

Student Laptop Exam Procedures

Exams will be administered using the Extegrity Exam 4 software (hereinafter referred to as "Extegrity"). This software operates like a simple word processor but prevents the student from accessing the Internet as well as data on his or her computer's hard drive during the exam. Following are procedures that will govern the use of computers to type answers to exam questions. **FAILURE TO FOLLOW THE OUTLINED PROCEDURES WILL RESULT IN LOSS OF LAPTOP EXAM PRIVILEGES FOR THE CURRENT QUARTER AND POSSIBLY FUTURE QUARTERS.**

I. PROCEDURE BEFORE EXAM PERIOD

A. Professor Authorization

Use of computers to type an examination must be authorized by the individual faculty member teaching each course. A faculty member may authorize computer use for all, part, or none of an examination. Professors shall inform their students if students will be allowed to type the exam for each course in accordance with this policy. Students should assume that the use of computers is allowed for a given exam unless informed otherwise. Faculty members should also communicate to the Baylor Law School Information Technology staff (hereinafter referred to as "IT staff"), early in the term, whether computer use will be permitted on the examination(s) in each course.

All courses will be set up for a "closed" exam unless the professor makes special arrangements with the IT staff prior to the beginning of the exam period. The "closed" setting within Extegrity prevents the exam taker from accessing the Internet and files on the laptop while the Extegrity program is running.

B. Laptop Readiness

The Law School computer lab is not available for examination use. Students who elect to type their exams must use laptop computers. Students are required to provide their own laptop to be used during the exam. IT staff will have laptops available for emergency situations.

Students' laptops must be properly configured with the current unexpired version of Extegrity software prior to the exam preparation deadline. If a student has a technical issue after the deadline, the student must see IT staff otherwise they will not be able to take current exams on laptop. The deadline for laptop readiness will be set for Thursday 12p the week prior to the current quarter exam period. Software download will be unavailable after this time.

The following section describes the software and hardware requirements to take a typewritten exam using the Extegrity software.

1. System and Hardware Requirements:

- Windows 7 and above; Apple Macintosh™ OS X version 10.9 Mavericks and above
- 10 MB free hard disk space (a very small amount)
- **Wireless network access (AIRBEAR WPA2)**
- Minimum 800x600 screen resolution
- Functioning Power Adapter

The IT staff will provide assistance with download, installation and troubleshooting of the Extegrity software and network configuration on PCs and prior to the deadline for assistance

published each quarter by the IT staff. Mac users may NOT use Bootcamp, Parallels or any other Windows emulator for the Windows version of the Extegrity client. Failure to follow these procedures will result in losing laptop exam privileges for the current quarter and possibly future quarters.

2. Software Requirements

Students are required to have the **most current unexpired version** of the Extegrity software (www.exam4.com) downloaded and installed successfully on their laptops prior to the deadline.

Each midterm and exam cycle, an updated version of the Extegrity software is created for Baylor Law School. Thus, even if students took exams with Extegrity in previous quarters, students must download the updated version of the software each midterm and exam cycle. If students took a mid-term examination, they still must download another version of Extegrity for finals that quarter.

Notifications and specific instructions will be emailed to students when the new version of Extegrity is available for download each exam cycle (in most cases about 2 weeks before the first day of exams).

C. Practice Exam

Each quarter students will be required to download the current version of the examination software. Each quarter students **MUST** submit a practice exam before the deadline to become familiar with the software and to test it on their laptop. Choose **Other Exam A** or **Practice exam** in **closed** mode, type a few lines and then submit it electronically. A "Your file has been stored on the server." dialogue box along with will pop up if successful. **FAILURE TO SUBMIT A PRACTICE EXAM PRIOR TO THE DEADLINE EACH QUARTER WILL RESULT IN THE LOSS OF LAPTOP EXAMINATION PRIVILEGES FOR THAT QUARTER.**

II. PROCEDURE ON THE DAY OF THE EXAM

A. Items to Bring to the Exam

Students should bring the properly prepared laptop, fully charged battery, and power adapter to the appropriate exam room. If an external keyboard and/or mouse is used, be sure to bring those as well.

Earplugs are permitted in any exam room.

The student is to bring a pen in case of a technical difficulty which requires the student to complete the exam by handwriting.

B. Set Up and Procedure Prior to Exam Start Time

Arrive in the exam room designated for those taking the exam on laptop at least 15 minutes prior to the beginning of the exam. Follow the instructions below to be ready to start the exam (these are based on the Windows 7 operating system):

1. Turn on laptop, and start the Extegrity software.
2. From the Extegrity software menu, click: **Prepare to start a new exam**
3. Click the **Next** button.
4. Enter four-digit exam PIN twice in the fields shown.
5. From the pull down menu select the exam to be taken.
6. From the pull down menu select the exam to be taken (again). The 2 selections must match or an error will be indicated.
7. Click the **Next** button.

8. Check the box labeled **Check box to re-confirm**.
9. Click **OK**.
10. If you would like to set the optional timer and alerts do so. **NOTE: The faculty member/proctor will keep official exam time.**
11. Click the **Next** button.
12. Read the Notice of Instructions. **Check to see that your computer's date and time are correct.** Incorrect date and time could lead to an honor code concern that you had inappropriate access to information during the exam period.
13. When you have read the Notice of Instruction, check the box labeled **Got it?**
14. Click the **Next** button.
15. On the Exam Mode screen type in CLOSED and then place a check in the confirmation box.
16. Click the **Next** button.
17. Review the next screen to make sure that your four-digit exam PIN and course title are correct. **WAIT** until the faculty member/proctor gives you permission to begin the exam. Starting an exam before the professor or proctor announces you can begin is an honor code violation.
18. When the faculty member/proctor says to begin, click the **Begin Exam** button
19. The Extegrity software will perform a security scan for approximately 60-90 seconds on your computer, and will then display a basic word processor screen where you will type your answers.
20. Type your answer to question 1. When you have completed question one, insert an answer separation at the end. Go to the **TOOLS** pull down menu, and select **Insert Answer Separation**.
21. Start typing the answer to question 2 and insert an answer separator, and so on.
22. Unless instructed otherwise, all answers should be typewritten.

Individual faculty members may impose supplemental procedures for examinations in their courses that are not inconsistent with those established by the Law School.

Students who take examinations on computer will have the same length of time to take the examination as those who handwrite their examination.

C. Improper or Inadequate Preparation

If a student arrives at the testing room with a computer that was not properly prepared, the student will be required to handwrite that exam, as well as handwrite the rest of the exams for that quarter.

If at the end of a final it is discovered by the professor, proctor or the IT staff that a student took an exam with a laptop that was not correctly prepared, the student will not be permitted to take any further exams on computer during that quarter.

Any attempt to disable or tamper with the security features of the examination software will be prosecuted as a violation of the honor code.

D. Technical Difficulties

Students should understand that an unrecoverable technical failure is possible and the student should be prepared to complete their examinations by handwriting if a failure occurs.

Time spent resolving computer failures will not be added to the time allowed for a student to complete an examination (see below for procedure in case of problems during exam). However, individual faculty members will retain their traditional discretion in grading, including the making of such adjustments as they deem appropriate when grading examinations in which there has been a technical failure.

Proctors will be available during all periods that the examination software is in use; however, proctors will not attempt to resolve technical computer problems. Students can request that proctors attempt to contact the IT staff to request assistance for the student.

III. PROCEDURE IN CASE OF PROBLEMS DURING EXAM

A. Instructions for the Student in Case of Technical Difficulty

If your computer freezes during the examination, follow the instructions below.

1. Contact the faculty member or proctor immediately who will in turn contact one of the IT staff.
2. DO NOT reboot your computer or attempt to close or re-launch the Extegrity software.
3. DO NOT attempt to disable or tamper with the Extegrity program or security features. To do so is an honor code violation.
4. DO NOT attempt to continue using the computer without the Extegrity program in operation. To do so is an honor code violation.
5. At the point of failure or disruption, immediately begin to complete your exam by handwriting your exam. In most situations, the work you typed prior to the interruption can be recovered; therefore, you generally should continue with the test rather than starting over.
6. Once the IT staff arrives, the student should allow the IT staff access to the computer to attempt to correct the problem.
7. The student should continue to handwrite answers while the IT staff is working on the computer.
8. If the IT staff is able to correct the problem, the student will be allowed to continue with the exam on laptop until time is called.
9. Student should not type the answers completed by handwriting but should indicate on the Extegrity program where you are starting with your typed answers after the interruption so that the professor will know what part of the answer was handwritten during the interruption.
10. If time permits and the IT staff indicates that your work prior to the interruption may not be recoverable, you should attempt to handwrite the answers you typed prior to the interruption.
11. As soon as the exam ends, you **MUST** take your computer to the IT staff for recovery of the typed portion of your exam. Do not attempt to recover the data yourself.

Students will not be given additional time to complete an examination nor to handwrite answers typed prior to the interruption. However, individual faculty members will retain their traditional discretion in grading, including the making of such adjustments as they deem appropriate when grading examinations in which there has been a technical failure.

B. Procedure for IT Staff in Case of Technical Difficulty

Upon arrival the IT staff person will restart the computer and reenter the exam in the amount of time it normally takes to reboot Windows. Upon reboot, the IT staff will go through the following procedure:

1. In the Extegrity dialog box choose **Select previous exam**.
2. Highlight the exam the student was working on.
3. Click **Begin Exam**.
4. Enter the following start code: **exam4flash**.
5. Type a brief reason for why the exam had to be restarted (i.e. computer froze, battery died, etc.).
6. Type in the crash recovery password.
7. The Extegrity software will perform the security scan again, and will recover the student's exam up to the last automatic save. Click **OK** to continue the exam.
8. Notify the student that they may resume, or not, the exam on laptop.
9. Make notes in that quarter's exam log book about the time, duration, type and resolution of the technical difficulty.

IV. PROCEDURE FOR COMPLETING AND SUBMITTING THE EXAM

When the faculty member or proctor calls time, all students must stop typing immediately. Failure to comply is an honor code violation. To complete the exam process, students need to follow the procedures below.

A. Ending the Exam

Follow the instructions below to end an exam:

1. From the top left menu select **End Exam Now**.
2. Check the **Confirm** button.
3. Click **OK**, end exam.
4. Select **Cancel** when presented with saved options.
5. Click **Exit** under the **File and Save Options** menu to quit the program (a final backup is saved after you end the exam).
6. Check the **I'm sure** box and click **Exit Exam4**.

B. Submitting the Exam

After successfully ending the exam, immediately follow the instructions below to submit an exam.

1. Be sure you are connected to the internet via **AIRBEAR WPA2**.
2. Start the Extegrity program again and click **Select Existing Exam**.
3. Select your exam from the list.
4. Click **Submit Electronically**.
5. Press **OK** at the exam code box (default should say **exam40flash**).
6. A dialog box will inform you that the exam has been saved to the server.
7. Click **OK**.
8. An additional dialog box will appear with the phrase **Exam Submittal Successful** at the top in a green background. The bottom half will list information regarding the exam (i.e. number of sections and words per sections, etc.). Review the information then Click **I understand**. PLEASE NOTE THE LINE COUNT IS NOT ACCURATE.
9. Close the status dialog box by clicking **OK**.
10. Exit from the program by clicking **Quit**.

Note that the law school **WILL NOT** accept submissions by USB flash drive unless the student's computer fails to send the exam electronically and the IT staff have been notified and assist the student with saving the exam.

V. TURNING IN HARD COPY OF EXAM AND EXITING THE ROOM

After exiting from the program, do not delay turning in the exam and exiting the room.

1. Immediately turn in the exam as instructed. If no instructions were given, place the exam on the lectern at the front of the room.
2. If instructed to sign the exam sign-out sheet, do so at the time you turn in the exam.
3. Immediately and quietly exit the room. If you cannot quietly shut down your computer and gather your belongings, exit the room and return to gather your belongings after the official end of the exam period.