

To begin a Floating Exam:

1. Launch the Exam4 software for the current term (download at <http://exam4.com>)
2. Select **Prepare to start new exam** and click **Next**
3. Enter your **ExamID** (anonymous number)
4. Choose the course for your floating exam from both course lists and click **Next**
5. Confirm your selections and click **OK**
6. If you receive a window listing "Exam Preparations", review any information contained here.
Note, your exam time has not yet started at this point
7. Click Continue
8. Choose font options on screen 3 and click **Next**
9. Click **Got it** and click **Next**
10. Type **the appropriate exam mode; Closed, Open, Open+Network as indicated by your instructor** in the blank. Click the check box to confirm your exam mode, then click **Next**
11. Click **Begin Exam** (*For floating exams your time will be kept in the Exam4 Client and begins when you first view the exam questions using the Exam Documents menu*)
12. After entering the exam window, click the Resources tab in the Exam Information window, confirm the exam question PDF is selected and click Open...
13. Note: If you hid this window, click Exam Info on the Exam4 menu to display the exam

To submit your completed floating exam:

1. Click **End Exam** from the menu
2. Click **End Exam Now**
3. Check the box to **Confirm** and click **OK, end Exam**
4. Click **Submit Electronically**
5. Click **OK**
6. Click **I understand** and click **OK**
7. Click **Exit Exam4**
8. Click **Exit Exam4 Now**
9. Click **I'm sure** and click **Exit Exam4**

Do not delete any files from your computer until after final grades have been posted.