

**EXAM4 STUDENT INSTRUCTIONS
BAYLOR MBA
SPRING 2015**

NOTE: You must download a new version of the exam software each semester. Past versions of the software will no longer work.

Downloading the Software

Go to <http://www.exam4.com>.

In the “Find Institution” search field, enter “Hankamer.” **Note that is you search on Baylor University, the business school software will not be listed.** And, if you load the software for other Baylor units, the MBA courses will not be listed and we will be unable to retrieve and unencrypt your exam.

When the search results appear, follow the instructions to download the software.

Taking a Practice Test

The first time you open the software, a welcome screen will appear. This screen discusses the security check, practice exams, and security check violation help. Once you have taken a practice exam, this screen is removed. Click the “OK” box to proceed.

On the first screen, “1>Start or save”:

1. Select “Prepare to start a new exam”
2. Click “Next”

Notes: (a) You should select an existing exam only when you have had problems during an exam or submitting that exam. See the last note on these instructions for further information about that.
(b) The screen shield button in the right hand corner makes a green screen appear temporarily; this function is usually not needed or used.

On the second screen, “2>Exam ID; Course”

1. In the first box marked “Student ID,” enter your Baylor student ID number.
2. Enter this data again in the second box marked “Student ID.”
3. Select “S15 Practice Exam”

DO NOT SELECT A COURSE EXAM LISTED UNLESS YOU ARE TAKING THAT EXAM. IF IT IS OPENED AND CLOSED IT CANNOT BE REOPENED.

4. Select “S15 Practice Exam” again
5. Click “Next”

Note: You may take as many practice exams as you would like.

6. When you are taking a class exam, be aware of the following:
 - a. Courses are listed in the software in alphabetical order by Baylor course number.
 - b. All courses are listed twice. Mid-term exams are listed in the first block as S15m (for Spring 2015 mid-term; note that the first three characters will change for fall—F—or spring—S—and for the year) followed by the course number. Final exams are listed in the second block starting with S15f.
7. A pop-up window titled “Re-confirm carefully...” will appear. Confirm your Student ID and the course selected. Then check the box to re-confirm. Finally, click “OK.” If these are not correct, select “Go back” in the lower left corner.

On the third screen, “3>Exam time; Font size”

1. You have the option to enter the duration of the exam so that a timer will show to set time alerts. This can be set to your preferences, but note that when your time expires the software will keep interrupting you to tell you that your time has expired even if your instructor has not ended the exam.
2. You may set optional alerts for 5 minutes, 15 minutes, and 1 hour remaining.
3. Under “Set font size,” standard font is the default and usually the preferred setting.
4. You can select your preferred text color and contrast. Options are: Standard (black on white), Reduced (black on gray), and Reversed (white on black). Standard is the default setting.
5. Click “Next”

On the fourth screen, “4>Notice of instructions”

1. By using this software, you are agreeing to the Baylor Honor Code and the licensing agreement for the software.
2. Verify that you understand the “Standard Crash Recovery Procedure” by checking the box.
 - a. This procedure is: “If your computer crashes during the exam, call a proctor immediately. DO NOT turn off or restart the computer until a proctor verifies the situation.”
3. Check the box next to “Got it?” and click “Next”
4. If an alert pops up because of a security violation, note the violation number and follow the instructions.

On the fifth screen, “5>Exam Mode”

1. Type CLOSED in the box shown if it does not show up as the default. All exams will be CLOSED.
2. Check the box to verify the exam mode you have chosen.
3. Click “Next”

On the sixth screen, “6>Almost ready to begin exam...”

1. Click the box next to “Check network connection” on the top left
2. Verify the information about the exam shown
3. Click “Begin Exam” when your professor tells you to start

A security check will execute. Be patient. This can take a while.

When the security check is complete, a blank exam page will open. You will type your answers into your computer, but the questions for the exam will be handed out separately by your professor.

Using the Software

Try the various features available in a practice exam. Then submit the exam and exit the software.

Basic Functions

Answer Separators

1. At the top of the page, “Answer-to-Question-_1_” will appear. Type your answer to question 1 here.
2. To start a new answer, you can manually insert these by selecting “Insert Answer Separation” on the right-hand side of the screen or under the “Tools” menu. This inserts a divider and “Answer-to-Question-___”. Edit the ___ to show the question number you are answering. Or you can simply number the questions manually.

Editing and Formatting

1. Basic editing features (e.g., cut, copy, paste) are available under the “Edit” menu or using shortcuts.
2. Basic formatting features (bold, italics, underline) are available under the “Format” menu or using the following shortcuts.
 - a. Bold: <CTRL>-b
 - b. Italics: <CTRL>-i
 - c. Underline: <CTRL>-u

Saving: The software automatically saves every 10 seconds.

Submitting the Exam

1. When you have finished your exam, select “End Exam Now” on the “End Exam” menu.
2. A window will appear asking “Are you sure you want to end your exam now?” If you do, mark the “Confirm” box. Then click “OK, end exam.”
3. The next pop-up window (“Save Options”) gives you choices for submitting your exam. Select “Submit Electronically.”
 - a. If this submission fails during a regular exam, stop and ask your professor for help. He/she will save it only a flash drive.
 - b. If this submission fails during a practice exam, select another option.
4. When the exam has been successfully submitted, you will receive an electronic receipt.

Exiting the Software

1. Under the “File and Save Options” menu, select “Exit”
2. Confirm “I’m sure” by checking the box
3. Click “Exit Exam4”

Problems During an Exam or Submitting an Exam

If your computer shuts down during an exam or if your exam submission fails and we need to retrieve your exam later, on Screen 1 (“Start or save”) you will be able to open, with instructor intervention, an on-going exam or save a completed exam. If either of these happens, your instructor will help you with this.