

Faculty of Law Computerized Exam Policy

Table of Contents

Introduction:	2
Academic Rules:.....	2
Process to Follow for Problems/Appeals:	3
Academic Frequently Asked Questions:.....	3
Appendix A – Using Exam4 Software	4
Overview of the Software:.....	4
1. Technical Requirements:.....	5
a) What are Exam4 Technical Requirements?	5
2. Getting Started	5
a) How do I download and install Exam4? Is it a hassle?	5
b) What should I do prior to Exam Day?	6
c) What should I bring on Exam Day?	6
3. Taking Exams (Practice/Actual)	7
a) What are these startup screens about?.....	7
b) How do I take a practice exam?	7
c) Does the word processor have a _____ function?.....	7
d) What do I do if my computer freezes or crashes?	7
4. Saving and Submitting Exams	7
a) Where's a backup copy of my exam? Can I look at it?.....	7
b) How can I make a backup copy of all of my exams?.....	8
c) How can I email a copy of my exam to an administrator?.....	8

Introduction:

Law students write **final** examinations on their laptop computers using the Exam4 software. Students who do not wish to use Exam4 must specifically opt-out by emailing Linda Moore (Linda.Moore@unb.ca) and clearly stating that they do not intend to use Exams4 and instead wish to write their exams by hand. Students using Exam4 must pay the required fee and sign a waiver at the UNB Bookstore. Only students who have paid the fee and signed the waiver are entitled to use Exam4 software and have their grade reported.

This policy applies to students writing on a laptop computer, but does not apply to students writing exams at the Student Accessibility Centre (SAC). Students writing at SAC will be given the option of writing their **final** exams on a computer at SAC, using the software that they provide.

Before deciding whether to opt-out of using Exam4, it is important that you appreciate that all risks associated with writing your exam on your laptop rest with you. However, there is a process to follow if there is a problem (see “Process to Follow for Problems/Appeals” described below.) This procedure should reduce the risk of a student being prejudiced.

You must also evaluate whether you are able (have adequate technology) to write your exams on your personal laptop. This includes being able to connect reliably to the UNB wireless network. Review the attached Appendix A - Using Exam4 Software to determine the technical requirements of Exam4. If you have any questions with respect to your personal laptop and these technical requirements, please see IT Services in the Gerard V. La Forest Law Library.

Academic Rules:

- Students writing exams by hand and those writing their exams using the Exam4 will be given the same amount of time to complete an exam, as is the practice at other Canadian law schools using exam-writing software.
- The same grading rules and practices will be used for grading both computerized exam answers and hand-written exam answers, as is the practice at other Canadian law schools using Exam4.
- Any intentional attempt to disable or tamper with Exam4’s security features will be considered a form of academic misconduct.

Process to Follow for Problems/Appeals:

If there is a problem, despite all the safeguards the software provides, the student may appeal the exam. The appeal must be submitted to the Associate Dean within 15 days of writing the exam. The submission must be in writing, precisely explaining reasons for the appeal. Any evidence should be included in the submission. Each problem will be dealt with on an individual basis. If an appeal is successful the student will be given a new exam and allowed to re-write.

Academic Frequently Asked Questions:

Do I have to type my exam?

No. If you do not wish to use Exam4 you must e-mail Linda Moore (Room 214-A) (Linda.Moore@unb.ca) and specifically state that you want to opt out of using the exam software on your laptop and wish to write your exams by hand.

If I don't type my exam, will I have more time?

No. Students writing exams by hand and those writing their exams on a computer will be given the same amount of time to complete an exam, as is the practice at other Canadian law schools.

Will students who write their exams by hand and those writing their exams using Exam4 be writing in the same room?

Yes.

What if I do not have a personal laptop?

The Faculty of Law will not be responsible for providing laptops to students, so students may wish to explore laptop rental options elsewhere.

What happens if my computer freezes or has technical issues?

Such problems are rare. If you encounter technical problems during the exam, inform the invigilator immediately, and continue writing your exam in the exam booklets provided by the invigilator. The Invigilator will then contact IT support, who will then try to resolve the issue, but you will not be given additional time to complete the exam.

If I am receiving accommodations, how will I be affected?

If you receive accommodation to write your exams at the Student Accessibility Centre you will be able to write your final exams on a computer using the software that they provide.

Whom should I contact if I have additional questions?

Please contact Linda Moore, Room 214-A, and she will direct your questions to the most appropriate person.

Appendix A – Using Exam4 Software

Overview of the Software:

Exam4 is like an armoured word processor. While you are taking an exam, nothing else can get in or out of your computer. Exam4 turns your computer into an exam-taking machine.

Before your first exam you will download Exam4 on to your laptop. The software allows you to take a practice exam to help you become familiar with the software. **Students are required to take a practice exam.** If you are not able to use the software by the start of the exam, you will be required to write by hand.

The process of typing an exam using Exam4 is as follows:

- First, you enter information about your exam via a short start-up sequence.
- Next, a blank word processor screen appears where you type your exam. The word process function is 'No frills'. There is only one typeface (Courier), basic editing functions (e.g.: cut and paste and a spell check), and a timer and word counter. You won't be able to copy-and-paste from any other files on your computer.
- Exam4 auto-saves every 10 seconds plus an additional failsafe backup every 2 minutes, so you never have to worry. Just type your exam with no distractions.

When you're finished you submit your exam electronically. Exam4 will prompt you to do this. After your exam has been submitted and you close out of the program full functionality will return to your computer. In order for Exam 4 to be able to submit your exam your laptop will need to be able to connect the UNB wireless network. Therefore, you should ensure that you have this connection before and on the day of the exam or you will not be able to submit your exam.

Exam4 has served hundreds of clients and administered millions of exams. For further information on the software please visit the website:

<https://www.exam4.com/#what-is-exam4>

1. Technical Requirements:

a) What are Exam4 Technical Requirements?

Exam4 requires a laptop or desktop computer with:

- 25 MB free hard disk space (a very small amount).
- Full administrative control over your laptop (Institutionally controlled laptop usually do not).
- Network connection and/or working USB port (as required by your institution).
- All Apple Macintosh computers **MUST** have a working *built-in* WiFi Connection.
- **A supported operating system:**
 - Windows 10
 - Windows 8 (and 8.1)
 - Windows 7
 - Apple OS X 10.11 "El Capitan"
 - Apple OS X 10.10 "Yosemite"
 - Apple OS X 10.9 "Mavericks"

Please note that the following operating systems and hardware configurations are **NOT supported:**

- Apple Macintosh OS X 10.8 "Mountain Lion" and earlier
- Apple iDevices (iPad, iPhone, etc.)
- Windows Vista and earlier (incl. XP)
- Microsoft Surface (RT versions)
- Linux
- Chromebooks
- Virtual operating systems (VMs)
- Anything else not specifically listed as supported above

If you have a firewall that prevents download of [.exe] files, right-click on the Exam4 download link, then click on "Save Target As..."

2. Getting Started

a) How do I download and install Exam4? Is it a hassle?

Exam4 is very easy to install. Prior to the day of the exam you download it directly from the Exam 4 web page for UNB Law. It should take only a few seconds over a high-speed connection. To download, go to www.exam4.com and click on University of New Brunswick Faculty of Law at left under Find Institution – Law schools - and follow the instructions.

b) What should I do prior to Exam Day?

1. Ensure that your computer meets the specifications listed above. Make sure that there is 25MB or more of free hard drive space, that your computer is virus free.
2. Ensure that you are able to access UNB's wireless network.
3. Download Exam4.
4. Take a practice exam using Exam4.
5. Ensure that your battery is fully charged prior to the exam in the event there is a temporary power outage.

c) What should I bring on Exam Day?

On the day of your exam you should bring:

1. your fully charged wifi-enabled laptop (please see IT in advance if you have connection problems);
2. Power cord;
3. UNB Login and Password (to access eduroam).

Again on the day of the exam it is important that before you go into the exam you are sure that you can connect the UNB wireless network or you will not be able to submit your exam.

Whether you choose to type your exam or not you should bring: pens, pencils, erasers, earplugs and all other hardcopy materials that you will need for an open book exam.

Exam4 will block access to all other applications while it is running and therefore all other computer programs, documents and the Internet are inaccessible.

If you are not familiar with your laptop computer or with word processing functions, you should consider hand-writing your exams as the exam will not be delayed or suspended due to computer problems. Students are required to take a practice exam before the exam to become familiar with Exam4. During the exam, use care when highlighting and deleting. No administrative relief will be granted for incorrect use of the software.

3. Taking Exams (Practice/Actual)

a) What are these startup screens about?

Exam 4 has carefully designed these screens to be self-explanatory. If you are confused or have a suggestion for further improvement, please contact Exam 4.

b) How do I take a practice exam?

Taking a practice exam is about making sure Exam4 runs as expected on your computer, and it gives you a chance to become familiar with the interface. Launch Exam4 and follow the on-screen instructions. There is no "practice exam question", just a blank page where you type your exam answer. Exam 4 does not have contained within it the exam questions – these will be given to you in hard copy in the same way as they are given to students who choose to handwrite their exams. For the Exam ID, use any two- or three-digit number. For the Exam Mode, enter CLOSED. The exam file will be encrypted and you will not be able to open it.

c) Does the word processor have a ___ function?

Exam4's word processor provides the basic functions you need to take an exam. All functions are in the menus.

d) What do I do if my computer freezes or crashes?

First, take a deep breath, it'll be OK. Then:

- Leave the computer in its crashed or frozen state so you can show it to your instructor/proctor. This means: don't force-quit (Alt-Ctrl-Del) the application; don't shut down or restart your computer.
- Call your instructor/proctor over immediately and continue writing by hand in the examination booklets provided by the Invigilator. If IT support can fix the problem, you will be able to resume Exam4.

4. Saving and Submitting Exams

a) Where's a backup copy of my exam? Can I look at it?

Exam4 saves backup copies on your hard drive that can be retrieved if your submitted exam is damaged or lost. Only encrypted copies of your exam answer are saved – your exam administrators can read it, but you won't be able to.

b) How can I make a backup copy of all of my exams?

Browse to the folder C:\Exam4 (Windows) or Documents\Exam4 (Mac) on your hard drive. Make a zipped/compressed copy of that folder and save it to a flash drive, email it to yourself, or duplicate by any other method you like.

c) How can I email a copy of my exam to an administrator?

Compose your email message, then click the button or select the menu item that allows you to insert or attach a file. Browse to the folder C:\Exam40 (Windows) or Documents\Exam4 (Mac) on your hard drive. All your exams are there, with long filenames that will make it easy to find the one you are looking for. Attach both the exam file AND the backup folder that has the same name as the exam.

Revised April 2019