

Instructions to Access and Submit Take-home Exams on Exam4 Website (print and keep with your exam materials)

Most users will be able to navigate the take-home exam section of the Exam4 website with minimal guidance from the detailed instructions. However, please know the answer to most questions will be found by reading these instructions. Users who have trouble with any part of the process and who cannot find the answer in these instructions should contact Exam4 Tech Support at this link <http://www.exam4.com/userguide#contactusersupport>.

Users do not have to be on the Loyola Law network in order to access the questions or submit the answer - access to the process is available through any Wi-Fi connection.

To view the exam questions:

- 1) Go to www.exam4.com. Select "Law Schools" from the menu on the left, then "L" for Louisiana, and "Loyola New Orleans College of Law".
- 2) Under "Available Take-Home Exams" choose the proper exam.
- 3) Where prompted enter your LORA exam number and select "Continue". Ignore instruction the exam number is provided by your instructor. You will also see text that says "You will not need the Exam4 software for this exam." Please ignore and just select "Continue" in order to advance to the next page.
- 4) If you are taking a 4 ½, 24, or 48 hour exam you will see "Confirm Exam Start". When ready to view the exam questions, select "Start Exam". You will also see text explaining how many hours you have for the exam so please make note of that information. Please note the clock starts when you select "Start Exam". Then skip to step #6.
- 5) If your take-home is not limited to the time restrictions listed in #4 you will see the screen described in #6 – skip to #6.
- 6) When the screen refreshes please read any instructions under "Exam Questions and Instructions". Then under "Your instructor has also attached this file" select the attached file to see the exam questions.
- 7) At "Due Date" please make note of the day and time your exam is due.

To prepare the exam answer:

The answer must be typed in your own word processing software and submitted in one of the following formats:

| | | | |
|-------|---------------------|------|------------------|
| .PDF | Adobe PDF | .DOC | Word document |
| .DOCX | Word 2007 document | | |
| .ODT | OpenOffice document | .RTF | Rich Text format |

We prefer students submit as a .PDF document. If that's not possible, then we prefer .DOC or .DOCX formats.

To submit the exam answer:

- 1) Go to www.exam4.com.
- 2) Repeat steps 1-3 above.
- 3) The screen will briefly indicate "Retrieving your exam question . . ."
- 4) When the screen refreshes scroll down to "Submit Your Answer", select "Choose File" to choose your exam answer, then select "Submit Answer".
- 5) A box will appear asking "Is this your final answer?" and for you to verify the proper file was selected. Please verify and select "Submit Answer".
- 6) A box will appear stating "Submission received" next to a big green checkmark.
- 7) Destroy any printed test questions and any file saved as a result of downloading the exam questions.