The following document will walk you through the Exam4 application.

It is your responsibility to take and submit a practice exam prior to taking your actual examination.
When you start Exam 4 you will be presented with the following screen. Choose Prepare to start a new exam. Click Next.
You will need to enter your **Exam ID** (twice), then **select the appropriate exam** (twice). Leave the Optional Info box blank.
Next you can select to have a count-down timer visible during the exam, and whether you want to have the exam software set up the answer separators for you. Neither is required, and the timer will not end the exam when it reaches zero.
You must check the Got it? checkbox to proceed. The violation checkbox should be left blank.
You must type **CLOSED** in the Exam Mode box, then check the confirmation box.
Wait until instructed to begin the exam. You could choose to check your internet connection at this time if you would like. After the exam starts, the application will take a minute or so to run through a security check. If successful, you will be presented with the exam4 word processor screen. If not, you will get an error message. Notify your proctor immediately of any error message.
After you have completed the exam, you will choose **End Exam** from the upper left corner. You will have to check the confirm checkbox and then **click OK to end**. Once you confirm that you are ending the exam, you will not be allowed to work on the exam again. The Exam4 application will save the encrypted exam to a location on your computer in case the exam needs to be accessed later; but Exam4 will not automatically send a copy of the exam electronically, nor save it to a USB Flash Drive (covered in the next step). Your first choice will be to save it electronically, if this fails, you will chose to save it to a USB Flash drive.

You are responsible for taking a practice exam and making sure that you can send the file electronically, and if this fails, to save it to a Flash drive. Your practice exam must be conducted on campus while you have a functioning connection to the wireless Lan.
Select to submit Electronically. If everything works as planned, you will see the next three screens in order, and you will have completed the exam process.
You will be notified with the top screen if your exam submission is successful. You will see the bottom screen if unsuccessful.

If unsuccessful, wait a minute and try resubmitting (hit send). If still unsuccessful, you will need to Close the dialog box, go back into the exam, and choose Save to USB Flash Drive from the File Save menu.
After your exam has been successfully submitted electronically, you will receive a receipt of submission. You cannot print out this receipt.

Your exam has been received.

ELECTRONIC SUBMITTAL SUCCESSFUL

Filename: 54321_080423_S08Practicexam_NA_EXAM4CIGAR_5721 - 1.xml
Timestamp: 2008/04/25 - 11:15:19
File size: 2 KB
Sections: 1

A receipt for this submittal has been stored in the C:/Exam40 folder

An encrypted receipt for this submittal has been stored in the C:/Exam40 folder on this laptop. It is your responsibility to provide the receipt if requested by your exam administrator.
After viewing the receipt of the electronic submission, you will have to answer in the affirmative (I’m sure checkbox) to exit the exam software. You are now finished with the exam.