

To begin a Takehome 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 takehome 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** (Crash recovery procedures do not apply to Take Home Exams, but the honor code does apply)
10. Type **TAKEHOME** in the blank and click the check box to confirm, then click **Next**
11. Re-confirm your selection by clicking the check box and clicking **OK**
12. Click **Begin Exam** to start typing your answer
13. After entering the exam window, click the Resources tab in the Exam Information window, confirm the exam question PDF is selected and click Open...
14. Note: If you hid this window, click Exam Info on the Exam4 menu to display the exam

To exit a Takehome exam:

1. Click **End Exam**
2. Click **End Exam Now**
3. Click **Confirm**
 - a. If you are not finished with your exam and wish to open it again later, click **Suspend Exam**
 - b. If you are finished with your exam and wish to end and submit your answer
 - i. Click **End Exam and Submit**
 - ii. Click **Submit Electronically**
 - iii. See the green Exam Submittal Successful, click **I understand** and click **OK**
4. Click **Exit Exam4**
5. Click **Exit Exam4 Now**
6. Click **I'm sure**
7. Click **Exit Exam4**

To re-enter a previously started exam and continue your exam:

1. Launch the Exam4 client
2. Click Select existing exam
3. Click the TAKEHOME exam you wish to continue. The exam files listed are formatted “<Anonymous Exam ID>-<Date>-<Course><Instructor>-<Random information>.xm2”. For example: “12345_201130_SportsLawJacksonD_NA_TAKEHOME_1234 - 0.xm2”
4. Click Begin Exam

To submit your completed Takehome exam:

1. Click **End Exam** from the menu
2. Check the box to **Confirm** and click **OK, end Exam**
 - a. If you are finished with the exam
 - i. click **End Exam and Submit**
 - ii. Click **Submit Electronically**
 - iii. Click **OK**
 - iv. Click **I understand** and click **OK**
 - b. If you are not finished with the exam and wish to re-enter the exam answer at a later time click **Suspend Exam**
3. Click **Exit Exam4**
4. Click **Exit Exam4 Now**
5. Click **I’m sure**
6. Click **Exit Exam4**

Note: Only the first exam submitted for a takehome course is available to the faculty assistant for printing/processing. If you submit subsequent exams for the same answer file, they are put into a “duplicates” folder, since that answer file has already been submitted. If, for some reason, you must submit a takehome exam a second time, please let either the instructor’s faculty assistant, the Director of Student Services, or the Technology Services Manager know so that we may provide special handling for your exam.

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