

## Using a Laptop for Final Exams?

College of Law students have the option of taking final examinations on laptop computers. Students wanting to take examinations on laptops will be required to download the latest version of the examination software, *Exam 4.0*, prior to the exam period. The following information has been provided to answer questions students may have concerning *Exam 4.0* and to assist students in acquiring and using the software. You must pay and download the software for the final exams. Please feel free to download prior to the final exam to see how the software works and if you like it.

**You must have the software downloaded and ensure that it is working on your laptop before the exam.**

### **What do I need to bring to the exam?**

You must bring your computer which has **internet capability** to the exam room on the day of the exam.

### **How do I download *Exam 4.0*?**

To download *Exam 4.0*, go to [www.exam4.com](http://www.exam4.com) and select the link “Law Schools.” On the following screen, find the link “UT College of Law” and follow the directions.

### **Is there a fee for the software?**

No. The software is free to all students.

### **Will the Records Office furnish copies of the software if I fail to download it or forget my laptop?**

No. The Records Office will not provide the software to students if they fail to download it .

### **What capabilities does *Exam 4.0* provide?**

You will have the capability to cut & paste, undo & redo, and to **bold**, *italicize*, and underline text. You also have the ability to display document statistics (e.g., word and line count). To perform these tasks, select from the command functions located along the top of the screen. Spell check is not available with *Exam 4.0*.

### **How do I get started with *Exam 4.0*?**

To launch *Exam 4.0*, double-click on the shortcut (the big, red “E”) on your desktop and follow the step-by-step instructions for getting started.

### **Once *Exam 4.0* is launched, will I be able to run other applications?**

*Exam 4.0* is designed to block access to other applications once the software is launched. You should be aware that any attempt to by-pass *Exam 4.0* will be indicated on the exam print-out.

### **Once the exam is over, what do I do?**

Once time is called or you have finished the exam, select the command “End Exam” on the taskbar. Verify you want to end the exam by selecting “O.K. You will then need to select how to

save the exam. You will be given three choices to save: Submit Electronically, Save to USB Drive. **You MUST submit electronically.** Once you have done this you will see a message which states that the file has been stored on the server and your file has been successfully stored. Your test has been sent to the Records Office to be printed. **You may only save to a USB Drive that the Records Office staff has if your computer fails to save electronically and the Records Office staff has told you to save the exam another way.**

**What happens after the exams are saved?**

**Students will not be able to print exams themselves.** Once the exams have been printed, they will be given to the professor for grading.

**What do I do if I have a problem with my computer during the exam?**

**Don't panic!** The Records office deals with a number of problems related to computer failure every semester. If you experience any problems report the problem to the Records Office.

***Exam 4.0* auto-saves to your hard drive every 5 seconds and creates a backup file every few minutes, so your exam can usually be re-launched with little or no difficulty.** If you experience any problems saving the exam, please bring your laptop to the Records for assistance.