

Final Exams (Windows)

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 [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 of 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.

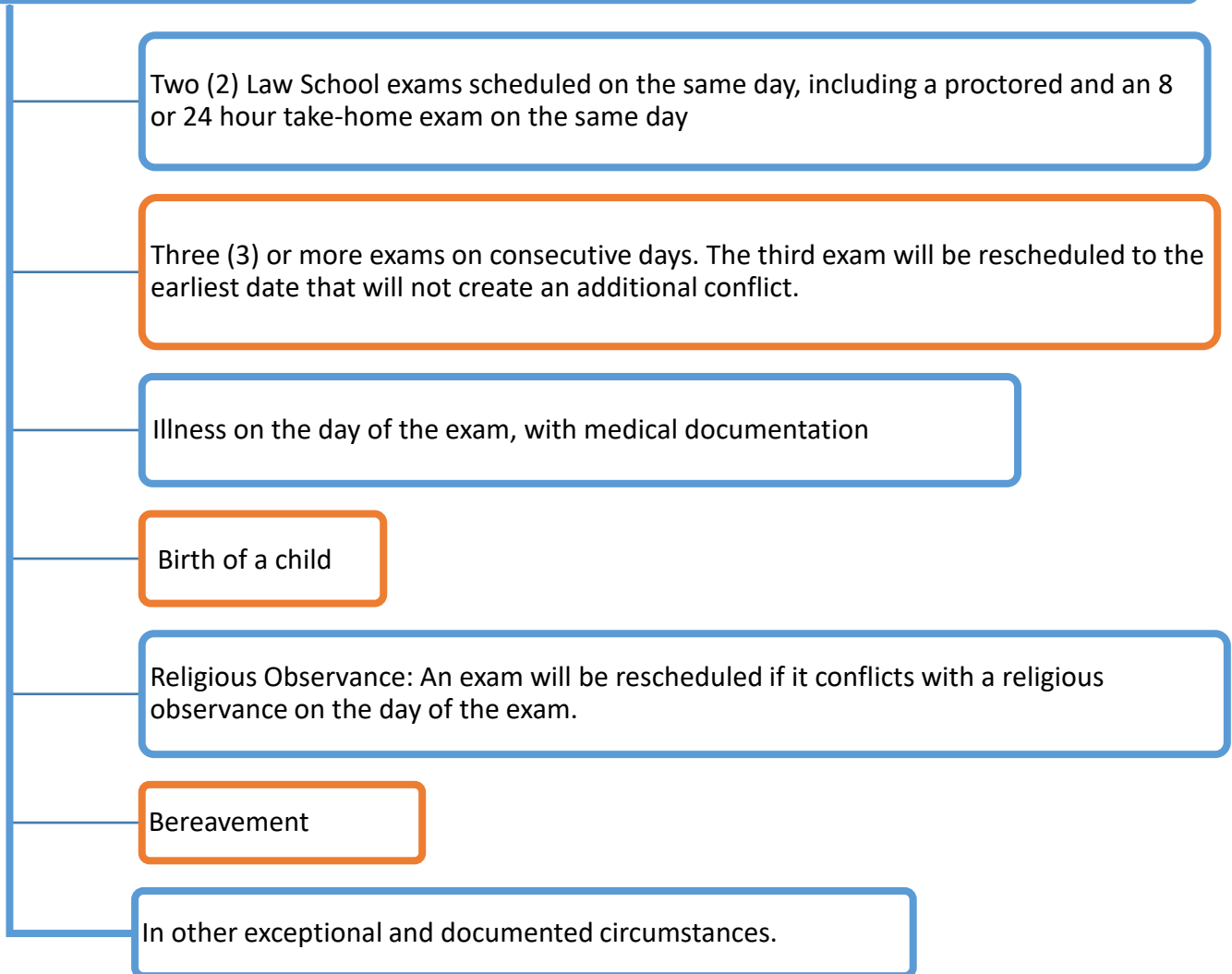
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Rescheduling a Law School Exam

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:



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.

- 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 computer and internet.
- 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.

The screenshot shows the Exam4 website interface. On the left is a dark sidebar with the Exam4 logo and navigation links: Find Institution, Search..., Law Schools, Bar Exams, Information, Support, and Licensing. The main content area displays a list of law schools under the heading "New York". The schools listed are Albany Law School, Brooklyn Law School, Cardozo School of Law, Columbia University School of Law, Cornell Law School, CUNY School of Law at Queens College, Extegrity School of Law, Fordham University School of Law, Hofstra School of Law, and New York Law School. The "Columbia University School of Law" entry is highlighted with a red rectangular box, and red arrows point to it from both the left and right sides.

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

Operating System
OS not showing up? [See if it's supported.](#)

Windows 10
 Windows 8.1
 macOS 11 Big Sur
 macOS 10.15 Catalina
 macOS 10.14 Mojave
 macOS 10.13 High Sierra

Already registered for this term?
[Skip to download >](#)

* Remote exams
[Click here for a list of available remote exams ->](#)

[Continue >](#)

Please register to download Exam4

All fields are required

First Name Last Name

Email Address Confirm Email Address

Class Year

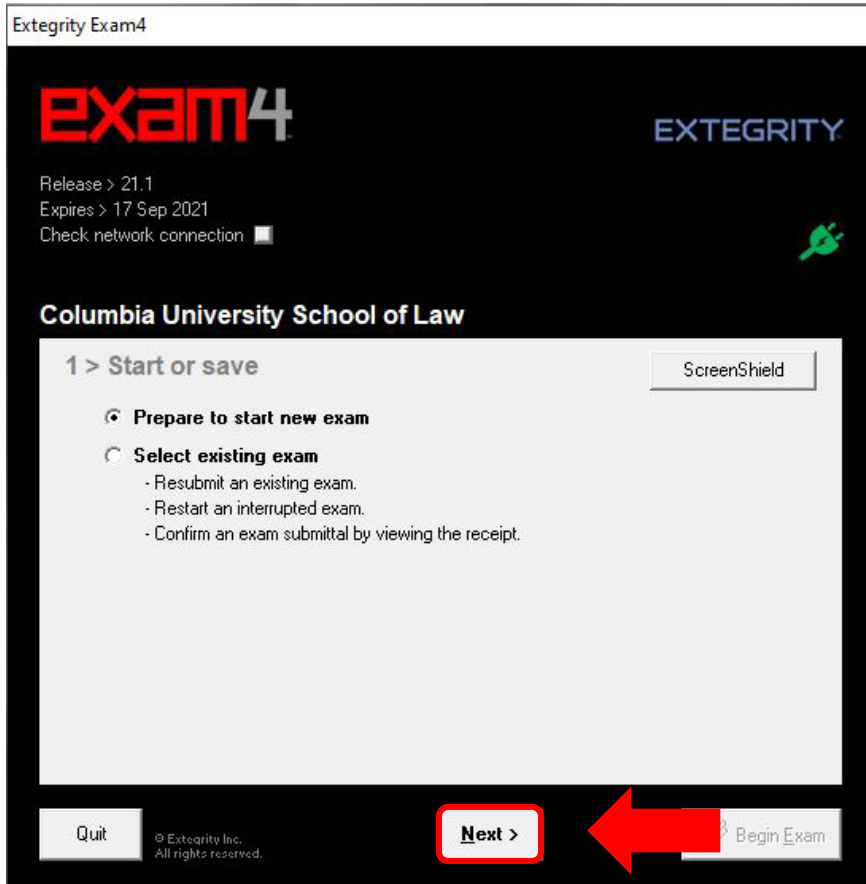
Operating System
OS not showing up? [See if it's supported.](#)

Windows 10
 Windows 8.1
 macOS 11 Big Sur
 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”**.

The screenshot shows the Extegrity Exam4 interface. At the top, it says "Extegrity Exam4" and "EXTEGRITY". Below that, it displays "Release > 21.1", "Expires > 17 Sep 2021", and "Check network connection" with a status indicator. The main heading is "Columbia University School of Law". The form is titled "2 > Exam ID; Course or exam title".

There are two input fields for "Exam Number" (3-Digits) and one for "UNI (e.g. ab1234)" (University Network ID (UNI)). Below these are two dropdown menus for "Course", both showing "SU21 Practice Exam". At the bottom, there are buttons for "Quit", "< Back", "Next >" (highlighted with a red arrow), and "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”.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.1
Expires > 17 Sep 2021
Check network connection

Columbia University School of Law

3 > Exam time; Font size and contrast

Set optional countdown timer (don't worry, it won't shut down).

0 0
Hours Minutes

Set optional alert(s).

5 minutes remain
 15 minutes remain
 1 hour remains

Timer unavailable by administrative request.

Set font size and contrast

Small Standard
 Medium Reduced
 Large Reversed
 XL

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

Step 6: Click “Check Here” to confirm you have read and understood the Notice of Instructions, and then click “Next”.

Columbia University School of Law

4 > Notice of instructions

Honor Code; Extegrity License Agreement
You agree to the terms of your institution's honor code, if applicable, and you agree to the terms of the Extegrity License Agreement as provided on the exam4.com website.

Exam4 Security Check Help
If your computer fails the check, record the violation number and go to exam4.com/support for help.

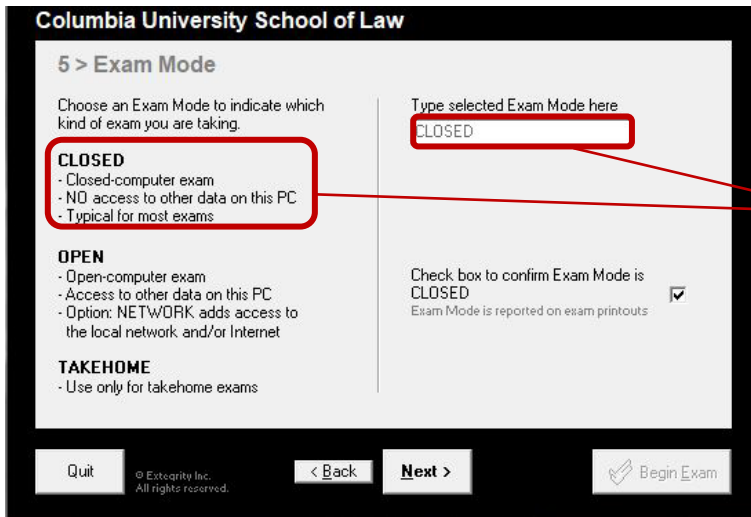
Crash Recovery Procedure
If your computer crashes during the exam, carefully follow the instructions provided by your institution. DO NOT turn off or restart the computer unless expressly directed to do so.

Got it? Check here

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

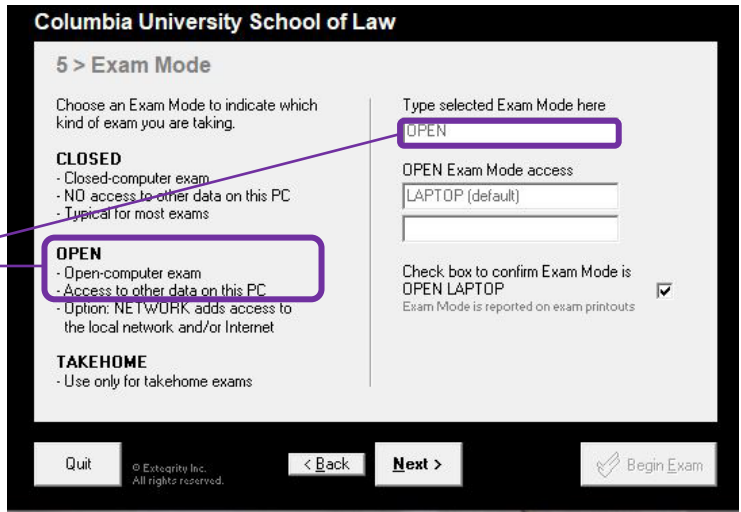
Step 7: For the Practice Exam you will type in the mode you wish to test. Please ensure to take the practice exam and test all 4 modes. Below are screenshots of the **4** exam modes.

****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.



Columbia University School of Law

5 > Exam Mode

Choose an Exam Mode to indicate which kind of exam you are taking.

CLOSED

- Closed-computer exam
- NO access to other data on this PC
- Typical for most exams

OPEN

- Open-computer exam
- Access to other data on this PC
- Option: NETWORK adds access to the local network and/or Internet

TAKEHOME

- Use only for takehome exams

Type selected Exam Mode here
OPEN

OPEN Exam Mode access
LAPTOP (default)

NETWORK

Check box to confirm Exam Mode is OPEN LAPTOP + NETWORK
Exam Mode is reported on exam printouts

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

OPEN LAPTOP + NETWORK
Complete access to your

Columbia University School of Law

5 > Exam Mode

Choose an Exam Mode to indicate which kind of exam you are taking.

Type selected Exam Mode here
TAKEHOME

CLOSED

- Closed-computer exam
- NO access to other data on this PC
- Typical for most exams

OPEN

- Open-computer exam
- Access to other data on this PC
- Option: NETWORK adds access to the local network and/or Internet

TAKEHOME

- Use only for takehome exams

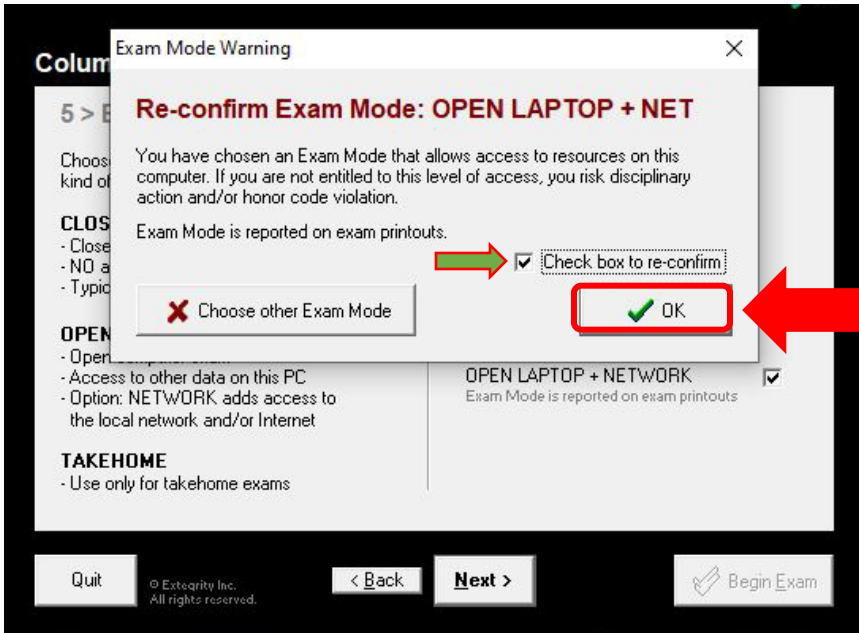
Check box to confirm Exam Mode is TAKEHOME
Exam Mode is reported on exam printouts

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

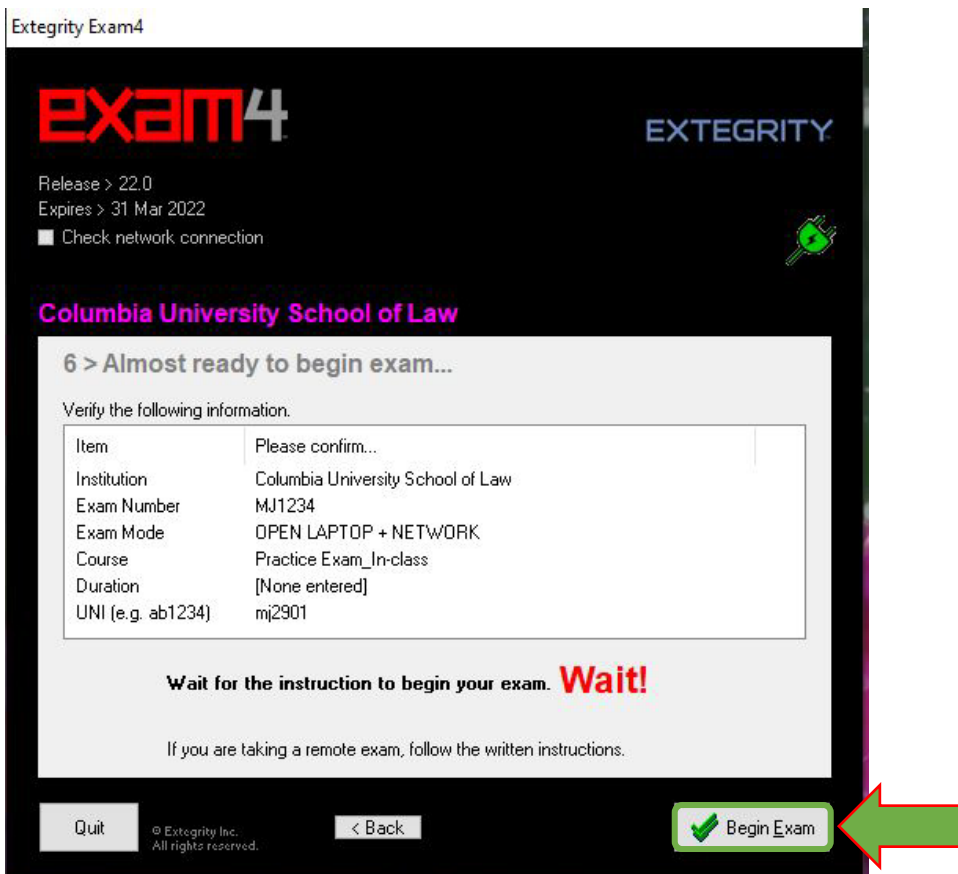
TAKEHOME
Nearly identical to OPEN LAPTOP + NETWORK, with the exception that an exam can be stopped and restarted at any time.

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

Extegrity Exam 4*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question-_1_
Begin typing your answers here|

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.

1:19 pm
Camera: N/A

EXAM4
Columbia University School of Law
Release > 21.1
OPEN-NET Exam Mode
SU21 Practice Exam

Timer 00:00
Estimated Pages 0.0
 Insert Answer Separator
 Show/Hide Doc Stats

	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

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Win 10

Timer 00:00

Estimated Pages 0.0

Insert Answer Separator

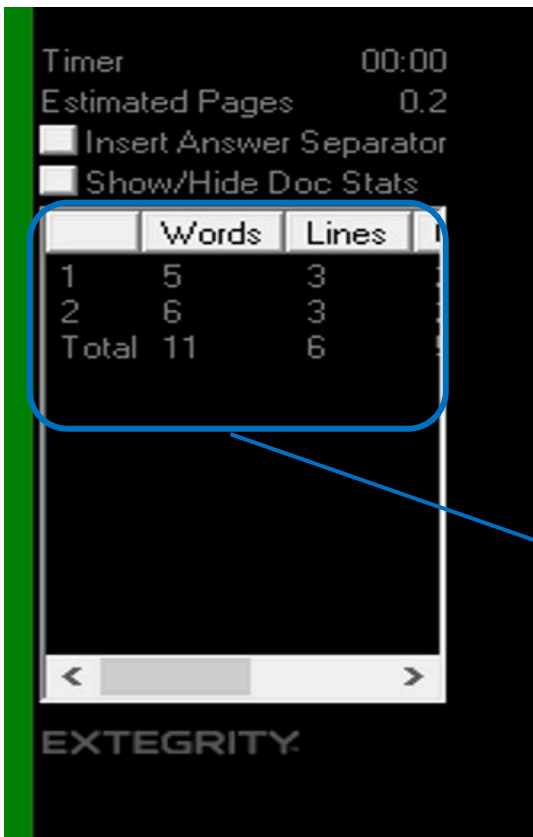
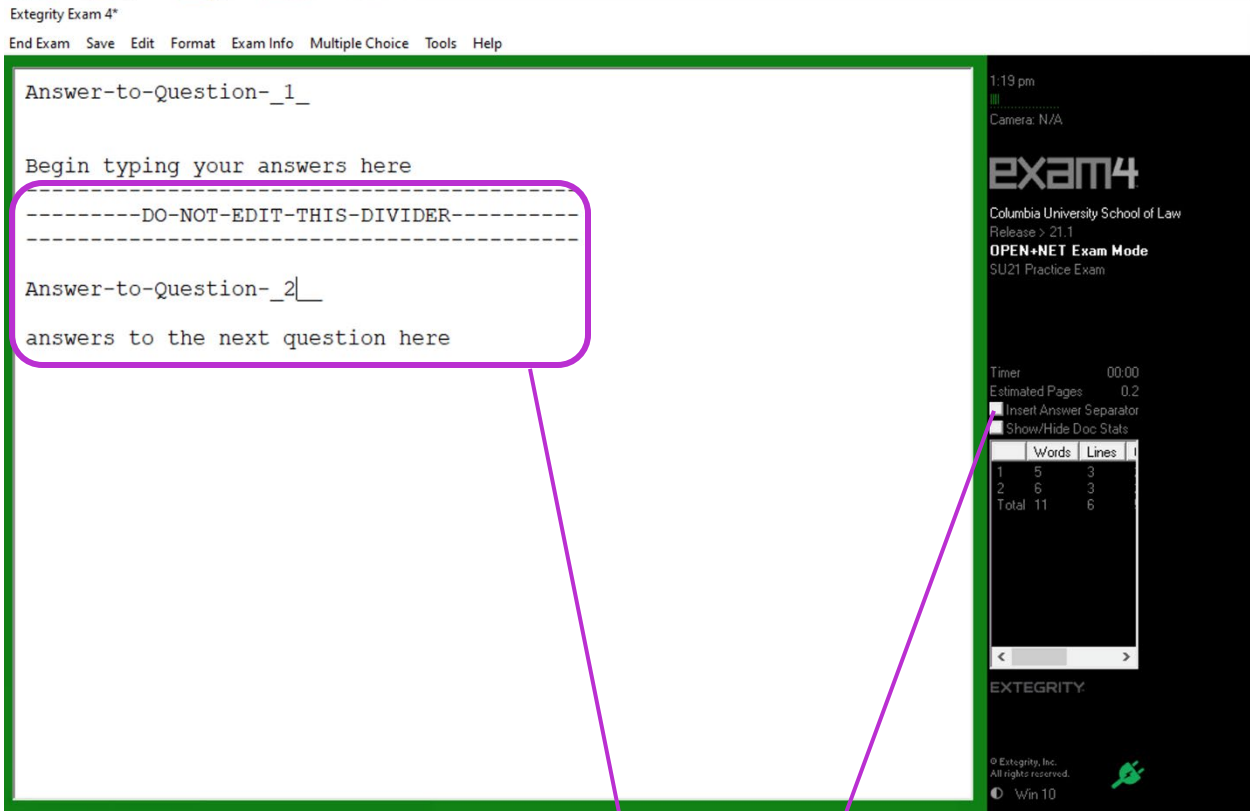
Show/Hide Doc Stats

	Words	Lines
1	5	3
Total	5	3

EXTEGRITY

Click on the button for "Show/Hide Doc Stats" to reveal/hide the word count for your answers.

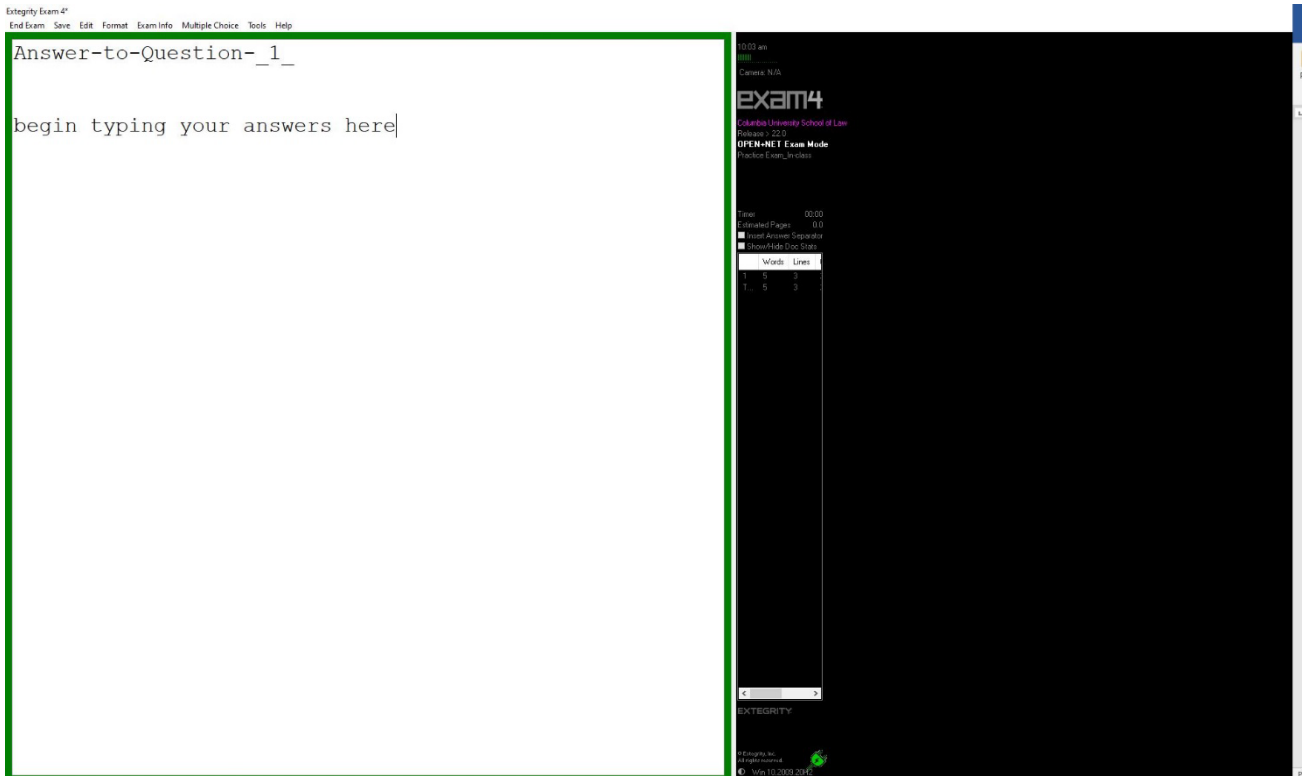
****NOTE: The timer is disabled, and the entire time will remain at 00:00.**



Click the "Insert Answer Separator" to separate your answers for multiple questions.

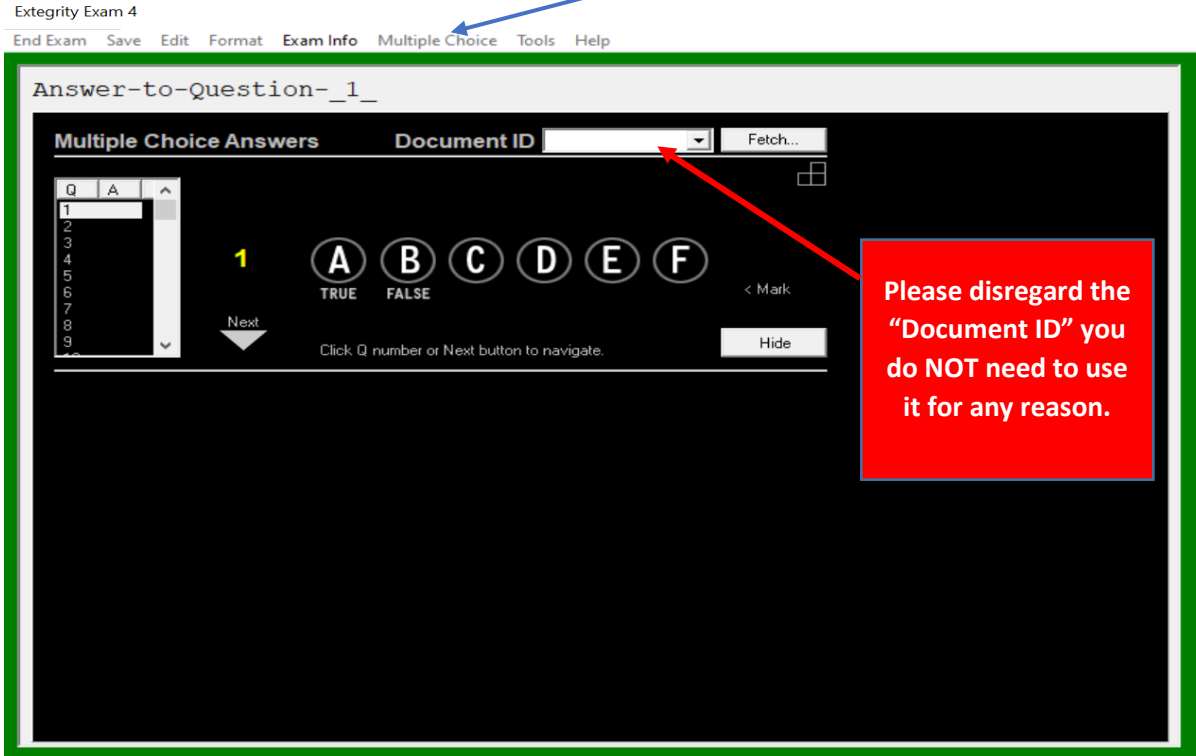
By using the answer separator feature, your word count is displayed per question and in total.

NEW: You can drag the middle screen left and right to make your typing screen bigger or smaller. As shown below.

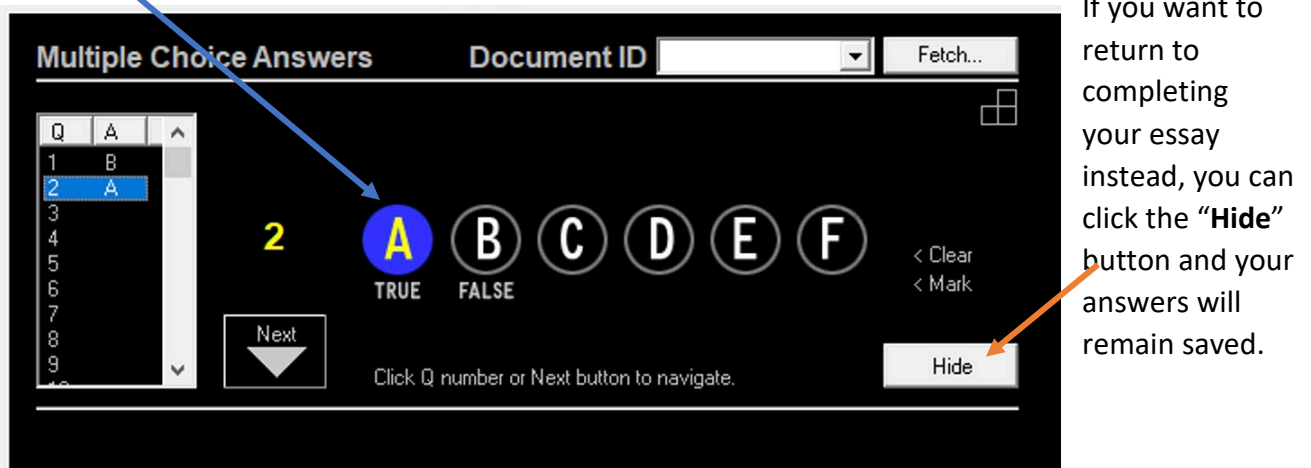


During the Proctored Exam - Multiple Choice

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**.



Multiple Choice Answers Document ID

Q	A
1	B
2	D
3	A *
4	E
5	C
6	C
7	

3

A TRUE **B** FALSE **C** **D** **E** **F**

Click Q number or Next button to navigate.

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”.

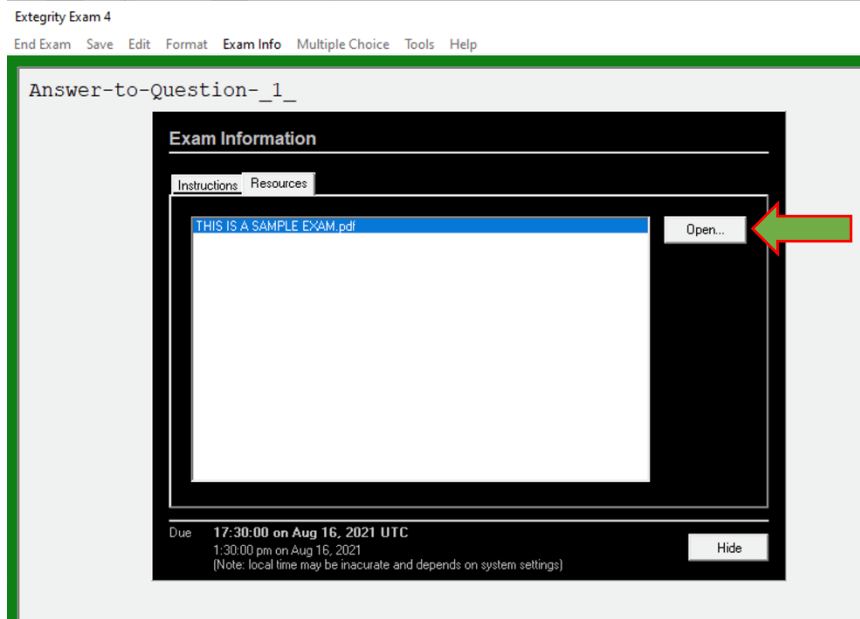
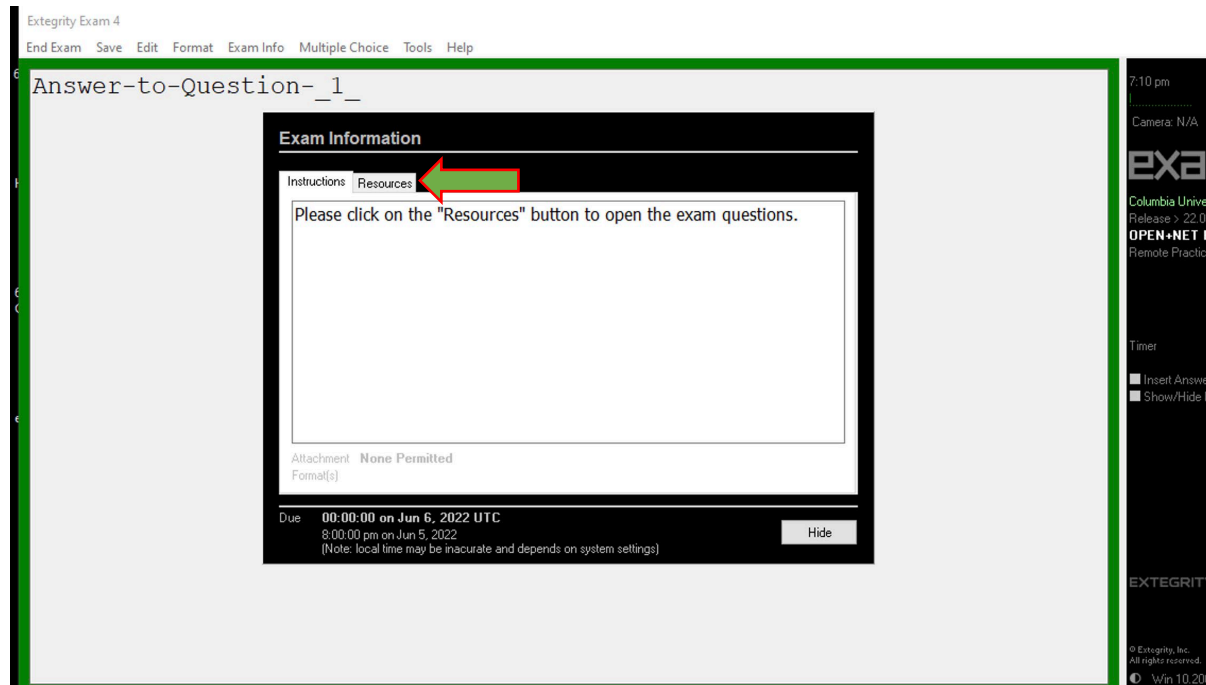
Helpful Hint:

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

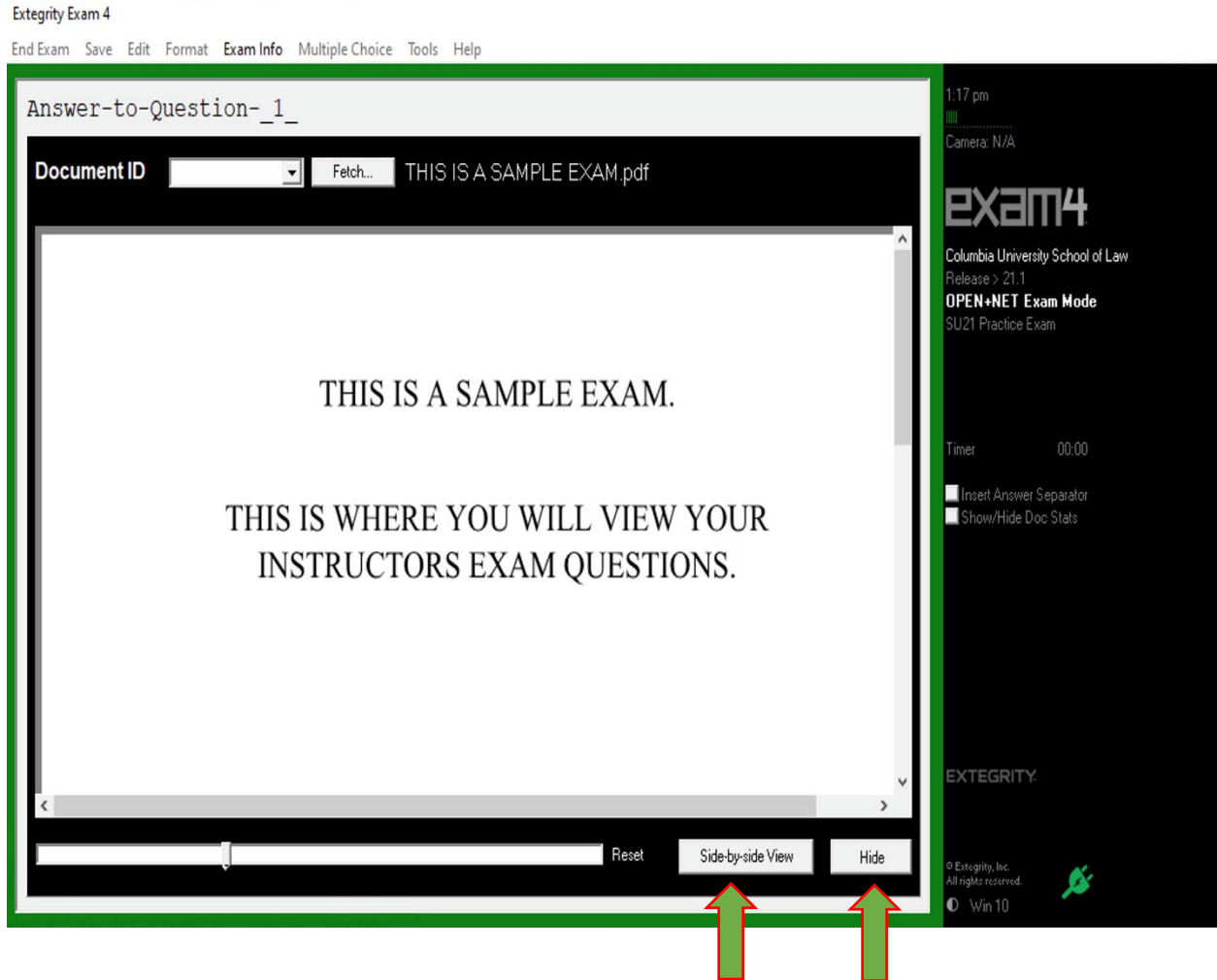
Students are expected to use the Exam4 software for remote exams fixed or any day. The exam questions will be provided inside the software. All students are under the Academic Integrity Policy to not share or take screenshots of the exam questions.

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.



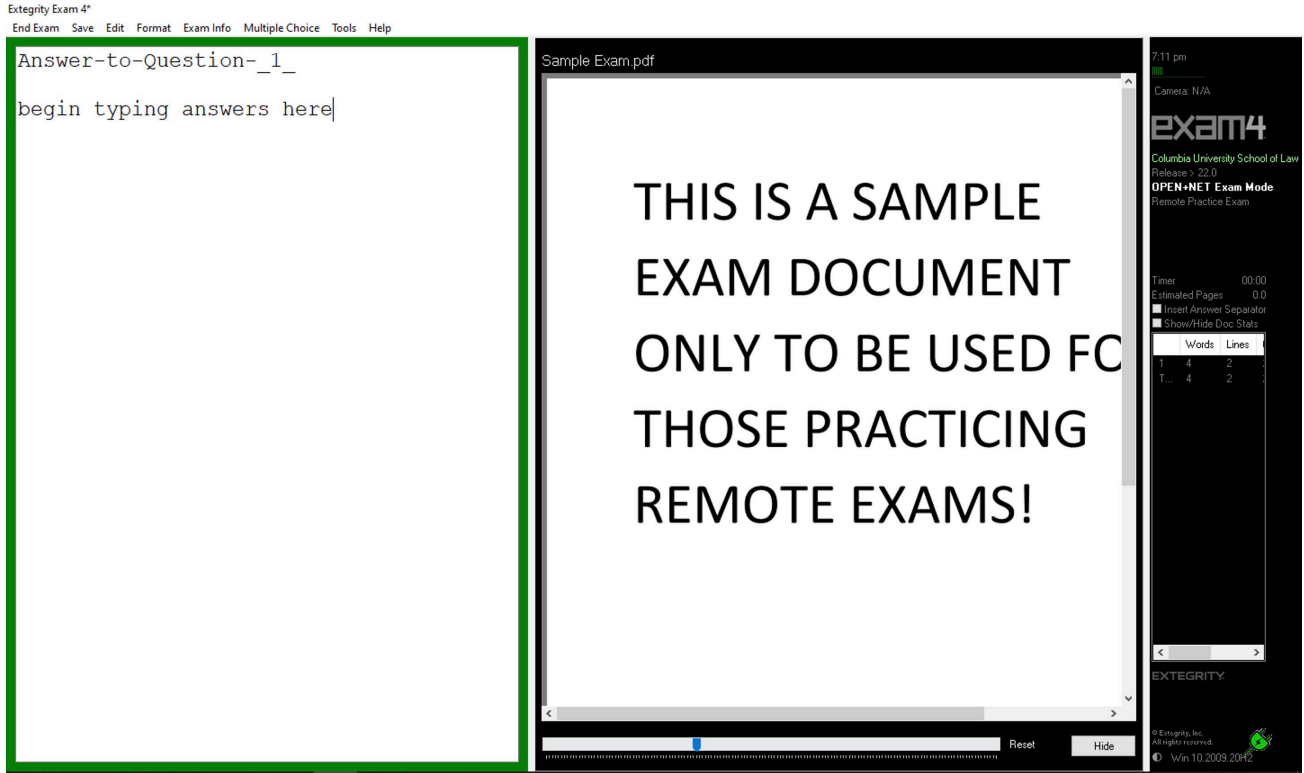
You MUST click the “Open” button to access the exam questions.

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. **You are able to adjust the size of all 3 frames.**



Helpful Hint:

The remote essay features are identical to a proctored exam. Please review pages 13 – 15 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 **below** to ensure you can view both the questions and scantron side-by-side.

Extegrity Exam 4*

End Exam Save Edit Format Exam Info Multiple Choice Tools Help

Answer-to-Question- _1_

Begin typing your answers here

-----DO-NOT-EDIT-THIS-DIVI

Answer-to-Question- _2_

answers to the next question here

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.

1:20 pm
Camera: N/A

EXAM4
Columbia University School of Law
Release > 21.1
OPEN•NET Exam Mode
SU21 Practice Exam

Timer 00:00
Estimated Pages 0.2
 Insert Answer Separator
 Show/Hide Doc State

	Words	Lines
1	5	3
2	6	3
Total	11	6

EXTEGRITY

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Win 10

Answer-to-Question- _1_

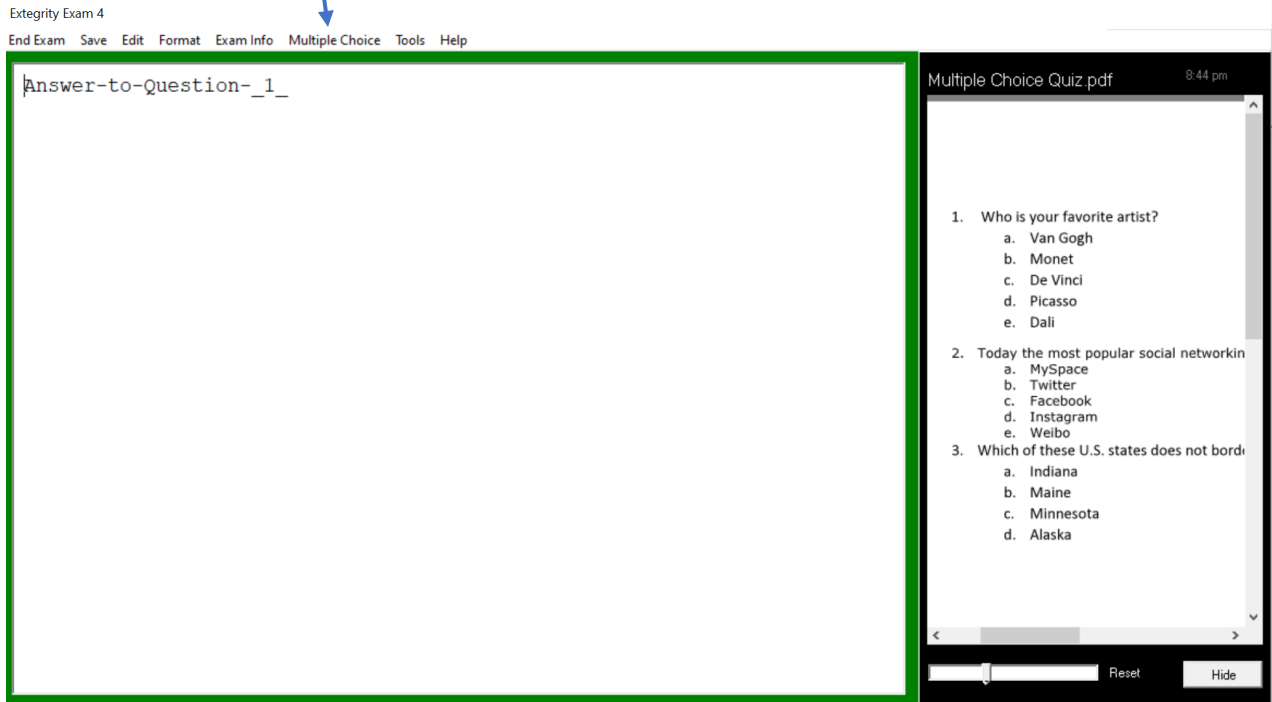
Document ID [] Fetch... THIS IS A SAMPLE EXAM.pdf

THIS IS A SAMPLE EXAM.

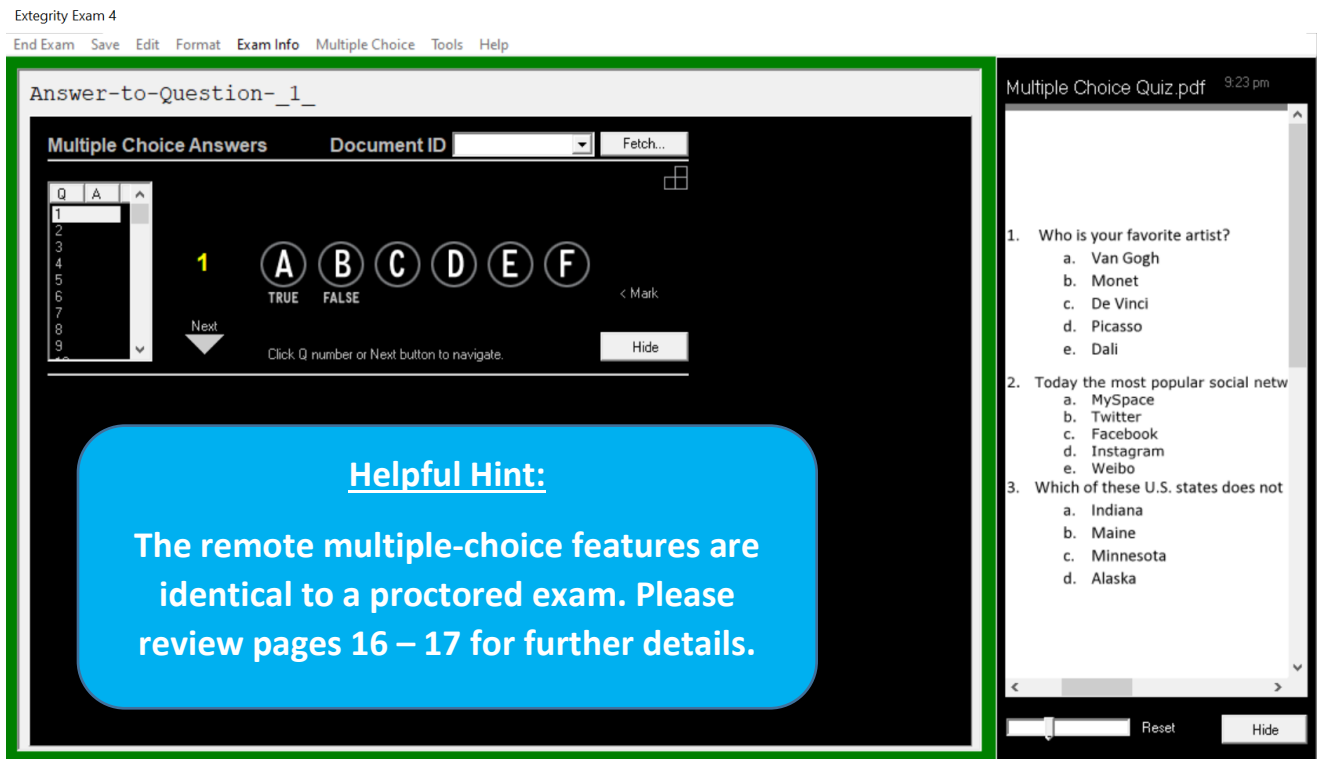
THIS IS WHERE YOU WILL VIEW YOUR INSTRUCTORS EXAM QUESTIONS.

Reset Side-by-side View Hide

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.

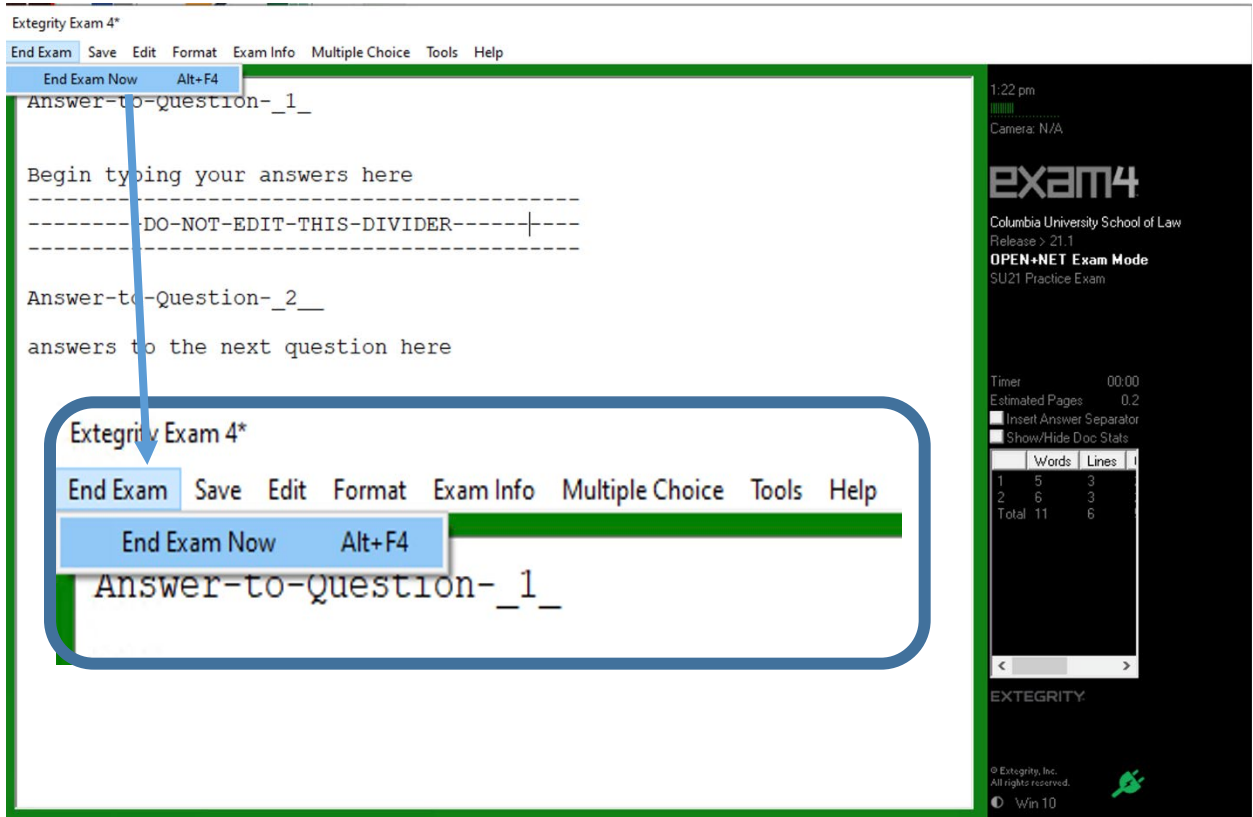


Now you can read the questions and select your answers side-by-side.

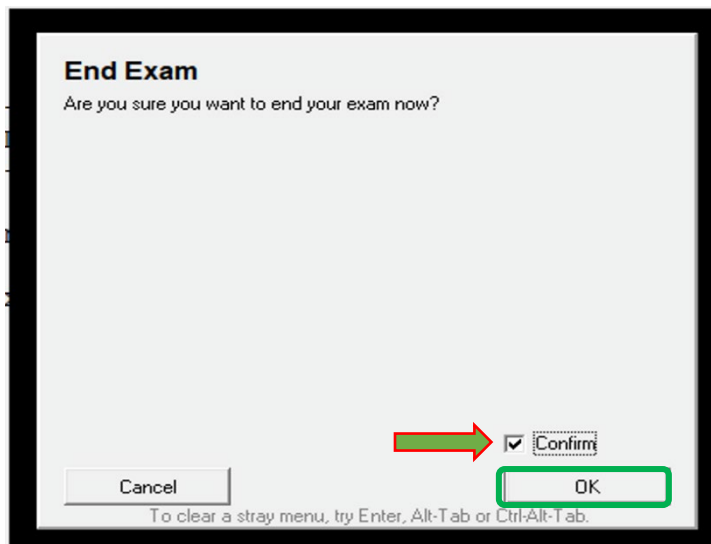


Submitting your exam

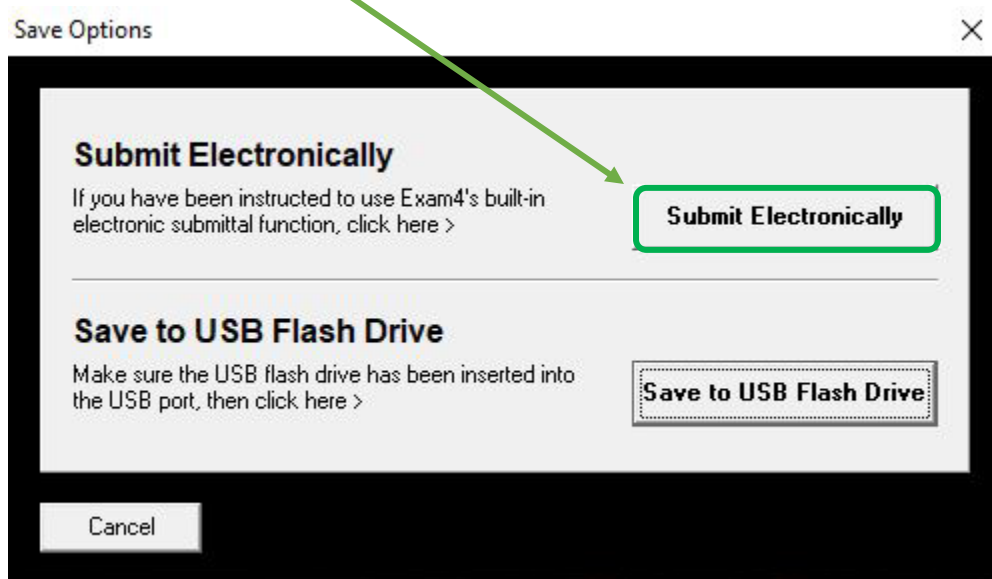
When you have completed your exam and are ready to submit your answers, navigate to “**End Exam**” on the top menu and click on “**End Exam Now**”. If you are in the **multiple choice** section, simply click the “**hide**” button first to activate the top menu. Then end the exam.



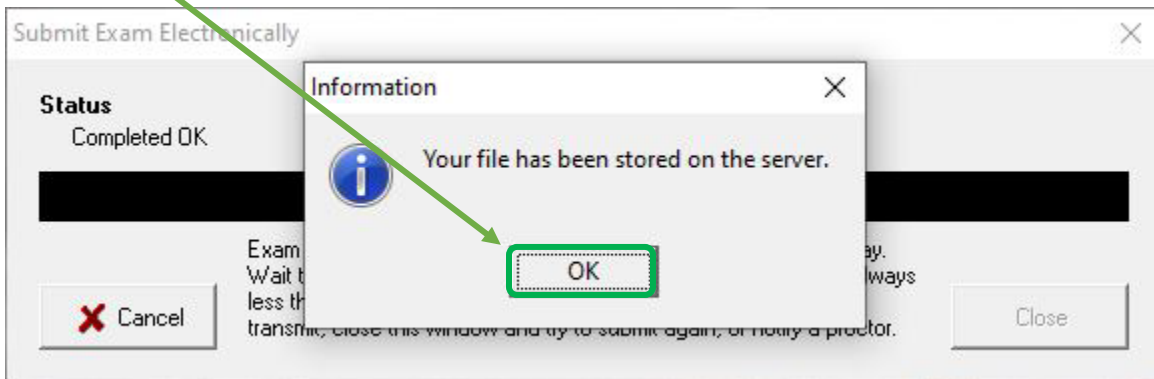
You will be taken to a confirmation screen. Confirm you are ready to submit then click “**OK**”.



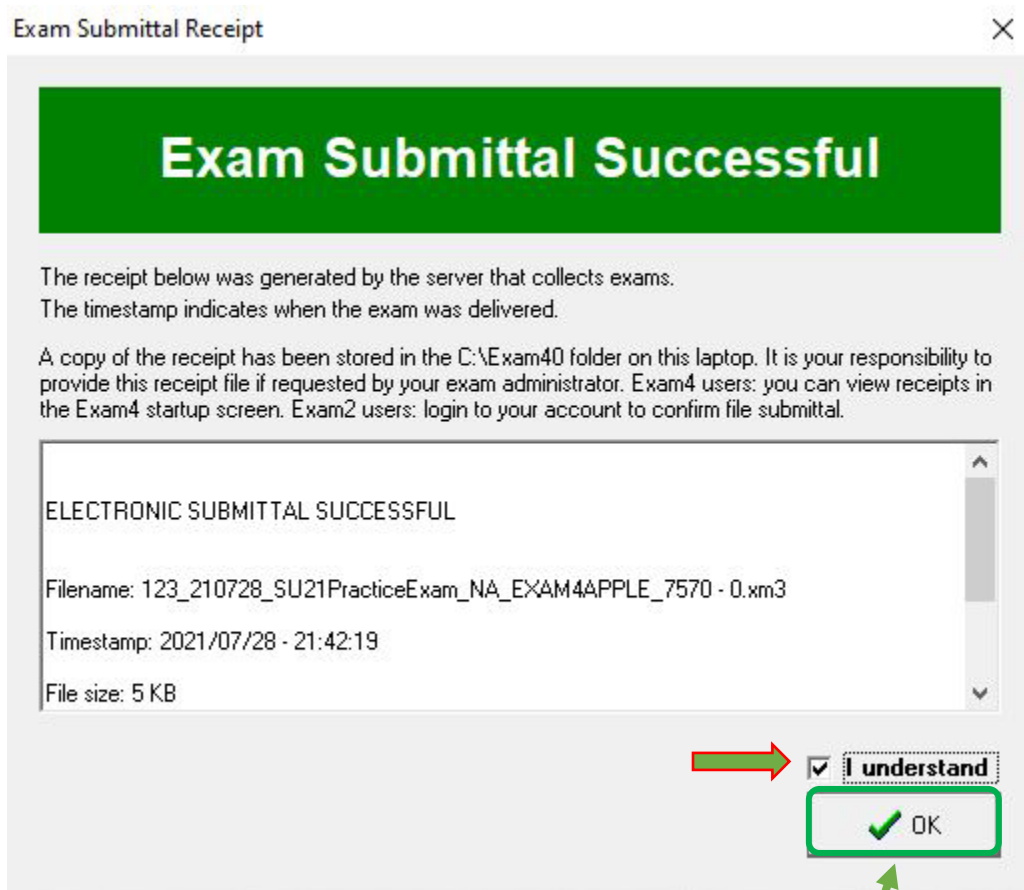
Then, click on “**Submit Electronically**”.



Click “**OK**” once you receive this notification.



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/>**

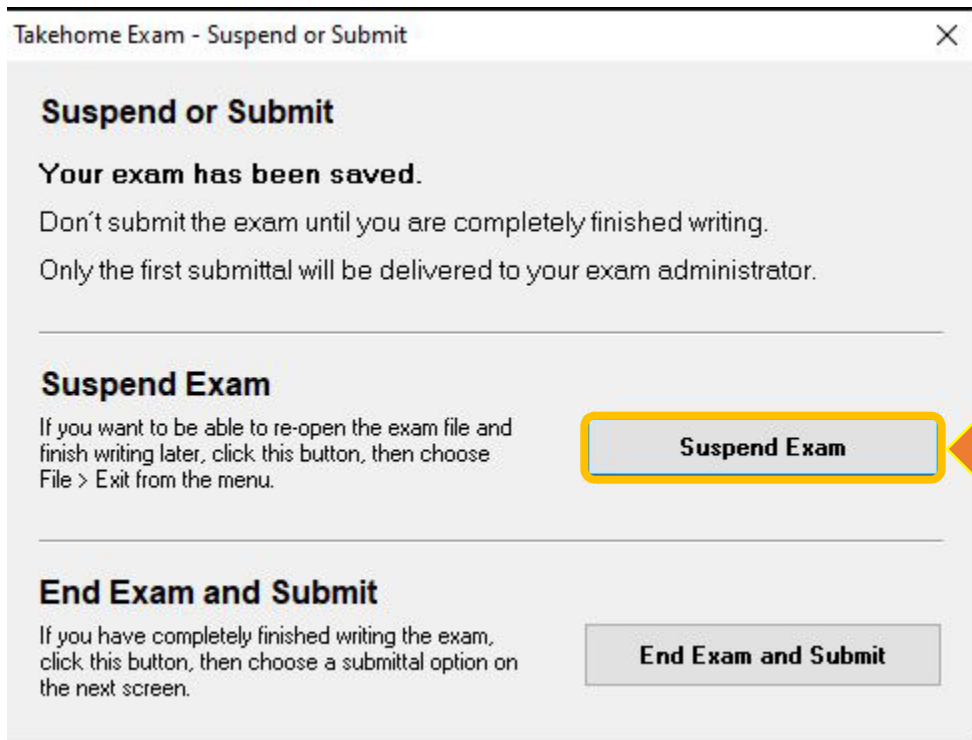
Suspend your Exam **ONLY** on TakeHome Mode

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.

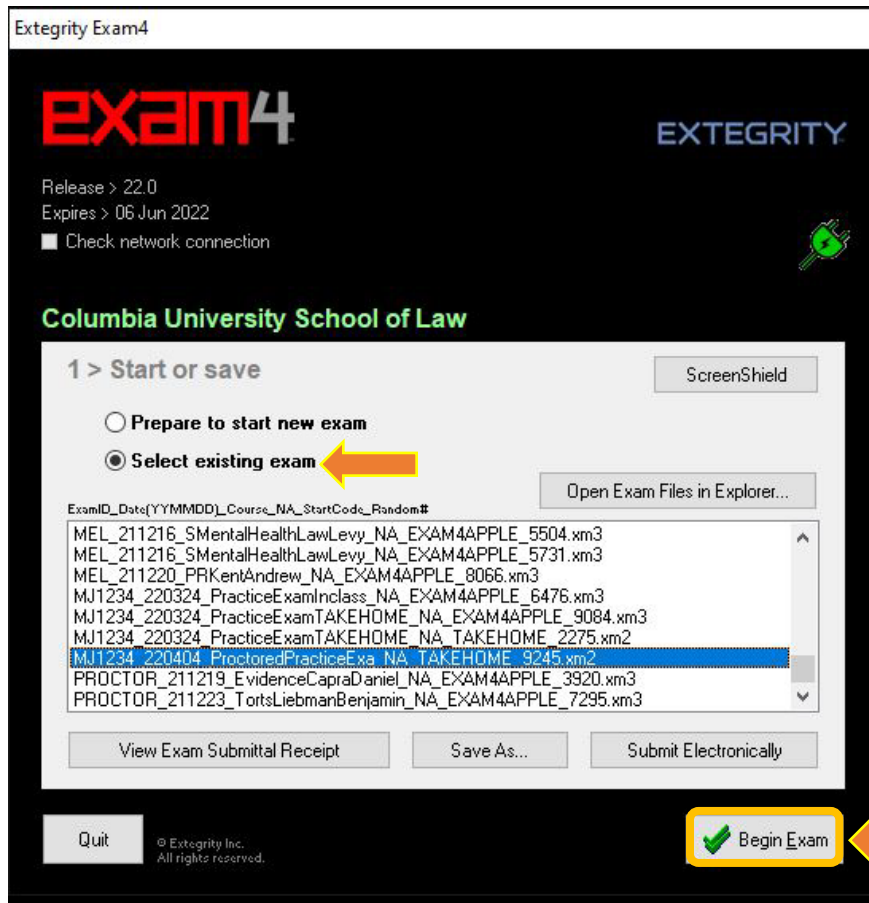
First, click on “**End Exam Now**” and confirm ending your exam, per the steps to submit your exam. Do not fret; doing so will not automatically submit your exam.

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.



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.