrar's office.