Exam Procedures

Fall 2019 Final Exams
Laptop Exam Procedures

• Follow the link to download Exam4 software.

• You must take a practice exam and become familiar with the software prior to your first exam.

• Shutdown and restart your computer 24 hours before your first exam. Then take a practice exam. If you have any problems, contact the Registrar’s Office right away.
Exam Basics

• Arrive to the classroom **15 minutes before** the exam start time.

• The exam schedule with room assignments are posted on the Registrar’s website.

• Cell phones and all other electronic devices except those approved for use in taking the examination, must be turned off and stowed away before the exam begins.

• You may use the restroom facilities; however, you must leave all materials in the room, including all phones, and any other electronic devices.

• You may not use noise-cancelling earphones. The proctor will distribute earplugs.

• Some exams require the use of a calculator. The Registrar’s Office will provide basic calculators for those exams. **You may not use your own.**

• Feeling Ill: If you are sick on the day of your exam and start the exam, you must finish the exam that day. If it’s before the exam has started, contact the Registrar at (607)255-3628 or law.registrar@cornell.edu and the exam can be rescheduled.
Follow the Proctor’s Instructions

• The proctor will begin by reading instructions – Listen carefully!

• Be cordial and professional in interacting with the proctor and Registrar’s staff.

• The proctor is not there to answer questions about the substance of the exam or to be an IT person.

• If you have a computer problem during the exam, raise your hand to notify the proctor. An IT tech will come to the classroom to try to solve the problem. Continue working on your exam.

• Start and stop typing/writing when you are told to do so by the proctor. No exceptions.

• The proctor will tell you when you have 15, 5, and 1 minute left. You must stop typing/writing at that time.

• If you are handwriting your exam, you must label your exam books before time is called.
Maintaining Anonymity

• Law school exams are graded anonymously. Do not write your name or any identifying information on any exam materials, EXCEPT the exam coversheet.
Exam Envelope

Your exam number is on the top left corner of your exam envelope.
Sign your name and write your phone number here.
Blue Book for Handwriting Exams

Label your blue books (1 of 3, 2 of 3, etc.)

Write your Exam ID Number. Do NOT write your name on the blue book.

Write the name of the course and professor.

Do NOT sign your name on the blue books.
Verify that the expiration date is Nov 2, 2019. Old versions will not work.

On the first screen, click Prepare to start new exam and then click Next.
On this screen, enter your Exam ID (found on your exam envelope). Enter it in both spots.

Listen carefully to the proctor. The first time through, everyone will select F19 Practice Exam (twice). The second time through you will select your actual exam “F19 Civil Procedures-Clompton” for example. Again, listen to the proctor. They will tell you which one to select.

*When you are practicing using the software prior to Nov 2\textsuperscript{nd}, you can enter any exam ID number and select F19 Practice Exam.
Exam4 Software Demo – Step 3

On this screen, you are verifying the information.

Click this box and press OK.

If you made a mistake, you can select the Go Back button.
On this screen, just click Next.

All exams are printed in a standard font, size, and double-spaced.

The timer feature is not available. The proctor will tell you when you have 15, 5, and 1 minute left.
On this screen, click the small Got It box, then click Next.

By clicking this box, you are confirming that if your computer crashes you will notify the proctor and will not try to fix it yourself.
On this screen, click the small Exam Mode box, then click Next.

Some of your final exams may be Open Book, Open Mode, or Closed Mode.
WAIT on this screen until the proctor tells you to click on Begin Exam.

It is important that everyone begins the exam at the same time.
Once you click on Begin Exam, your computer will start running a security check. This will typically take 2 minutes or less.

While the security check is running, start reading your exam question.

If the security check takes a long time (over 2 min), raise your hand and notify the proctor. Remain calm.

Once the security check ends, you will see a large white box appear. This is where you will type your exam.
Spell check does not run automatically. You must select spell check from the Tools menu to check your answers.

Word and character counts: Available under the Tools> Show Document Statistics> on the toolbar.
To open the multiple choice window, click on the Multiple Choice tab on the Exam4 menu bar.

In the vertical columns on the left, the “Q” column is the Question number and the “A” column is your answer response. You can use your computers up & down arrow keys or you can click on the “Next” arrow, located to the right of the columns, to navigate between the question numbers. To select an answer to a question, click the radio button that corresponds to the answer of your choice. Once you move away from an answer, that answer becomes “locked” so that the answer cannot be accidentally changed.
When you are finished with your exam, click on the End Exam Now button in the top left corner.

Then click the Submit Electronically button.
This is the screen you will see if your file was submitted successfully.

If you have trouble connecting to the wifi, or do not see this screen after submitting your exam, go to the atrium. An IT tech will be there to help you. Again, remain calm.

Click the I understand box and click OK. Then click the file and save options button in the top left corner and click exit.
After the Exam

• Once the proctor calls time, put all exam materials (exam packet, coversheet, scrap paper, blue books (if used) back into the exam envelope and return the envelope to the proctor. Do NOT leave the room with exam materials.

• If you have problems uploading your exam, once you’ve turned in all exam materials to the proctor, go to the Atrium. IT techs will be there to assist you.

• Remain calm, your exam has been saved.

• Turn on your cell phone and check your email within a half hour of finishing your exam. If the Registrar’s staff have any questions about your exam, they will call and email you.

• Do not contact any faculty member with questions about your exam until grades have been posted. If you have concerns about your exam, email the Registrar at law.registrar@cornell.edu.
Questions?

If you have any questions about exam procedures or about the Exam4 software, stop by the Registrar’s Office.

You can also email the Law Registrar at law.registrar@cornell.edu.