Final Exams (Mac)

To facilitate anonymous grading, Registration Services administers all exams on behalf of the faculty. Students are assigned a different randomized 3-digit number for each exam.

This handbook provides guidance on the Law School's technical aspects of our proctored and remote exams process. After reading this, please review our answers to our FAQs on our exams website. If you have questions, please stop by our office in WJWH Room 500 or send us an email.

Students with approved ADA accommodations will receive communications and additional instructions from our office throughout the exam period. Our office works closely with the Office Disability Services (ODS) to ensure students receive suitable services while taking their exams.

In Case of Emergency

We care about our students, and we understand that emergencies happen. In the event of sudden illness, accident, or last-minute emergencies, please follow these steps:

1. Do not reach out to your instructor. To maintain anonymous grading, refrain from contacting your instructor regarding exam scheduling or rescheduling.
2. Please seek necessary medical or emergency attention.
3. When the visit is complete, please provide documentation
   a. The Emergency Rescheduling Request Form (link on our website)
4. Reach out to Registration Services as soon as possible
   a. via phone call at 212-854-2668
   b. via email.
5. A member of Registration Services will respond to you no longer than 12 hours following your emergency notification.

To balance your wellbeing with academic integrity, the sooner we learn of your emergency, the easier it will be for us to respond.

To ensure that you perform to the best of your ability in any of your exams, it is critical that you do not attempt an exam if you are unwell.

- Registration Services will create a new exam schedule for you if you are ill and can provide medical documentation.

- Please note that if you start an exam but cannot finish it, Registration Services will not be able to arrange for you to retake it.

As of 8/25/2023

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Rescheduling a Law School Exam

As stated in Columbia Law School Rule 2.1.3, all students "should be prepared to sit for examinations at any point throughout the examination period".

However, exams can be rescheduled in the following circumstance:

Two (2) Law School exams scheduled on the same day, including a proctored and an 8 or 24 hour take-home exam on the same day

Three (3) or more exams on consecutive days. The third exam will be rescheduled to the earliest date that will not create an additional conflict.

Illness on the day of the exam, with medical documentation

Birth of a child

Religious Observance: An exam will be rescheduled if it conflicts with a religious observance on the day of the exam.

Bereavement

In other exceptional and documented circumstances.

Any-Day remote exams do **NOT** constitute a conflict. You may select any day in the exam period, including weekends, to take these exams.

Please note that to ensure equity for all exam takers and the smooth administration of all exams, Registration Services will determine any revised schedules.

Exam4 Software

Exam4 is an exam software used to administer all law school exams. You will need to download the software each semester in order to access your exams.

It has four modes. The mode will depend on faculty choice.

        a. **CLOSED**: Blocks access to all other programs and the internet.
        b. **OPEN LAPTOP**: Only blocks access to the internet.
        c. **OPEN LAPTOP + NETWORK**: Complete access to your computer and internet.
        d. **TAKEHOME**: Complete access to computer and internet plus additional features.

You will type your answers into Exam4 as you would type into any standard word processor. It is the computing equivalent of an exam bluebook.

No later than a week prior to the day of your exam, you will need to download the software to your laptop computer. This will allow you to troubleshoot any potential issues that you might have using the software on your computer.

Before the Exam

Download the software (per term) by visiting the **Exam4** website. Scroll to New York and click on the name of our school.

Complete the form to obtain access to download the software onto your computer.

EXAM4

🏛 Columbia University School of Law

Summer Exams

Please register to download Exam4

All fields are required

First Name	Last Name
Email Address	Confirm Email Address
Class Year	
⬍	

Already registered for this term?

Skip to download ›

※ Remote exams

Click here for a list of available remote exams →

Operating System
OS not showing up? See if it's supported.

○ ⊞ Windows 10   ○ macOS 11 Big Sur

○ ⊞ Windows 8.1   ○ macOS 10.15 Catalina

○ macOS 10.14 Mojave

○ macOS 10.13 High Sierra

Continue ›

Find Institution

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🎓 Law Schools

⚖ Bar Exams

Information

✕ Support

📖 Licensing

EXTEGRITY

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Privacy Policy | License Agreement

Please register to download Exam4

All fields are required

First Name	Last Name
Email Address	Confirm Email Address
Class Year	
⬍	

Operating System
OS not showing up? See if it's supported.

○ ⊞ Windows 10   ○ macOS 11 Big Sur

○ ⊞ Windows 8.1   ○ macOS 10.15 Catalina

○ macOS 10.14 Mojave

○ macOS 10.13 High Sierra

Continue ›

Practice using the software/Log-in

Step 1: Open Exam4 and press the "**Next**" button to "Prepare to start a new exam.
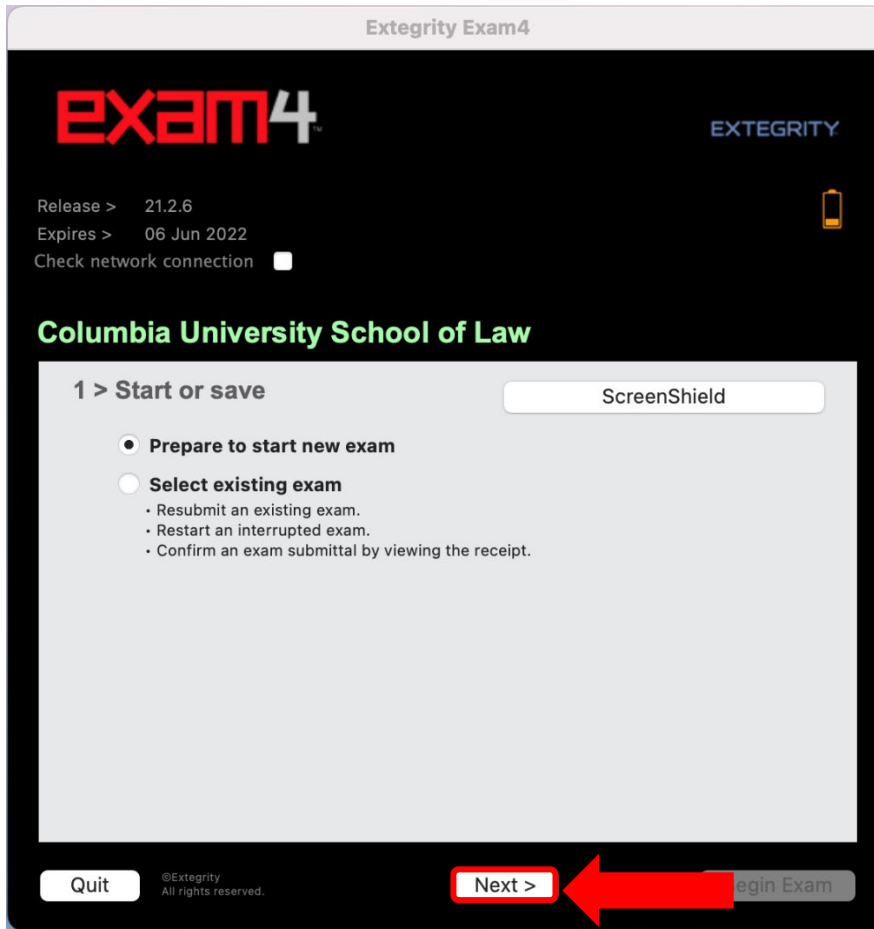
Step 2: Log in to the software. Enter your 3-digit exam number (twice for accuracy). Enter your UNI (Your UNI is protected information and your professor will not be able to see this). Select the name of the course exam you will be taking in the drop down menu (twice for accuracy), then click "**Next**".

Extegrity Exam4

exam4™

EXTEGRITY

Release >   21.2.6
Expires >   06 Jun 2022
Check network connection ☐

Columbia University School of Law

2 > Exam ID; Course or exam title

Exam Number

3-Digits

Exam Number   (confirm)

UNI (e.g. ab1234)

University Network ID (UNI)

Course

Select the course

Proctored Practice Exam

Course   (confirm)

Proctored Practice Exam

Quit   ©Extegrity
              All rights reserved.   < Back   Next >   Begin Exam

IMPORTANT NOTE!

For the practice exam ONLY, your Exam Number is your UNI (ex. ep1234).

Step 3: Check the box to confirm that you have entered the information correctly, click "**OK**".
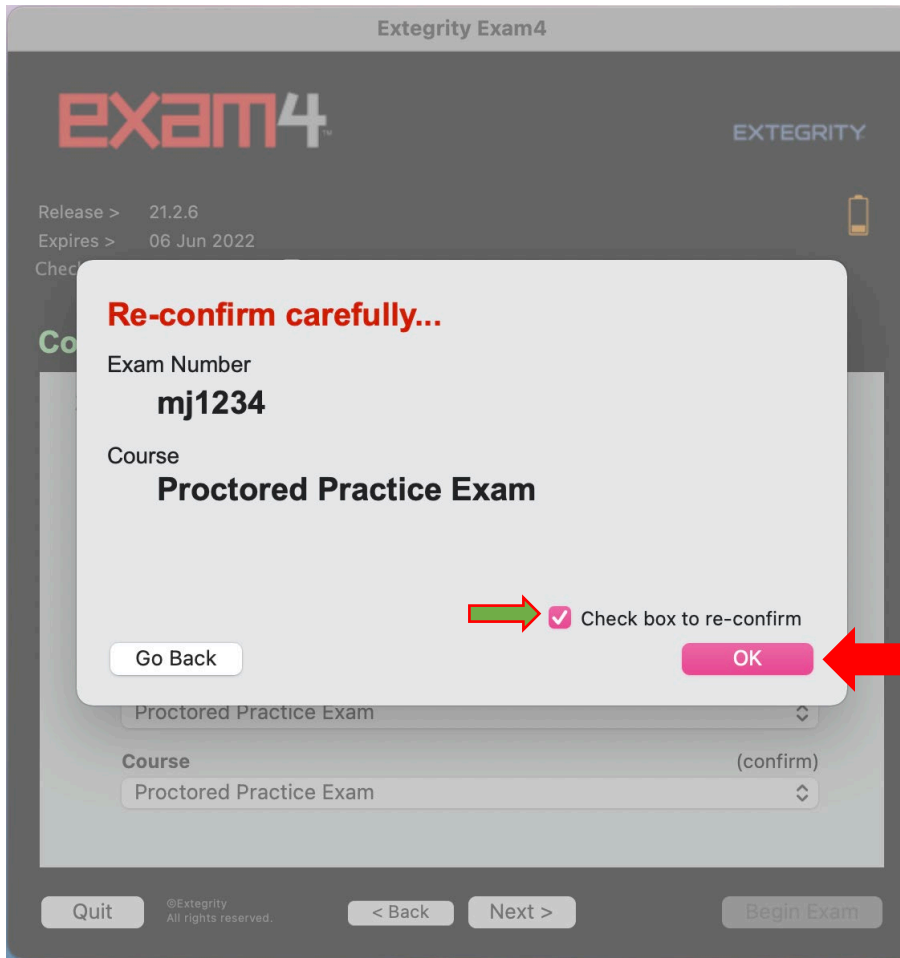
Step 4: Click the "**Continue**" button once you have read the information listed in the Preparations box.
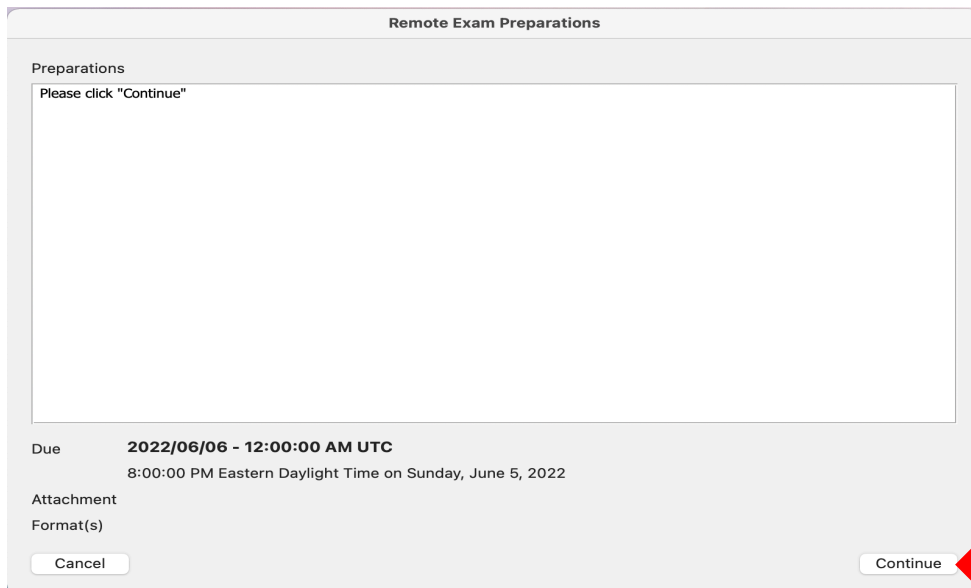
Step 5: The font size and color contrast preferences are optional settings you can adjust. Selecting XL will also increase the size of your answer text screen. If this option is greyed out, please contact Exam4 Support for assistance. Click "**Next**".

Step 6: Click "Check Here" to confirm you have read and understood the Notice of Instructions, and then click "**Next**".
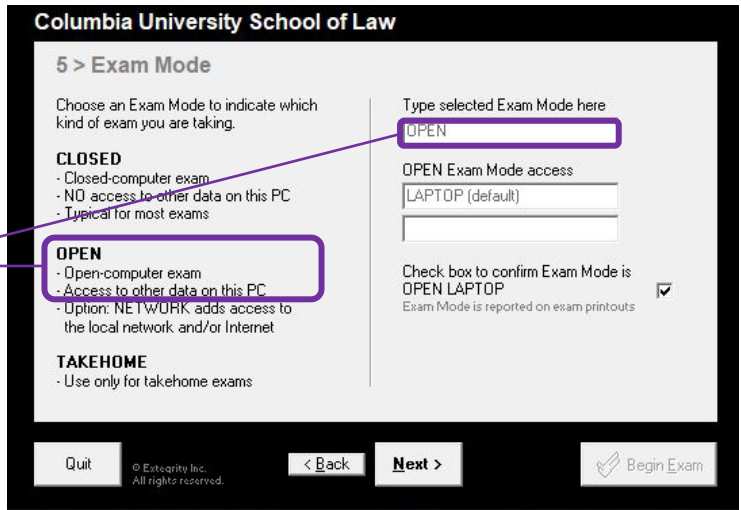
Step 7: For the Practice Exam you will type in the mode you wish to test. Please ensure to take the practice exam and test all **4** modes. Below are screenshots of the **4** exam modes.

Our office will inform you of the mode your instructor selected for your exam. It is IMPORTANT you enter the mode correctly, as you will not be able to turn back. Your professor will be informed if you enter the incorrect mode for the exam
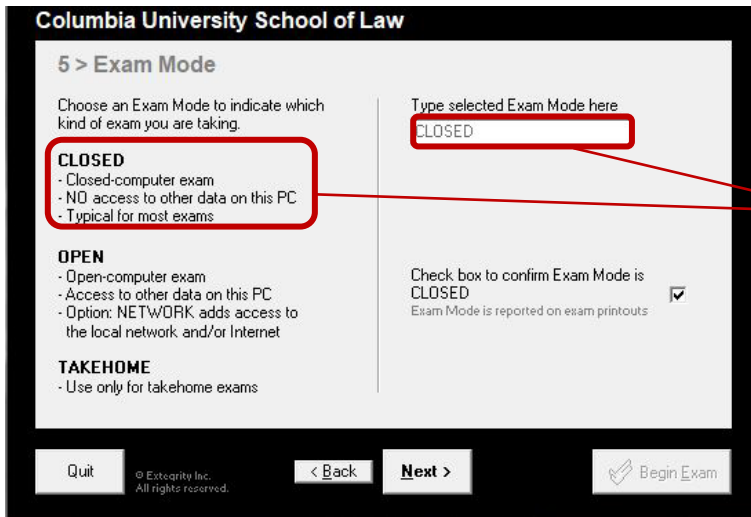
CLOSED
Blocks access to all other programs and the internet.

OPEN LAPTOP
Only blocks access to the internet.

OPEN LAPTOP + NETWORK
Complete access to your

TAKEHOME
Nearly identical to OPEN LAPTOP + NETWORK, with the exception that an exam can be stopped and restarted at any time.

TAKEHOME: NOTE
Use only when instructed by our office. If your exam is remote/take-home, it does NOT mean that your professor has necessarily selected this mode.

Step 8: Confirm you have entered your intended mode correctly and click "**OK**".
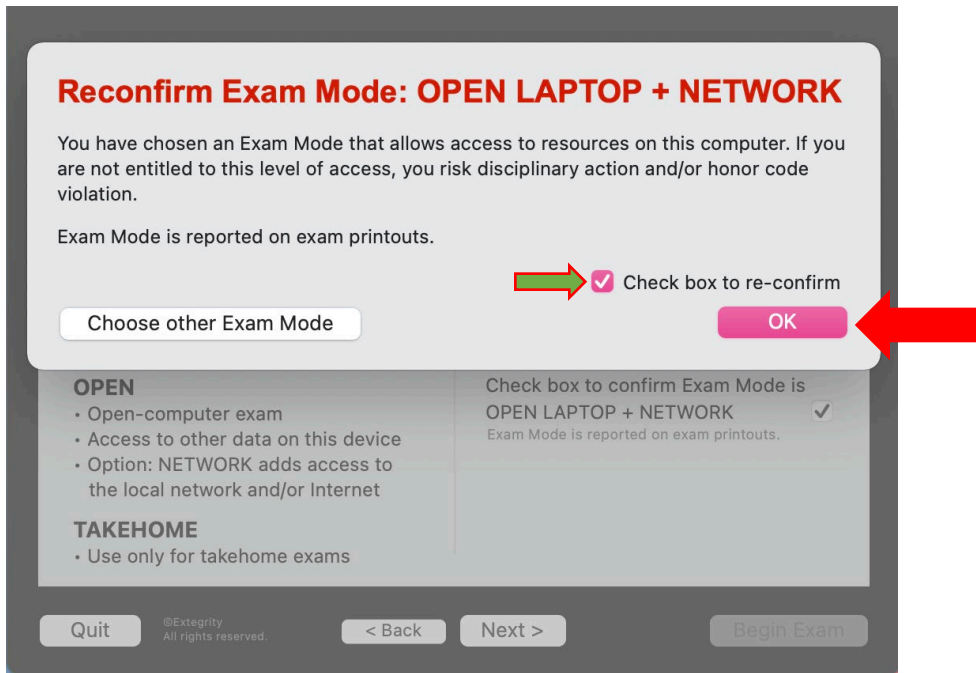
Step 9: Take one last look to confirm all of the information you entered. Then, when you are ready click "**Begin Exam**".

During the Proctored Exam - Essay

The screen shield and spell check are located in the "Tools" menu.

NOTE: You cannot cut/copy and paste from Microsoft Word into Exam4. You must write all of your answers directly into Exam4.

**NOTE: The timer is disabled, and the entire time will remain at 00:00.

Click on the button for "Show/Hide Doc Stats" to reveal/hide the word count for your answers.
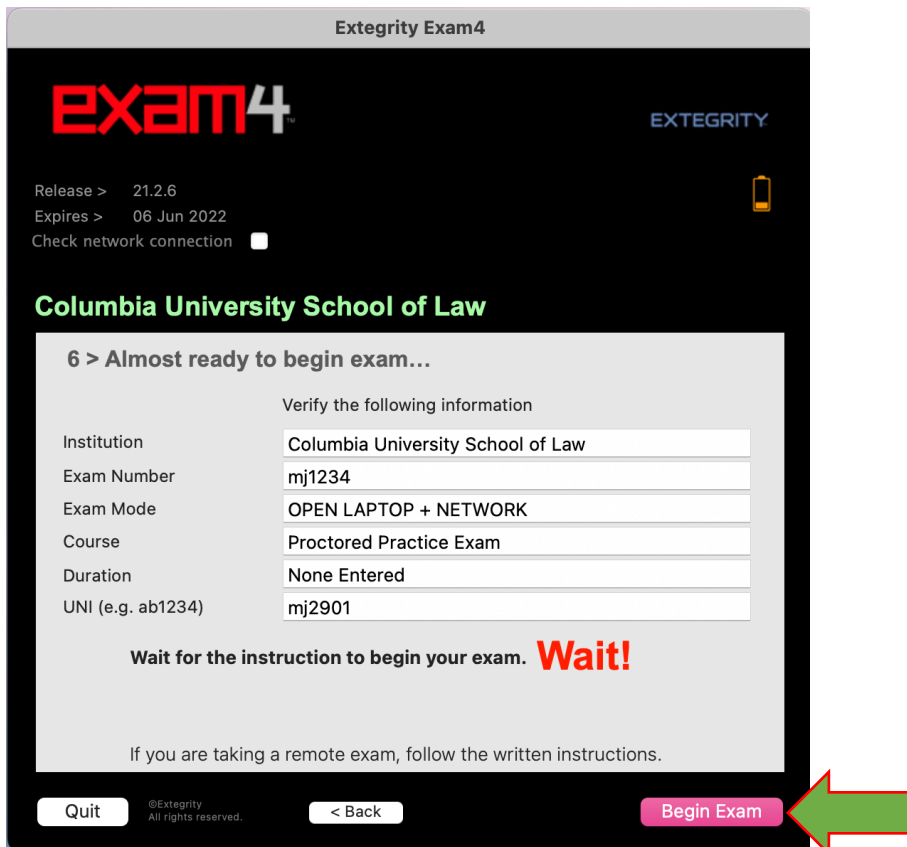
```
Answer-to-Question-_1_


start typing your answers here

-----------------------------------------
----------DO-NOT-EDIT-THIS-DIVIDER----------
-----------------------------------------

Answer-to-Question-_2__


type answers to next question
```
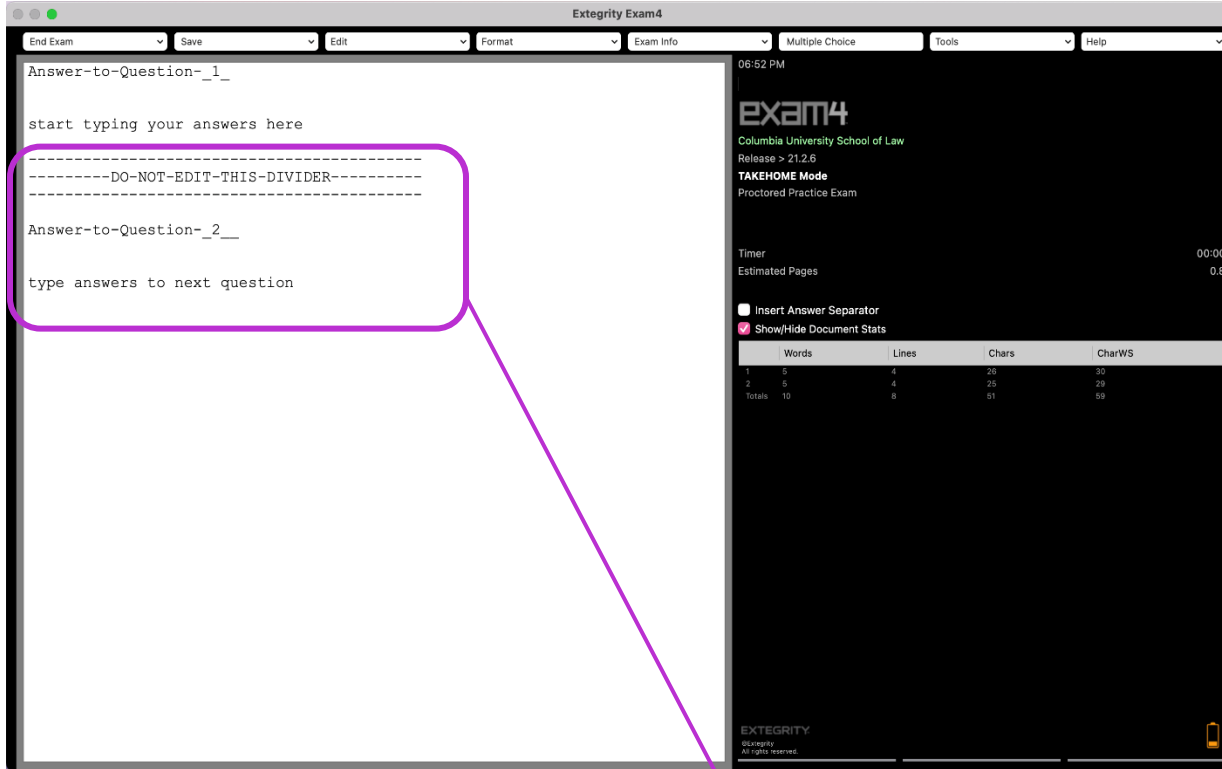
Click the "Insert Answer Separator" to separate your answers for multiple questions.
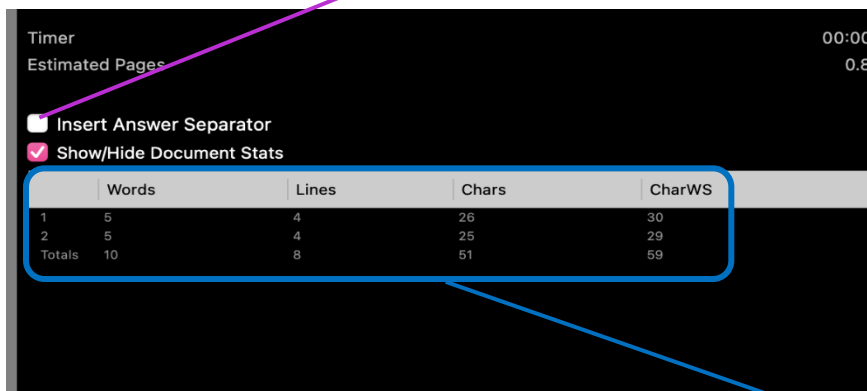
By using the answer separator feature, your word count is displayed per question and in total.

During the Proctored Exam - Multiple Choice

To access the multiple-choice section, you will need to click on "Multiple Choice"**.**
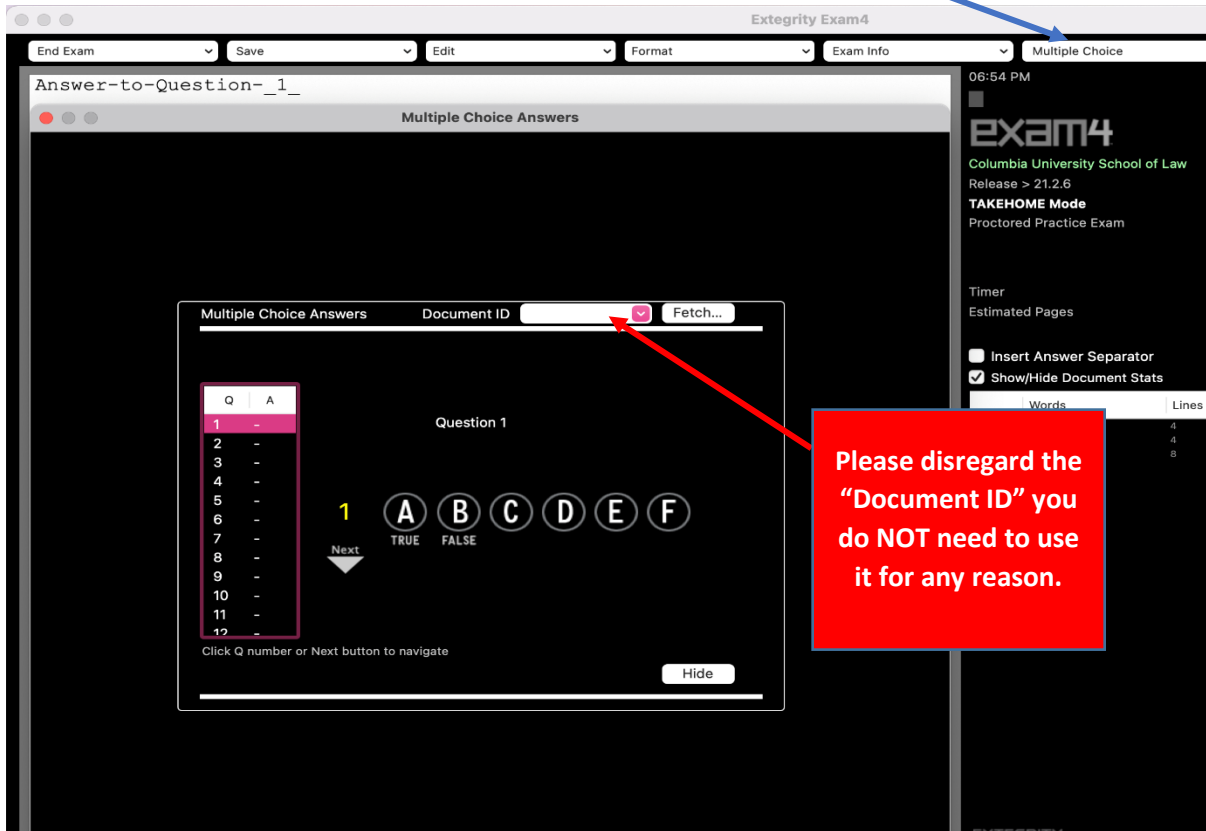
To select your answer, click on your letter choice and your selected answer will be highlighted **Blue**.
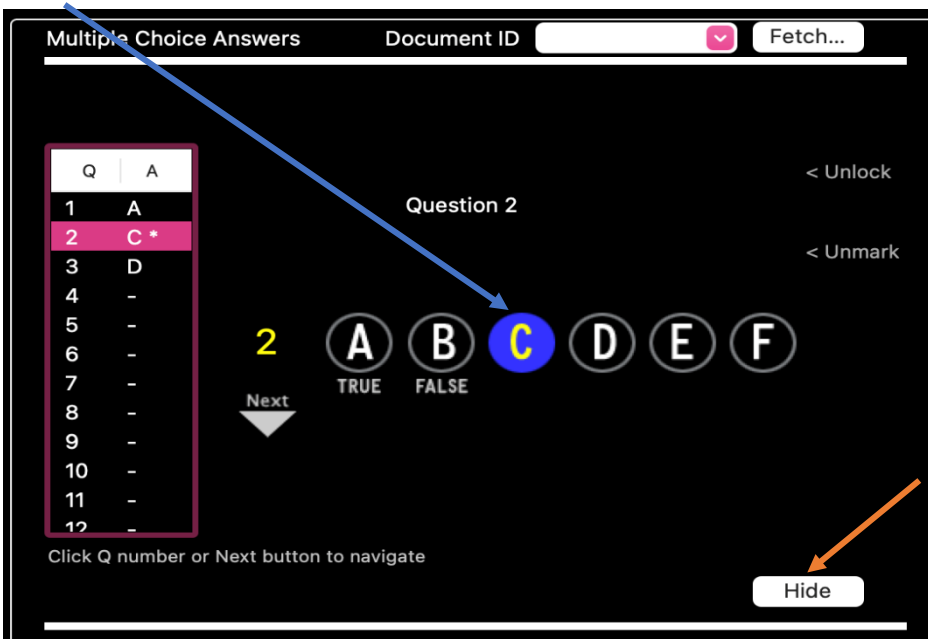
If you want to return to completing your essay instead, you can click the "**Hide**" button and your answers will remain saved.

Multiple Choice Answers | Document ID | Fetch...

Q	A
1	A
2	C *
3	D
4	–
5	–
6	–
7	–
8	–
9	–
10	–
11	–
12	–

Click Q number or Next button to navigate

Question 2

< Unlock

< Unmark

2 (A) (B) (C) (D) (E) (F)
TRUE FALSE

Next

Hide

Helpful Hint:

The "Mark" button allows you to mark a question with an * to remind you to return to that question if you're unsure of your answer and would like to review it. You can remove the * by clicking "Unmark".
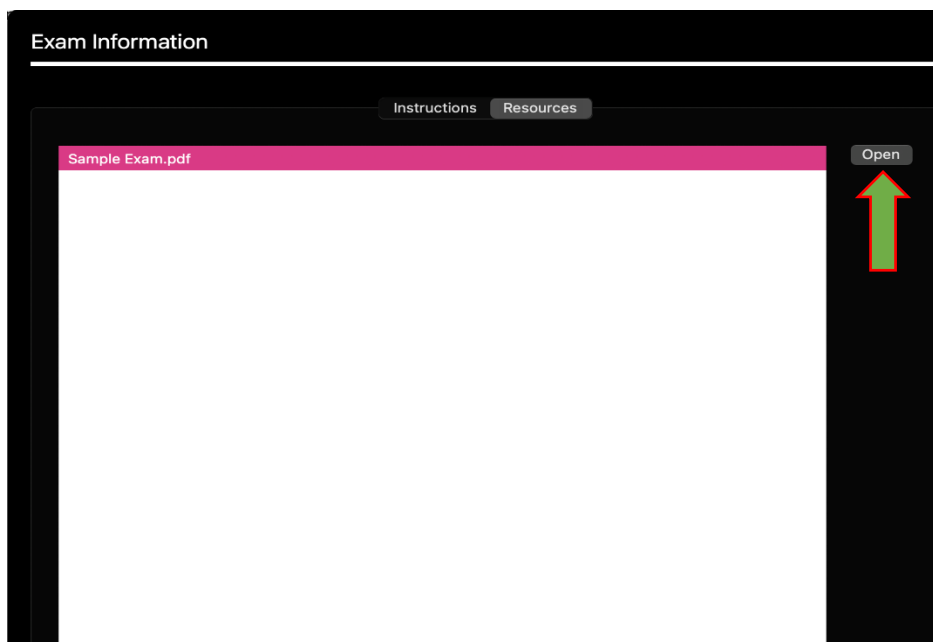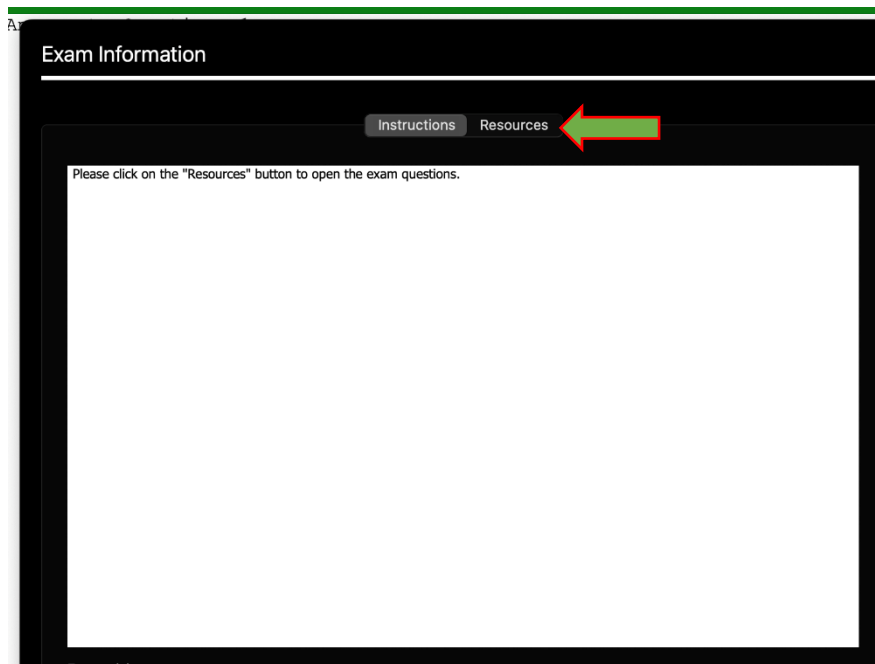
Helpful Hint:

Every time you select an answer and move on to the next question, your answer choice is LOCKED. If you would like to change your answer, simply click the "Unlock" button.
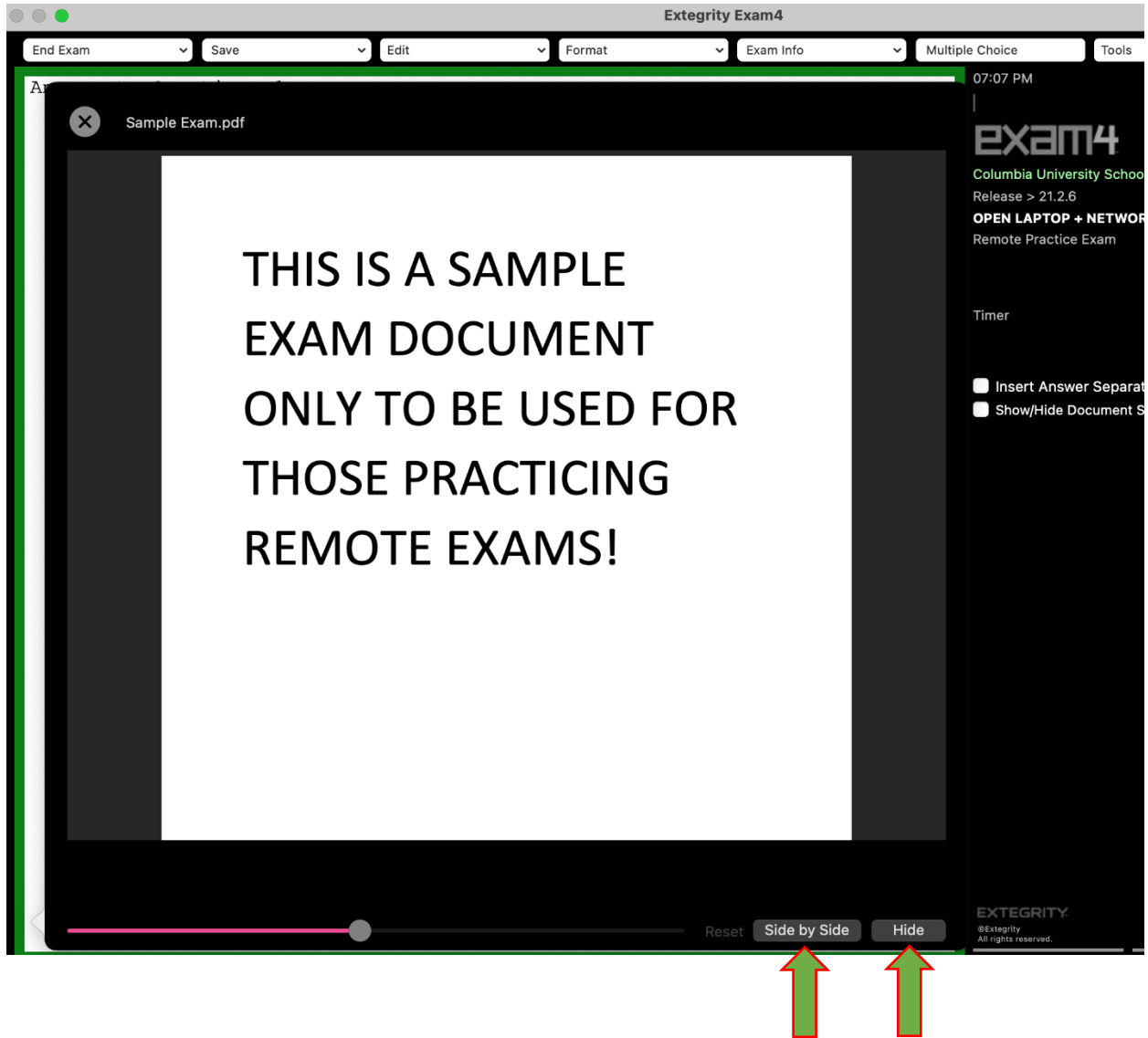
Remote Exams

Students are expected to use the Exam4 software for remote exams fixed or any day. The exam questions will be provided inside the software. All students are under the Academic Integrity Policy to not share or take screenshots of the exam questions.

After going through all of the nine start-up screens, you may click the "Begin Exam" button when you are ready. You are responsible for keeping track of your exam time. In the "**Exam Information**" box below, you will access your Professors exam questions under the "**Resources**" tab.

Exam Information

Instructions   Resources

Please click on the "Resources" button to open the exam questions.

Format(s)

Exam Information

Instructions   Resources

Sample Exam.pdf   Open

**You MUST click the "Open" button to access the exam questions.**

You have the option to have the exam answers in a **"side by side"** view or **"hide"** the questions while you type your answers.

During the Remote Exam – Essay

The screenshot below shows you how your screen will appear with a side-by-side view.
Unfortunately, the screen sizes of both are not adjustable. You can certainly zoom in and out of both your questions and answers.
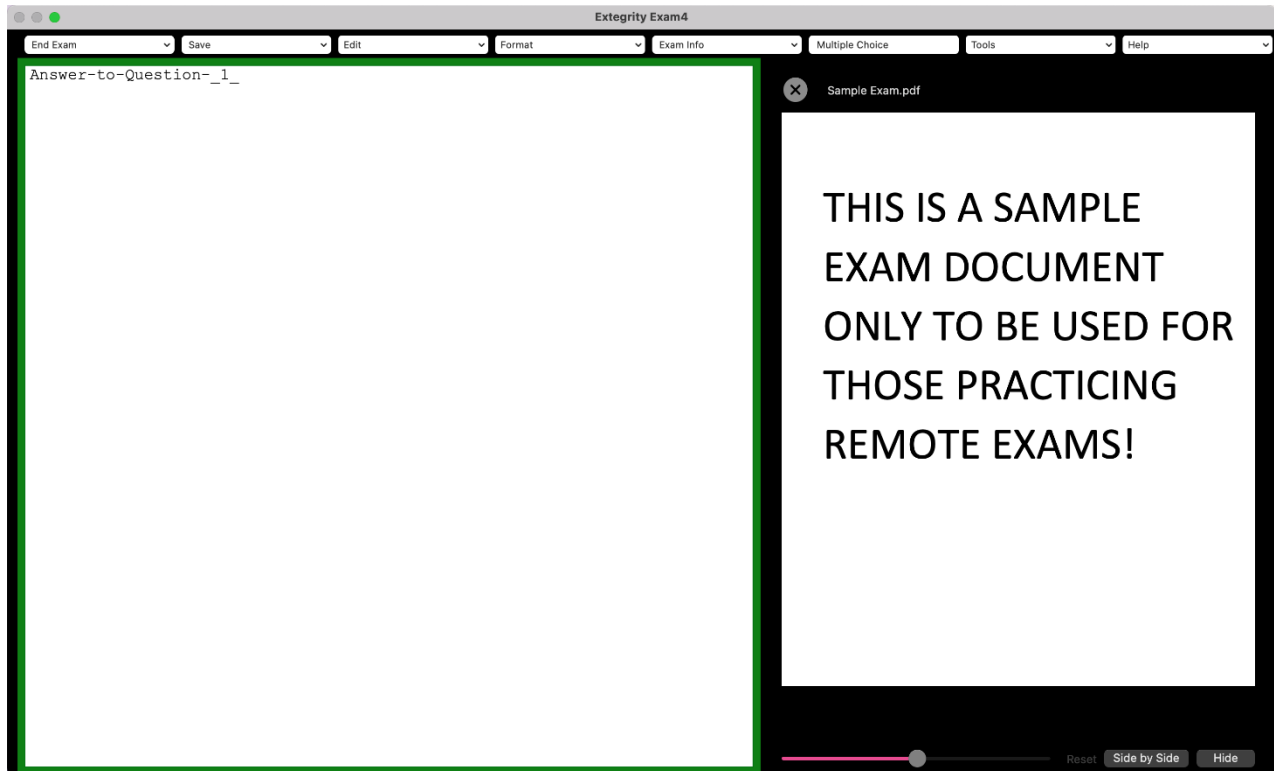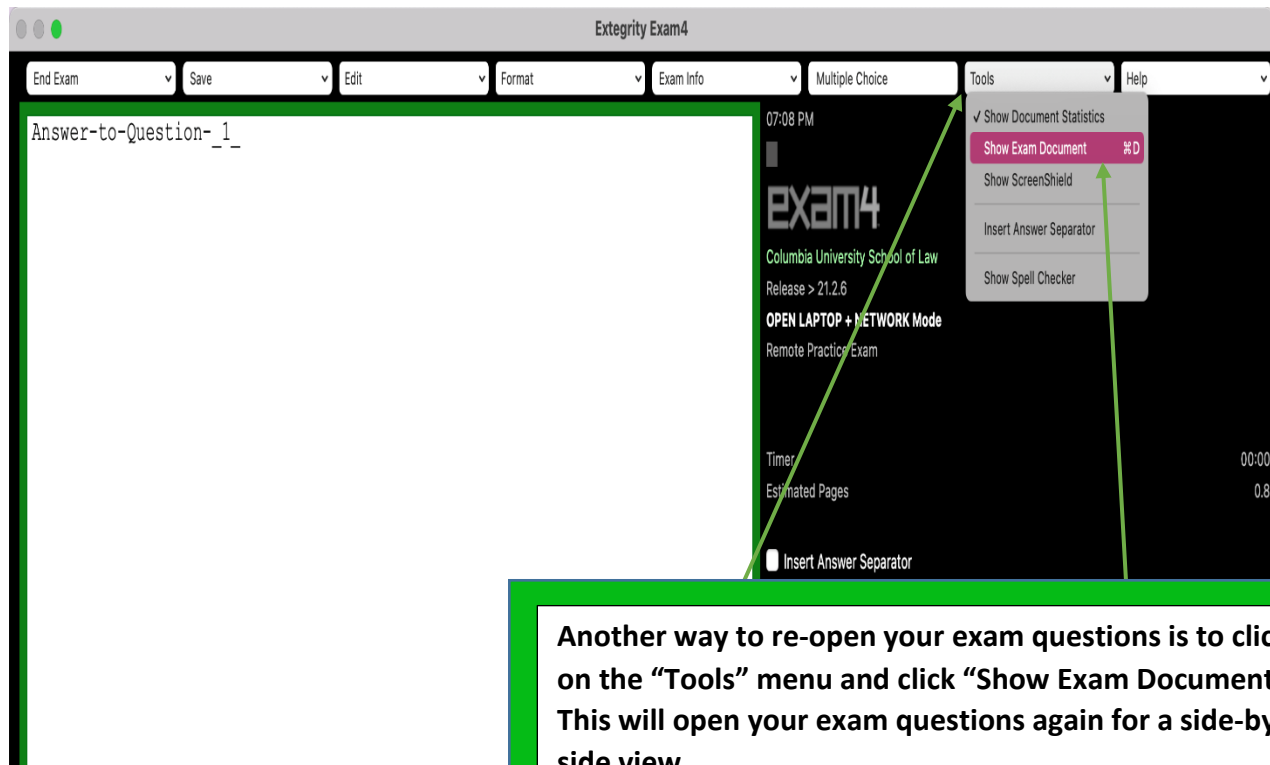

Helpful Hint:

The remote essay features are identical to a proctored exam. Please review pages 13 – 14 for further details.

During the remote exam - Multiple Choice

To access the multiple-choice section, you will need to redisplay your exam questions if hidden and have them on a side-by-side view.

> ****IMPORTANT NOTE****
>
> **If your exam questions are hidden, you will not be able to access the exam questions in the multiple-choice section. Please click on "Show Exam Document" as detailed <mark>below</mark> to ensure you can view both the questions and scantron side-by-side.**


Another way to re-open your exam questions is to click on the "Tools" menu and click "Show Exam Document". This will open your exam questions again for a side-by-side view.

Now click on the **Multiple Choice** tab at the top of the Exam4 window. If the tab option is greyed out, just click anywhere in the typing window to make the tabs active.
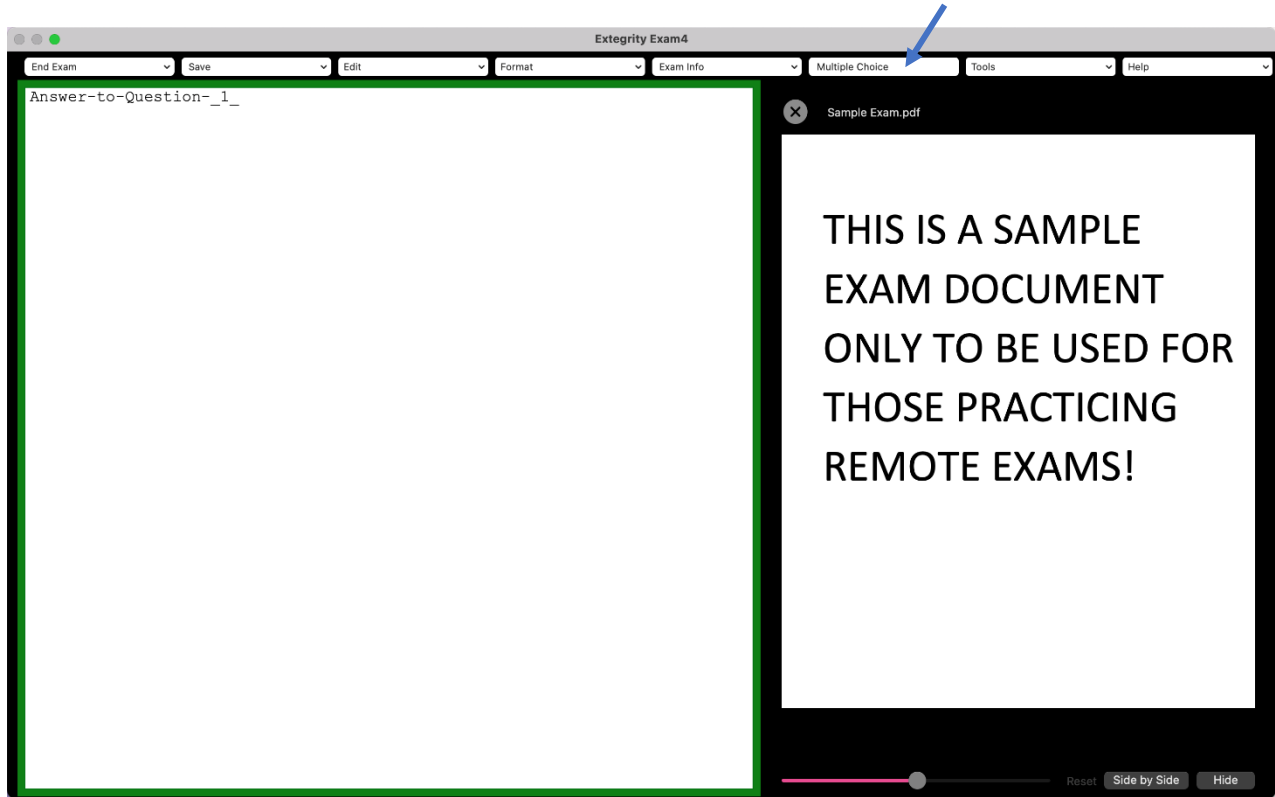
Now you can read the questions and select your answers side-by-side.
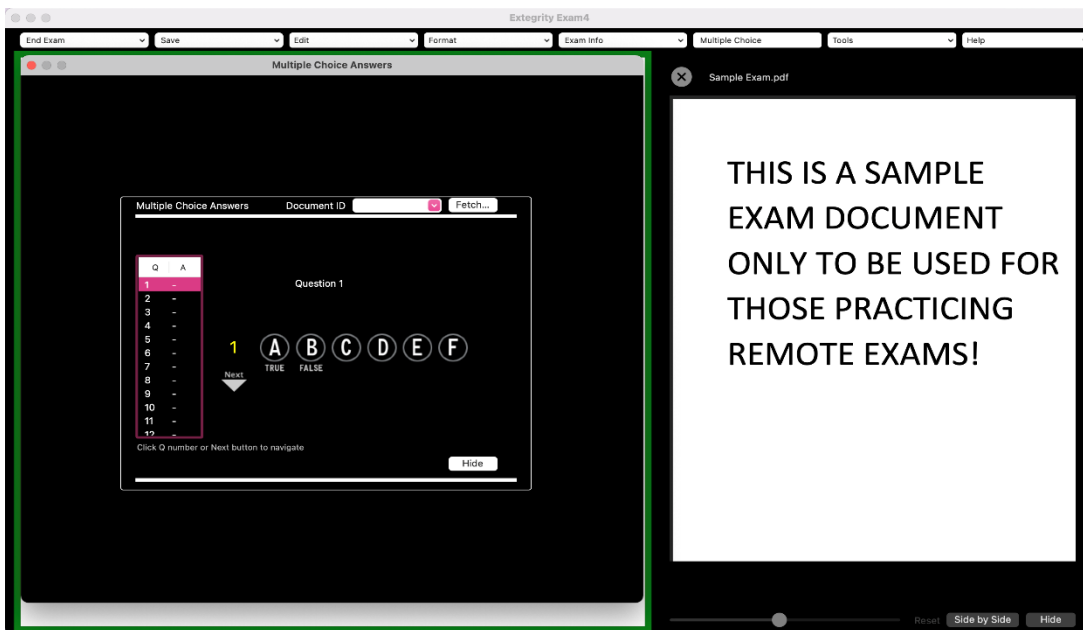
Helpful Hint:

The remote multiple-choice features are identical to a proctored exam. Please review pages 15 – 16 for further details.

Submitting your exam
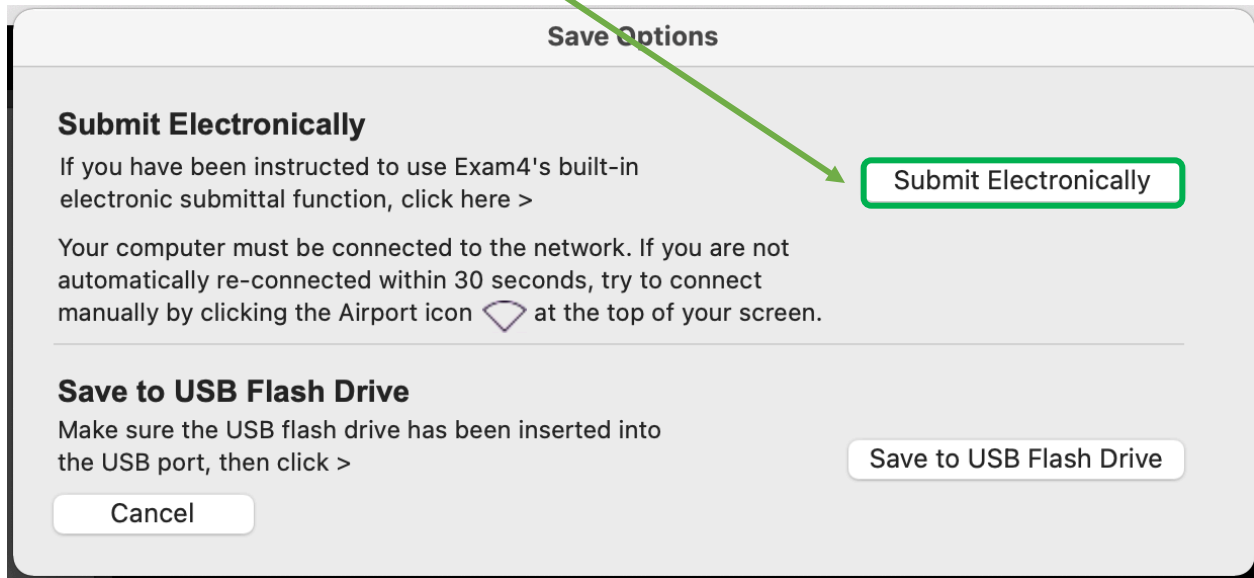
When you have completed your exam and are ready to submit your answers, navigate to "**End Exam**" on the top menu and click on "**End Exam Now**".
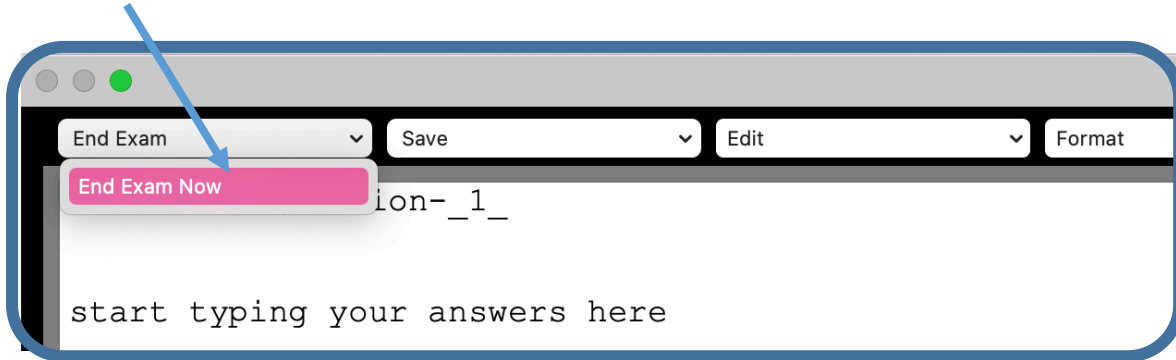
You will be taken to a confirmation screen. Confirm you are ready to submit then click "**OK**".
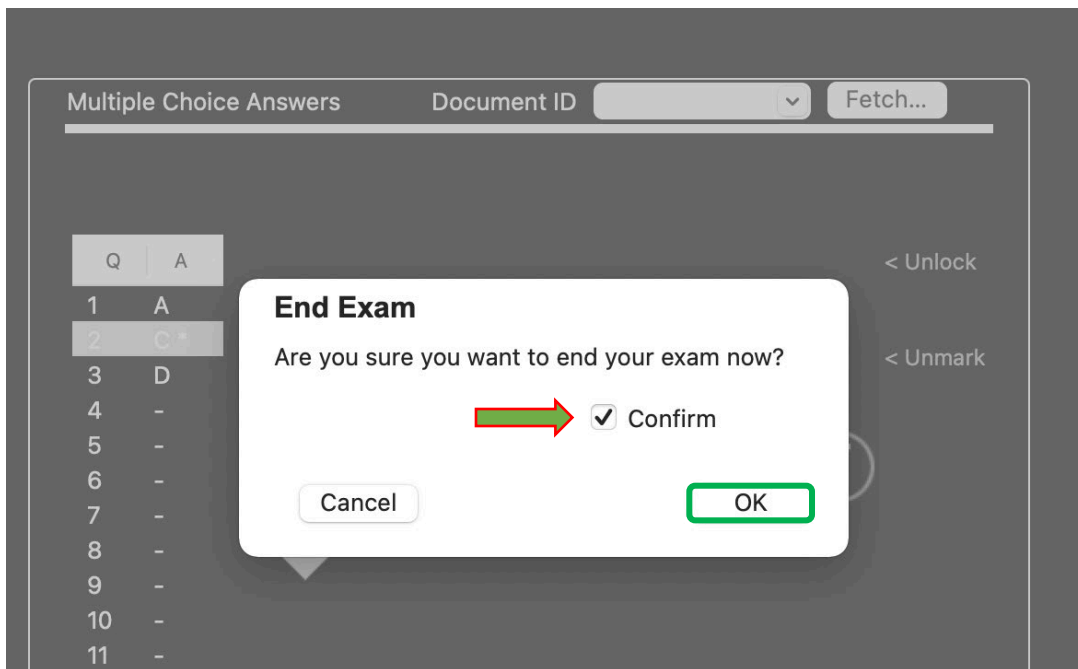
Then, click on "**Submit Electronically**".

This green screen will appear upon successful submission.
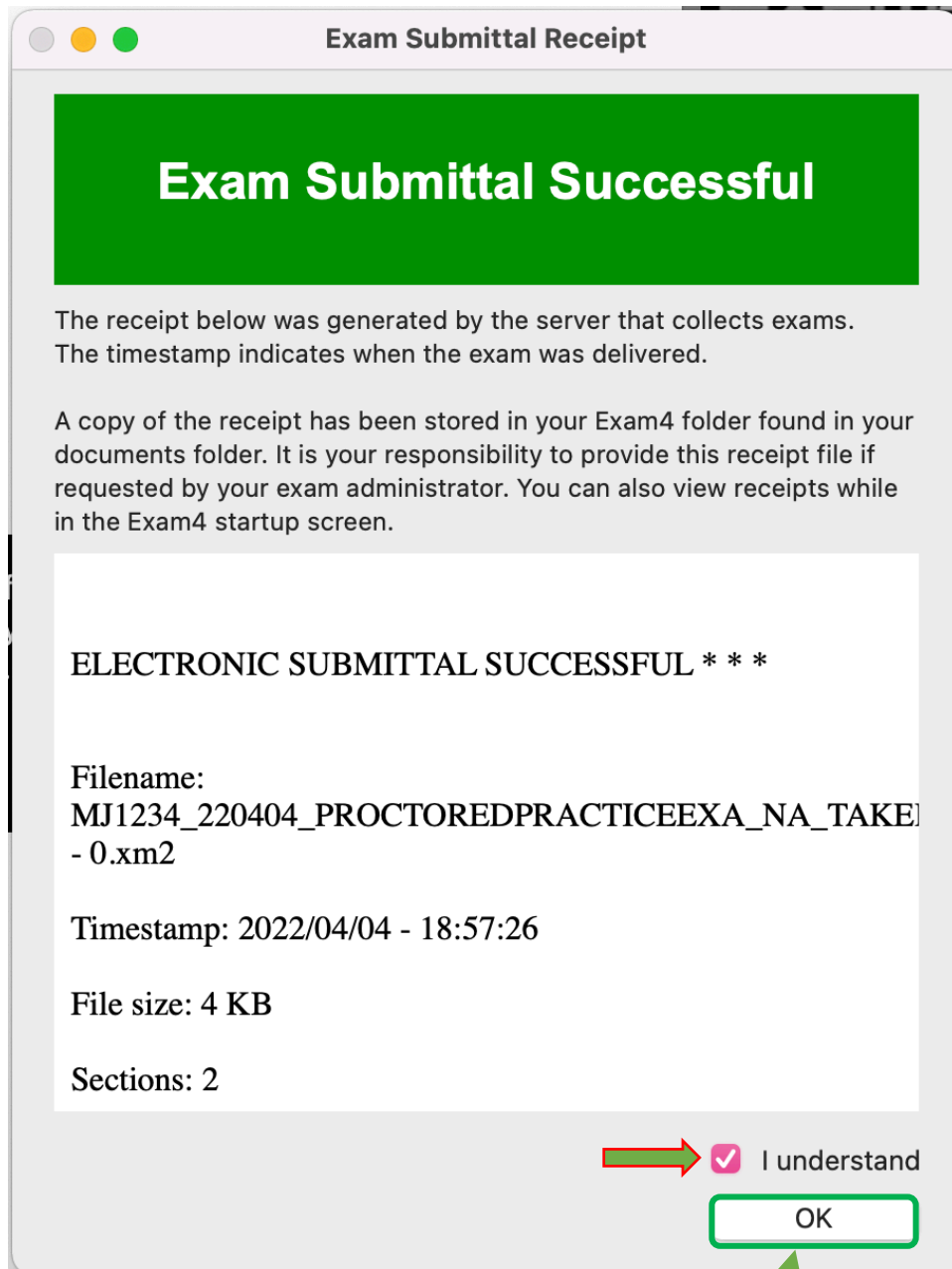
Confirm that you understand the notice of receipt and click "**OK**".

**If you experience any technical difficulties while practicing using the software, please contact Exam4 Technical Support at https://www.exam4.com/support/

Suspend your Exam ONLY on TakeHome Mode

If you are working on an exam that may be 8 hours long or more, under the TakeHome Mode **ONLY**, you can suspend your exam and return to it later.

NOTE: Suspending your exam does NOT stop the clock on your exam time.

First, click on "**End Exam Now**" and confirm ending your exam, per the steps to submit your exam. Do not fret; doing so will not automatically submit your exam.

Then, click on "Suspend Exam," as shown below. Your exam is then suspended while you take a break.
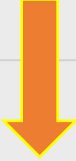
Re-Open Suspended Exam

Open Exam4. Click on "**Select Existing Exam**." Scroll through the exams until you locate the correct exam number and course name for the exam you suspended. Then click "**Begin Exam,**" and you will be taken directly to your exam where you left off.

Extegrity Exam4

exam**4**™   EXTEGRITY

Release >   21.2.6
Expires >   06 Jun 2022
Check network connection ☐

Columbia University School of Law

1 > Start or save   ScreenShield

○ **Prepare to start new exam**
● **Select existing exam** ⬅

Open Exam Files in Finder

PROCTOR_211219_EVIDENCECAPRADANIEL_NA_EXAM4APPLE_9407.xm3
533_211221_PRTRANSACTIONALLAWYE_NA_EXAM4APPLE_5361.xm3
MJ1234_220404_PROCTOREDPRACTICEEXA_NA_TAKEHOME_3552.xm2
920_211220_CONTRACTSTALLEYERIC_NA_EXAM4APPLE_2509.xm3
MEL_211221_CONSTITUTIONALLAWBUL_NA_EXAM4APPLE_4922.xm3
MEL_211221_TORTSMERRILLTHOMAS_NA_EXAM4APPLE_9501.xm3
941_211221_CONTRACTSTALLEYERIC_NA_EXAM4APPLE_8775.xm3
180_211222_LEGREGBRIFFAULTRICHA_NA_EXAM4APPLE_1933.xm3

View Exam Submittal Receipt   Save As...   Submit Electronically

Quit   ©Extegrity   Next >   Begin Exam ⬅
            All rights reserved.

Anonymous Grading

Law School examinations are administered and graded using an anonymous grading system (i.e., the faculty does not know the identity of the examinee whose paper they are grading).

Your answers are identified only by a randomly assigned 3-digit exam number, which is different for each exam course.

Students are not permitted to write their name on any page of an exam, and must not contact the instructor directly about an exam before final grades for the course are posted.

If you experience any tech difficulties before an exam or while taking a practice exam, please contact Exam4 Support. If you run into issues during exams please email or call Registration Services.

Do not contact the instructor about an exam at any time before the final course grades are posted.

Your identity is revealed to your instructor only AFTER they have assigned your exam grade. The instructor then can make adjustments for class participation or other criteria before finalizing and releasing your grade for the course in LawNet.