

## **Exam4 Practice Exam Instructions**

Take a practice exam to ensure Exam4 works properly on your computer.

Select the F17 Practice Exam from the drop down list. Take at least one practice exam as soon as possible so you will have plenty of time to communicate with Exam4 support should it be necessary before your exams begin. If you are a new user of Exam4 take several practice exams throughout the semester to become familiar with the software. You may take as many practice exams as you like prior to taking any official exams.

To take a practice exam:

- 1) Start Exam4.
- 2) Select "Prepare to start new exam". Click on "Next".
- 3) Enter your ASSIGNED 5-digit Exam ID twice. Enter your ASSIGNED Student ID. From the Course menu, select "S17 Practice Exam" twice (or the exam for your course when taking an official exam). Click on "Next".
- 4) Confirm your Exam ID and Course. Click on "Check box to re-confirm". Click on "OK".
- 5) Set screen for font size. Set text color and contrast. Click on "Next".
- 6) Leave the "Enter violation number" text box blank. Check the box for "Got it?". Click on "Next".
- 7) In the "Exam Mode" text box, enter "CLOSED" and check the box "Check box to confirm exam mode is CLOSED". Click on "Next".
- 8) If taking an actual exam, wait for the proctor to tell you to proceed.
- 9) Click on "Begin Exam".
- 10) Wait for the Security Check process to complete.
- 11) Take your exam. If taking a practice exam, make sure you can type in the blank document.
- 12) To end exam, go to the top menu. Select "End Exam". Select "End Exam Now," check the box "Confirm" and click on "OK, end exam". When prompted with Save Options, click on "Submit Electronically". Click on "OK" for "Your file has been stored on the server". Check the box "I understand", click on "OK, then click on "Close".
- 13) To exit Exam4, go to the top menu. Select "File and Save Options". Click on "Exit", check the box "I'm sure" and click on "Exit Exam4".