

## **Exam4 Take Home Instructions – Spring 2020 Update**

Most users will be able to navigate the take-home exam section of the Exam4 website with minimal guidance from the instructions listed below. Users who have trouble with any part of the process and who cannot find the answer in these instructions should contact Tori Luwisch-deLaureal at [valuwisc@loyno.edu](mailto:valuwisc@loyno.edu). A few important notes:

- 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.
- Users do not have to download the spring 2020 Exam4 software in order to access the take home exam process. If you've already downloaded the spring 2020 software, it's OK – having the spring 2020 software on your computer will not affect your access to the take home testing process.
- There is no practice test option or requirement with the Exam4 website, as there is no software or connection to test. You will simply be using your Internet connection to access your test questions and upload your answer.
- Every student will access an exam on Exam4.com with your spring 2020 5-digit exam number. You can find this number on LORA (just remember to look under the spring 2020 term). Please have your exam number handy when testing and remember to identify yourself with this number only.
- You will not see your test listed in the available take home exams list until the test goes live. For example, if your exam is scheduled to open on April 23 at 9 AM, you won't see the exam listed until 9 AM on April 23.
- You will be typing your responses in your own word processing software and uploading your answer document to the Exam4.com website. You will not be locked out of any programs on your computer.
- You will be able to print a copy of your exam once you access it. If you are unable to print, you can use the split-screen feature to see the test questions and type your answer at the same time.

- If you have a timed take home exam (i.e. three hours to complete and upload your answer) the clock will start as soon as you enter your exam number and access the question. The site will display the time you started and the time your exam is due. **Please submit your exam on time.** The testing system will not stop you when time is up – you must watch the clock and submit your test on time. I receive a test submission report for each class, and will report any time overages to the professor.
  - When you attach your answer and click “SUBMIT,” please hit the button only once. The Exam4.com website will be processing hundreds of test submissions per hour, so it will likely take a minute to accept your answer upload. If you hit the “SUBMIT” button more than once, you will receive a double submission message saying that you already submitted your answer already. You can ignore this message.
  - If you attempt to submit your answer after a test has closed, you will not be able to submit the answer. So, please, watch the clock and submit your exam on time.
- If you are an accommodated student who receives extra time, I will pre-program your additional testing time in the take home testing system by exam number. I have a list of accommodated students, their exam numbers, and their accommodation times; I will use this information to program the appropriate amount of additional testing time by student exam number. Accommodated students will have the same testing deadline as the rest of the class, so please be sure to start testing in enough time to be finished by the time the testing window closes.

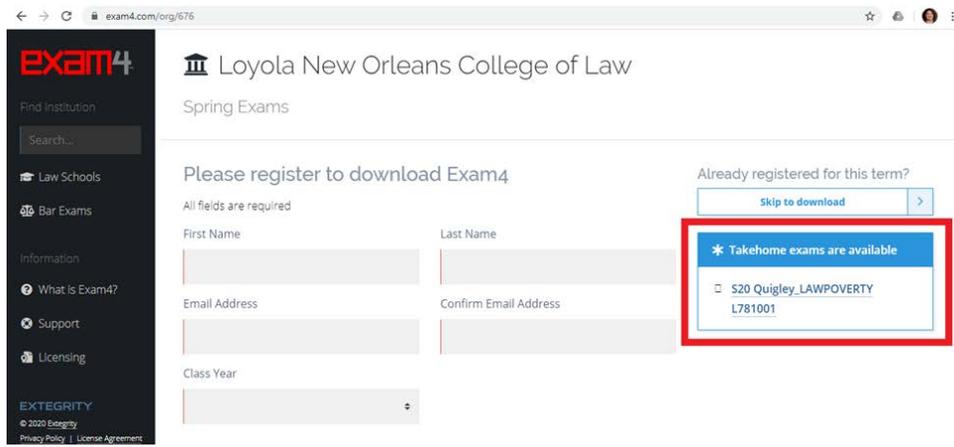
*For example: If your class has a 1-hour test that closes at 9 PM on a given day, and you have double time (2 total hours for testing), you must begin your test by 7 PM that day to make sure you take advantage of the full testing time available to you and submit your answer by the deadline.*

- If you have any issues (accessing a test, submitting a response, Wi-Fi connection issues that are affecting your ability to test, etc.) please reach out to Tori Luwisch-deLaureal at [valuwisc@loyno.edu](mailto:valuwisc@loyno.edu).

**Please see below for take home testing instructions...**

## **To view the exam questions:**

- 1) Go to [www.exam4.com](http://www.exam4.com). Select “Law Schools” from the menu on the left; then “L” for Louisiana; then “Loyola New Orleans College of Law”. The screen will look like this:



- 2) Under “Available Take-Home Exams” choose the exam you’re testing for.
- 3) When prompted enter your examinee ID (your LORA exam number, unless otherwise instructed) and select “Continue”.
- 4) If you are taking a timed 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:**

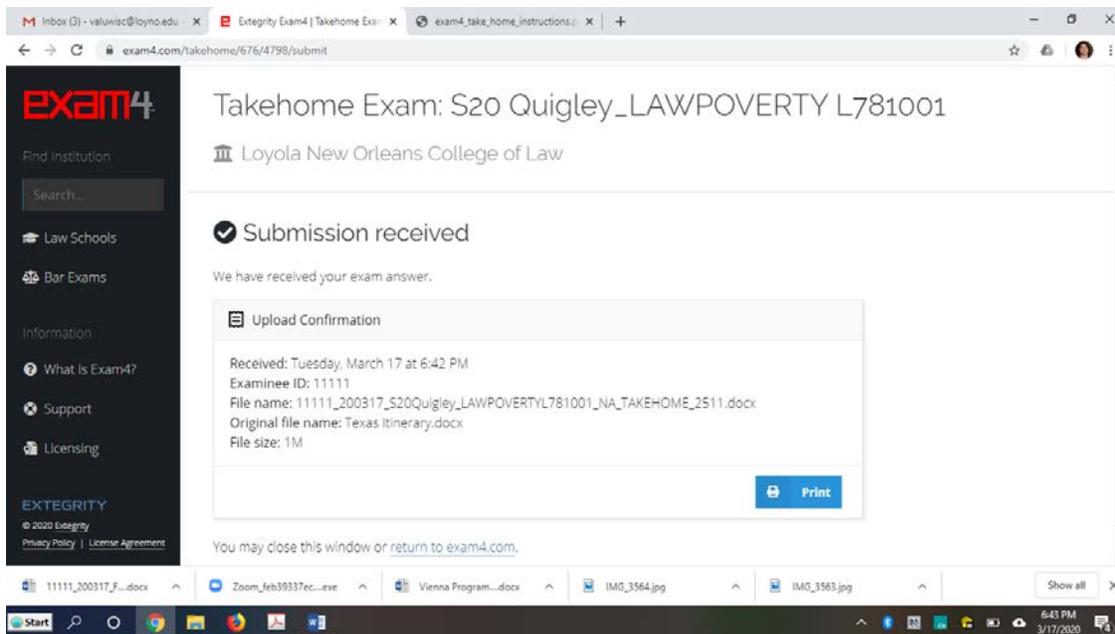
- The answer must be prepared in your own word processing software. Unless instructed differently by the professor, please type your exam number, course name, and

professor in the upper left hand corner of your exam answer. As you prepare and save the answer, please note the answer must be submitted in one of the following formats:

- .PDF – Adobe PDF
- .RTF – Rich Text format
- .DOC – Word document
- .DOCX – Word 2007 document

### **To submit the exam answer:**

- 1) Go to [www.exam4.com](http://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”. A box will appear stating “Submission received” next to a big checkmark. The screen will look like this:



- 6) Destroy any printed test questions and any file saved as a result of downloading the exam questions.