

Chapter 4: 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 chapter provides guidance on the Law School's technical aspects of our proctored and remote exams process. After reading this chapter, 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 Office Disability Services 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.

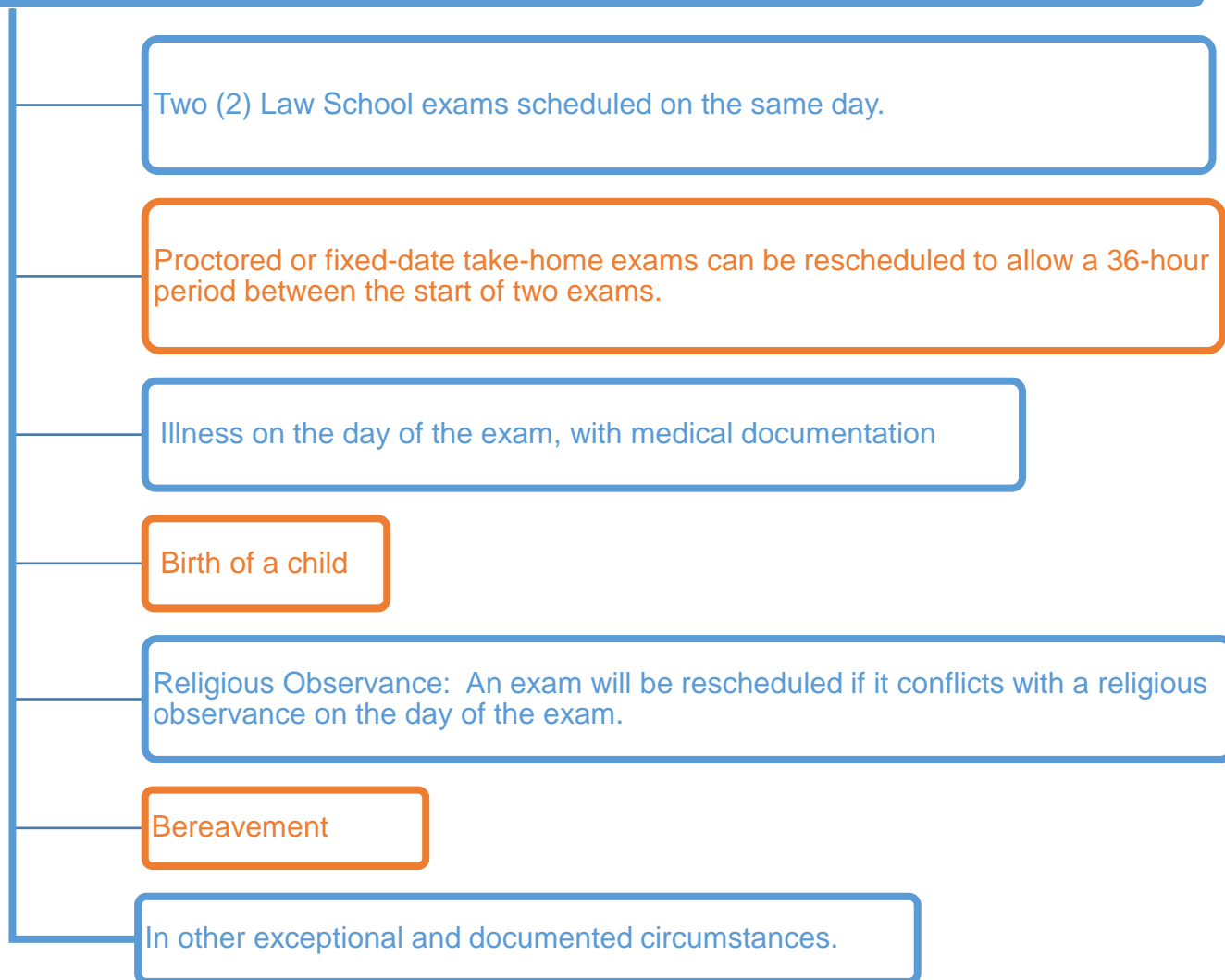
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Rescheduling a Law School Exam

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:



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.

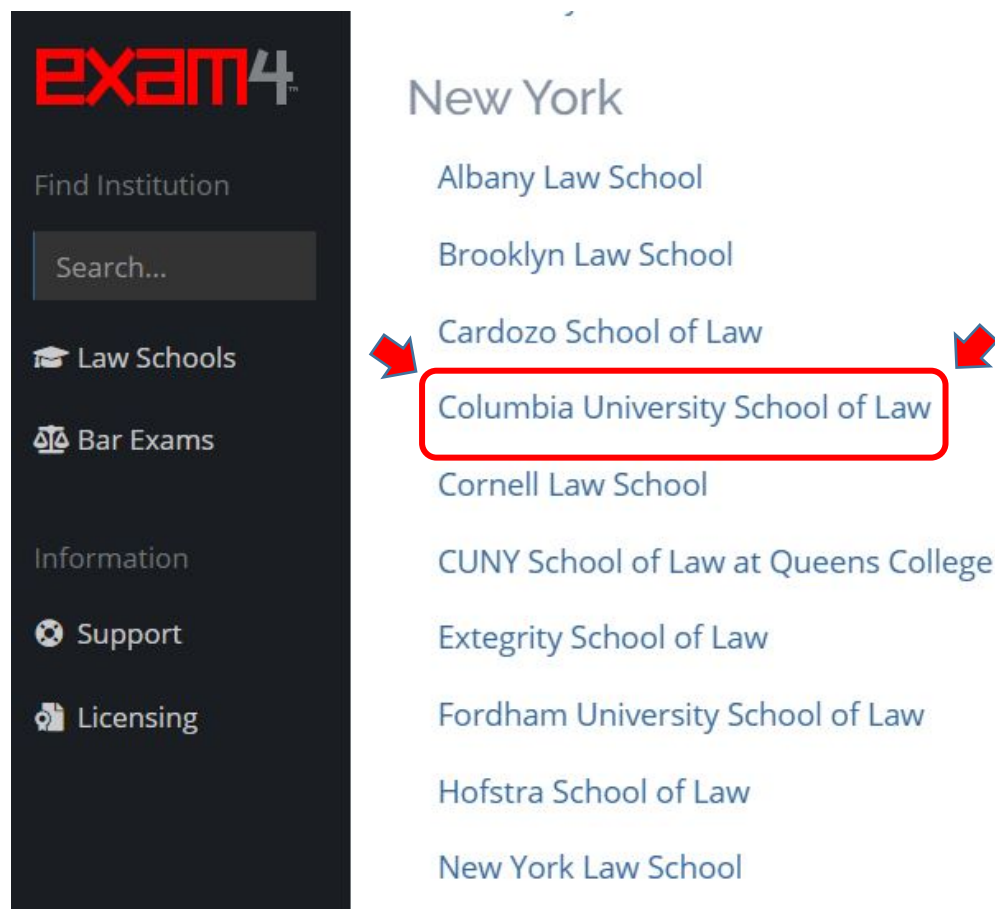
- CLOSED:** Blocks access to all other programs and the internet.
- OPEN:** Only blocks access to the internet.
- OPEN + NETWORK:** Complete access to your computer and internet.
- TAKEHOME:** Complete access to computer and internet plus additional features.

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.



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

Find institution

Search...

Law Schools

Bar Exams

Information

Support

Licensing

EXTEGRITY
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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
 ☐ macOS 11 Big Sur

☐ Windows 8.1
 ☐ macOS 10.15 Catalina

☐ macOS 10.14 Mojave
 ☐ macOS 10.13 High Sierra

Continue >

Already registered for this term?

[Skip to download >](#)

* Remote exams

[Click here for a list of available remote 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
 ☐ macOS 11 Big Sur

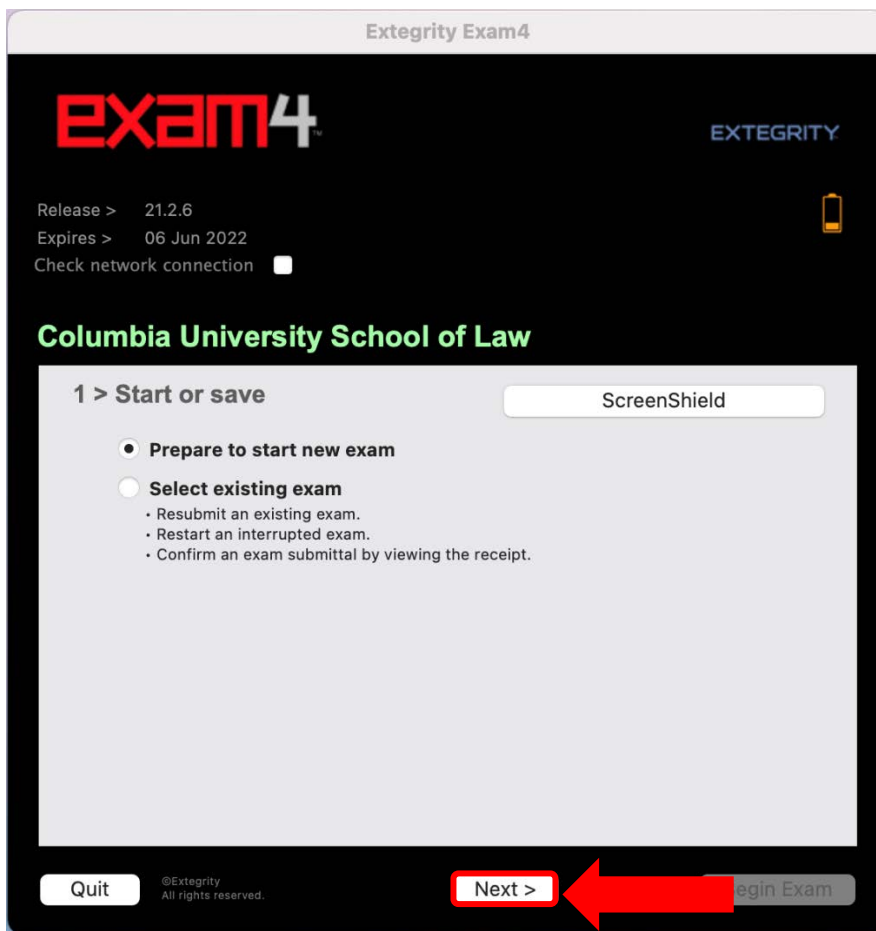
☐ Windows 8.1
 ☐ macOS 10.15 Catalina

☐ 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”.

The screenshot shows the Extegrity Exam4 interface. At the top, it says "Extegrity Exam4" and "exam4" in large red letters. Below the logo, it displays "Release > 21.2.6", "Expires > 06 Jun 2022", and a "Check network connection" button. The user is logged in as "Columbia University School of Law". The main section is titled "2 > Exam ID; Course or exam title". It contains two columns of input fields. The left column has two "Exam Number" fields, one of which is highlighted with a yellow box and labeled "3-Digits". The right column has a "UNI (e.g. ab1234)" field, which is highlighted with an orange box and labeled "University Network ID (UNI)". Below these are two "Course" dropdown menus, both showing "Proctored Practice Exam", with the first one highlighted by a green box labeled "Select the course". 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”.

The screenshot shows the Extegrity Exam4 application window. A modal dialog box is centered on the screen with the title "Re-confirm carefully...". Inside the dialog, it displays "Exam Number mj1234" and "Course Proctored Practice Exam". Below this information is a checkbox labeled "Check box to re-confirm", which is checked. A green arrow points to this checkbox. At the bottom of the dialog are two buttons: "Go Back" and "OK". A red arrow points to the "OK" button. In the background, the main application window shows fields for "Proctored Practice Exam" and "Course (confirm)" with a dropdown menu. At the bottom of the application window are buttons for "Quit", "< Back", "Next >", and "Begin Exam".

Step 4: Click the “Continue” button once you have read the information listed in the Preparations box.

The screenshot shows the "Remote Exam Preparations" window. It has a title bar and a main content area. The main content area contains the text "Please click 'Continue'". Below this area, there is a section for exam details: "Due 2022/06/06 - 12:00:00 AM UTC" and "8:00:00 PM Eastern Daylight Time on Sunday, June 5, 2022". Below this is a section for "Attachment Format(s)". At the bottom left is a "Cancel" button, and at the bottom right is a "Continue" button. A red arrow points to the "Continue" button.

Step 5: The font size and color contrast preferences are optional settings you can adjust. Selecting XL it 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 > 21.2.6
Expires > 06 Jun 2022
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).

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 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 until expressly directed to do so.

☒ Got it? ☒ Check here.

Quit ©Extegrity 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****

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
CLOSED

Check box to confirm Exam Mode is CLOSED ☒
Exam Mode is reported on exam printouts

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

CLOSED
Blocks access to all other programs and the internet.

OPEN
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)

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

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

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

OPEN + NETWORK
Complete access to your computer and internet.

TAKEHOME

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

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
TAKEHOME

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

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

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”.

Reconfirm Exam Mode: OPEN LAPTOP + NETWORK

You have chosen an Exam Mode that allows access to resources on this computer. If you are not entitled to this level of access, you risk disciplinary action and/or honor code violation.

Exam Mode is reported on exam printouts.

☒ Check box to re-confirm

Choose other Exam Mode

OPEN

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

TAKEHOME

- Use only for takehome exams

Check box to confirm Exam Mode is OPEN LAPTOP + NETWORK ☒

Exam Mode is reported on exam printouts.

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

Step 9: Take one last look to confirm all of the information you entered. Then, when you are ready click “Begin Exam”.

Extegrity Exam4

exam4 EXTEGRITY

Release > 21.2.6

Expires > 06 Jun 2022

Check network connection ☐

Columbia University School of Law

6 > Almost ready to begin exam...

Verify the following information

Institution	Columbia University School of Law
Exam Number	mj1234
Exam Mode	OPEN LAPTOP + NETWORK
Course	Proctored Practice Exam
Duration	None Entered
UNI (e.g. ab1234)	mj2901

Wait for the instruction to begin your exam. Wait!

If you are taking a remote exam, follow the written instructions.

Quit @Extegrity All rights reserved. < Back Begin Exam

During the Proctored Exam - Essay

The screenshot shows the Exam4 interface. On the left is a large text area for writing answers. On the right is a sidebar with various tools and information. A pink box highlights the 'Tools' menu in the top right. A red box contains a note about not using cut/copy/paste from Microsoft Word. A blue line points from the 'Show/Hide Document Stats' button in the sidebar to a detailed callout below.

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.

06:52 PM
EXAM4
 Columbia University School of Law
 Release 21.2.6
TAKEHOME Mode
 Proctored Practice Exam

Timer 00:00
 Estimated Pages 0.8

☐ Insert Answer Separator
☒ Show/Hide Document Stats

	Words	Lines	Chars	CharWS
1	5	3	26	30
Totals	5	3	26	30

EXTEGRITY
 Integrity
 All rights reserved.

This block provides a closer look at the sidebar elements. The timer is highlighted with a red box and shows 00:00. The 'Show/Hide Document Stats' button is highlighted with a blue box. Below it is a table showing word and character counts.

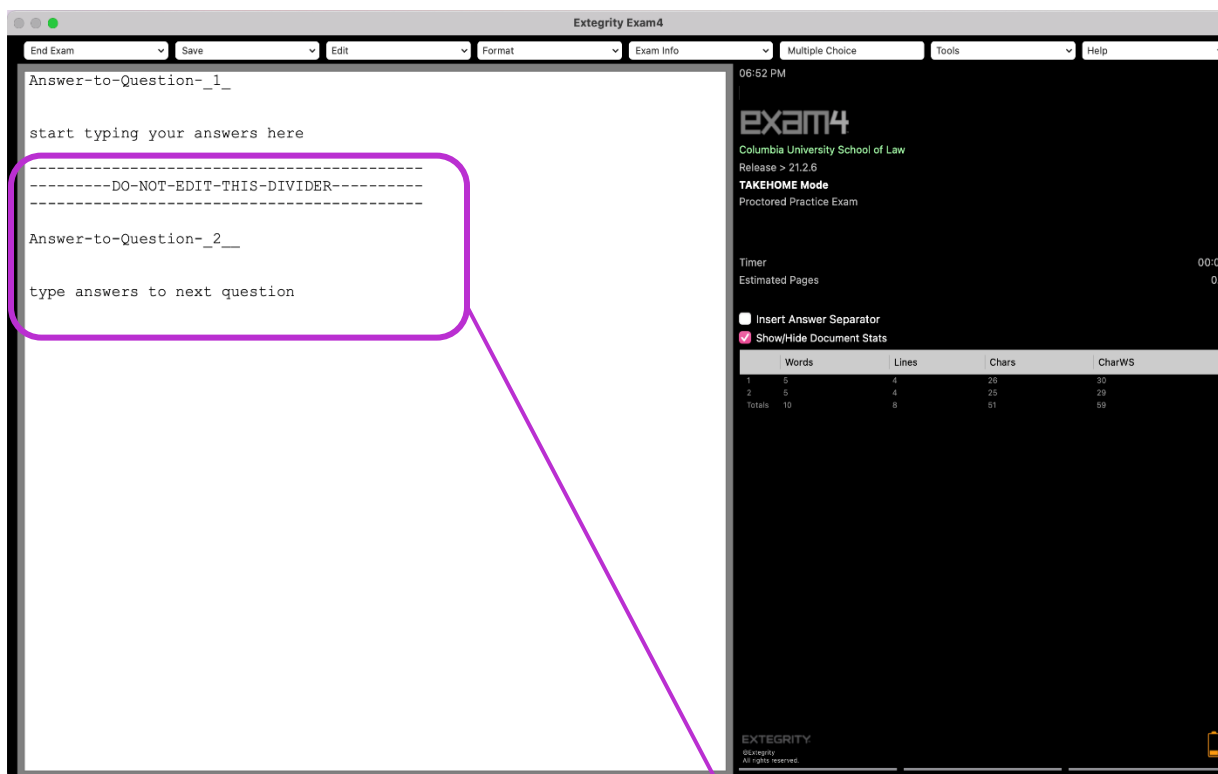
Timer 00:00
 Estimated Pages 0.8

☐ Insert Answer Separator
☒ Show/Hide Document Stats

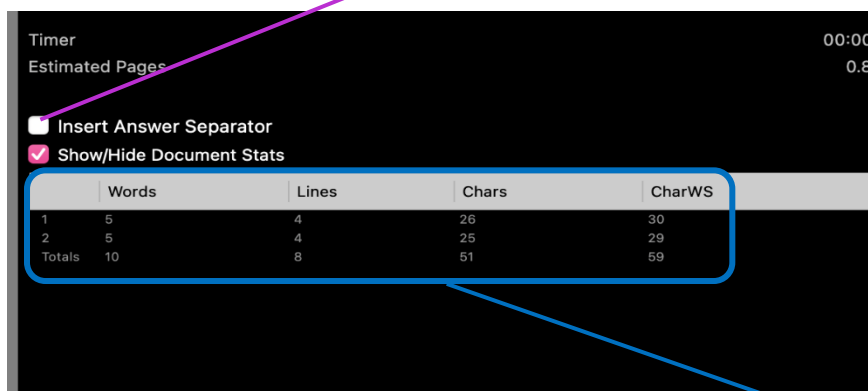
	Words	Lines	Chars	CharWS
1	5	3	26	30
Totals	5	3	26	30

****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.



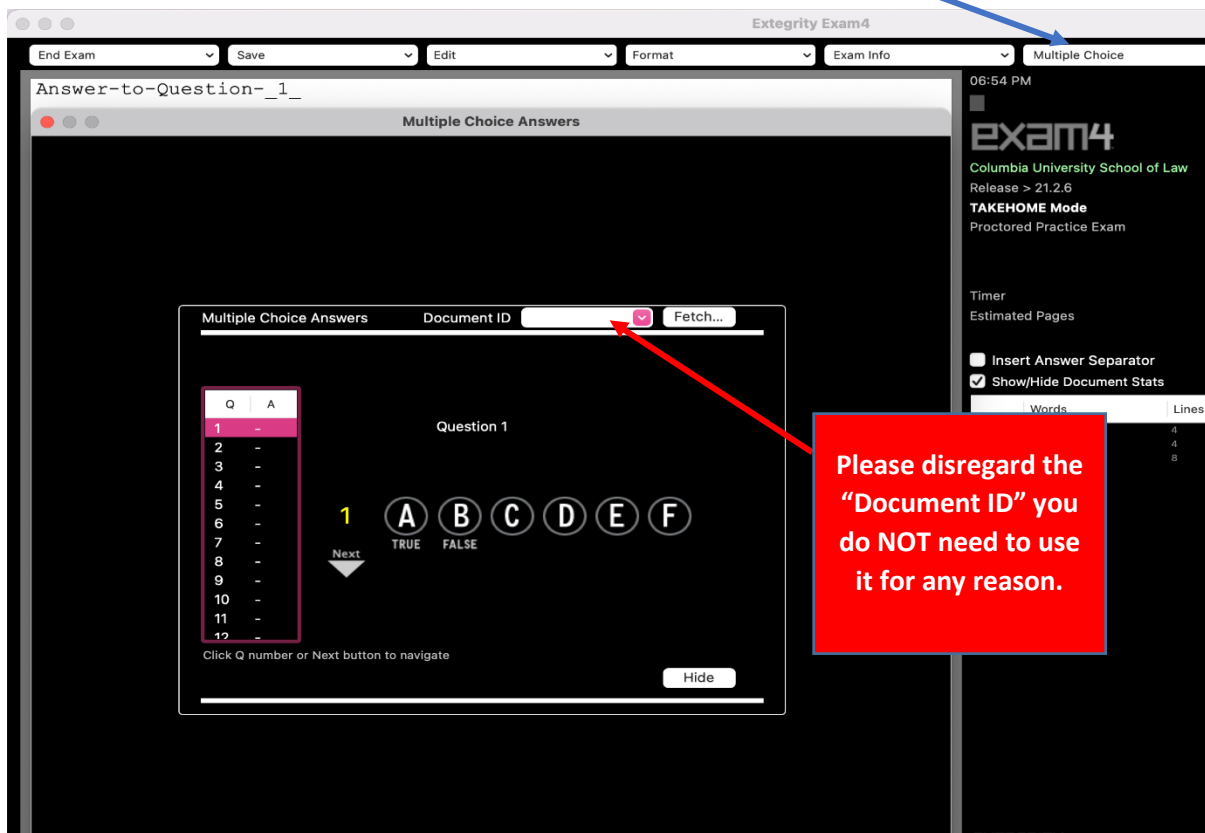
Click the "Insert Answer Separator" to separate your answers for multiple questions.



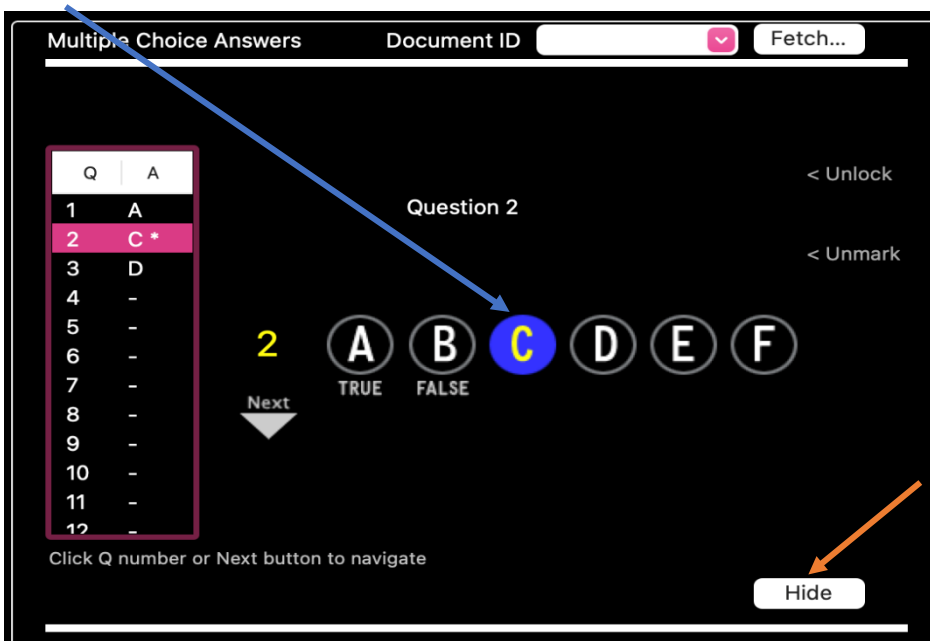
By using the answer separator feature, your word count is displayed per question and in total.

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	-

Question 2

2 Next

A TRUE B FALSE C D E F

< Unlock

< Unmark

Hide

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”.

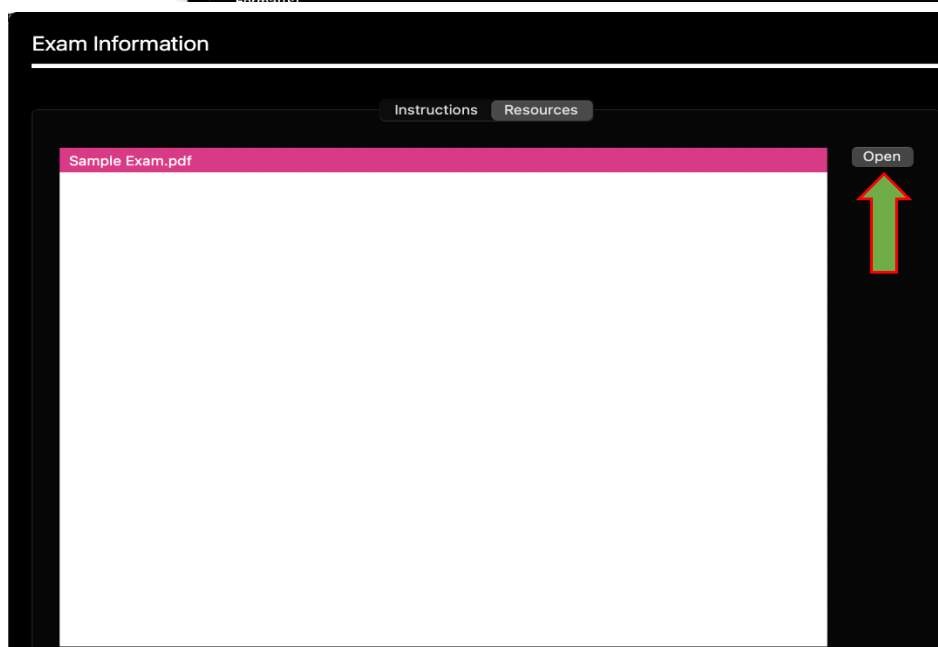
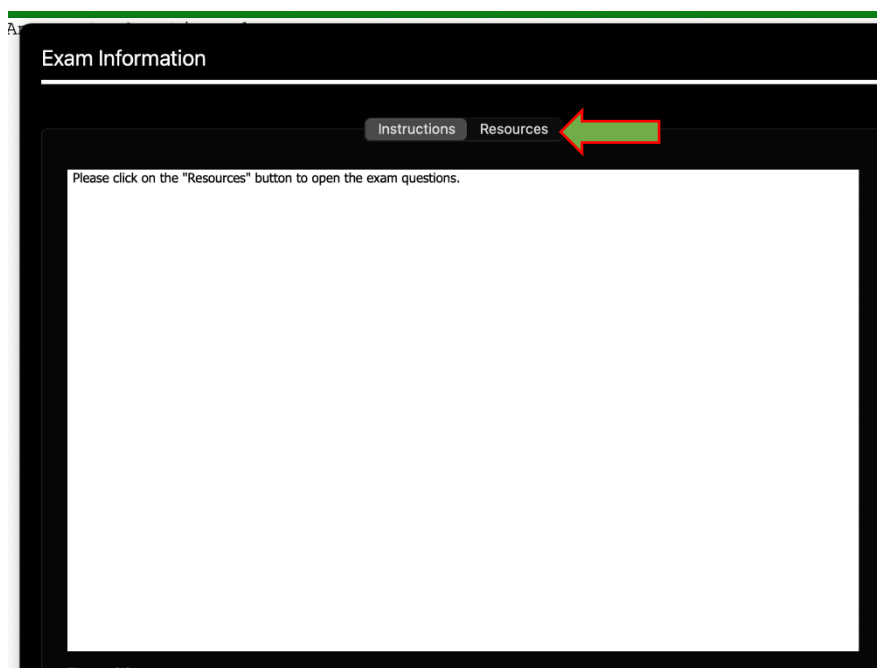
Helpful Hint:

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 Take-Home Exams

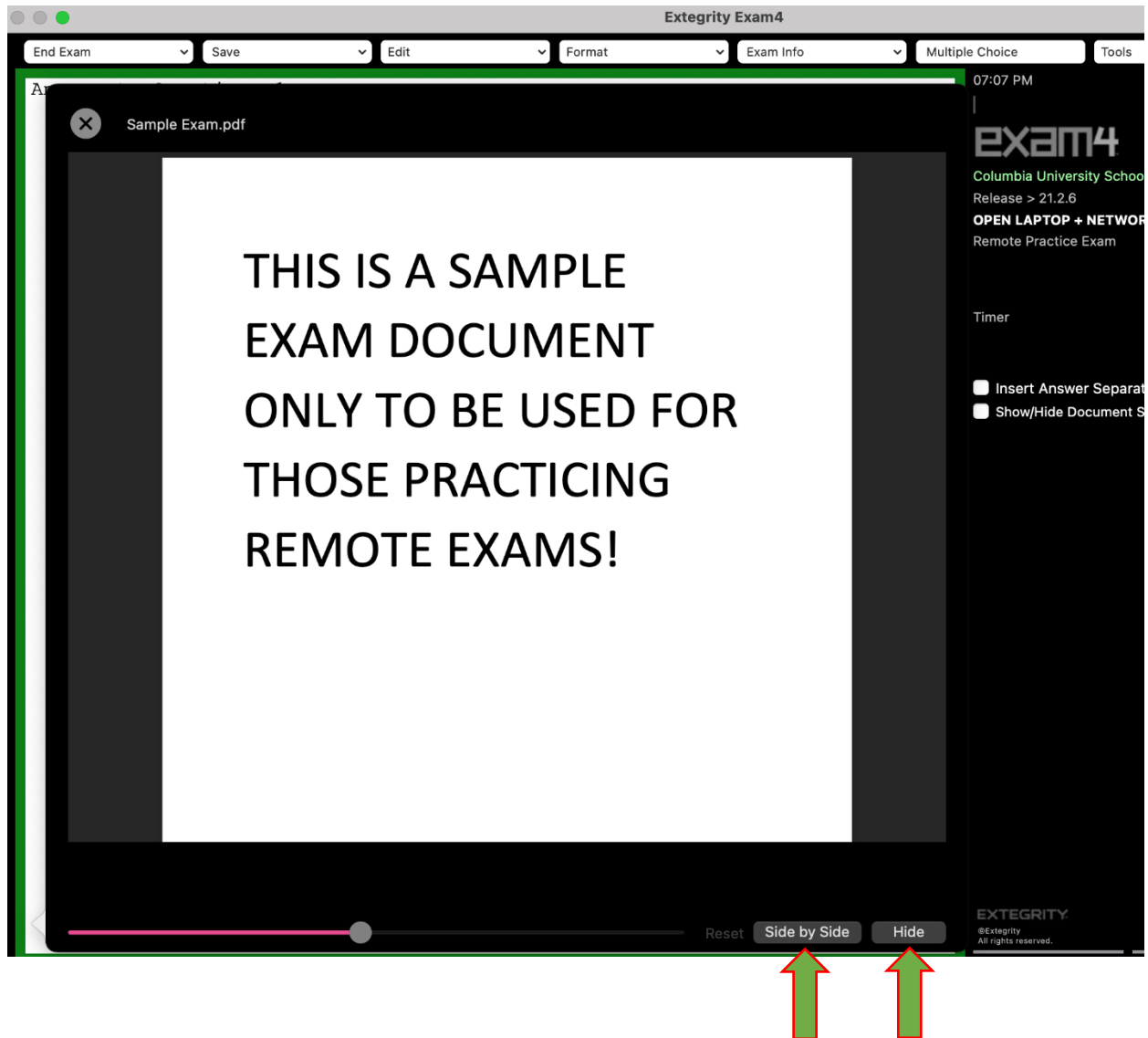
Students are expected to use the Exam4 software for remote exams fixed or any day. The exam questions will be provided inside the software. All students are under the Academic Integrity Policy to not share or take screenshots of the exam questions.

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.

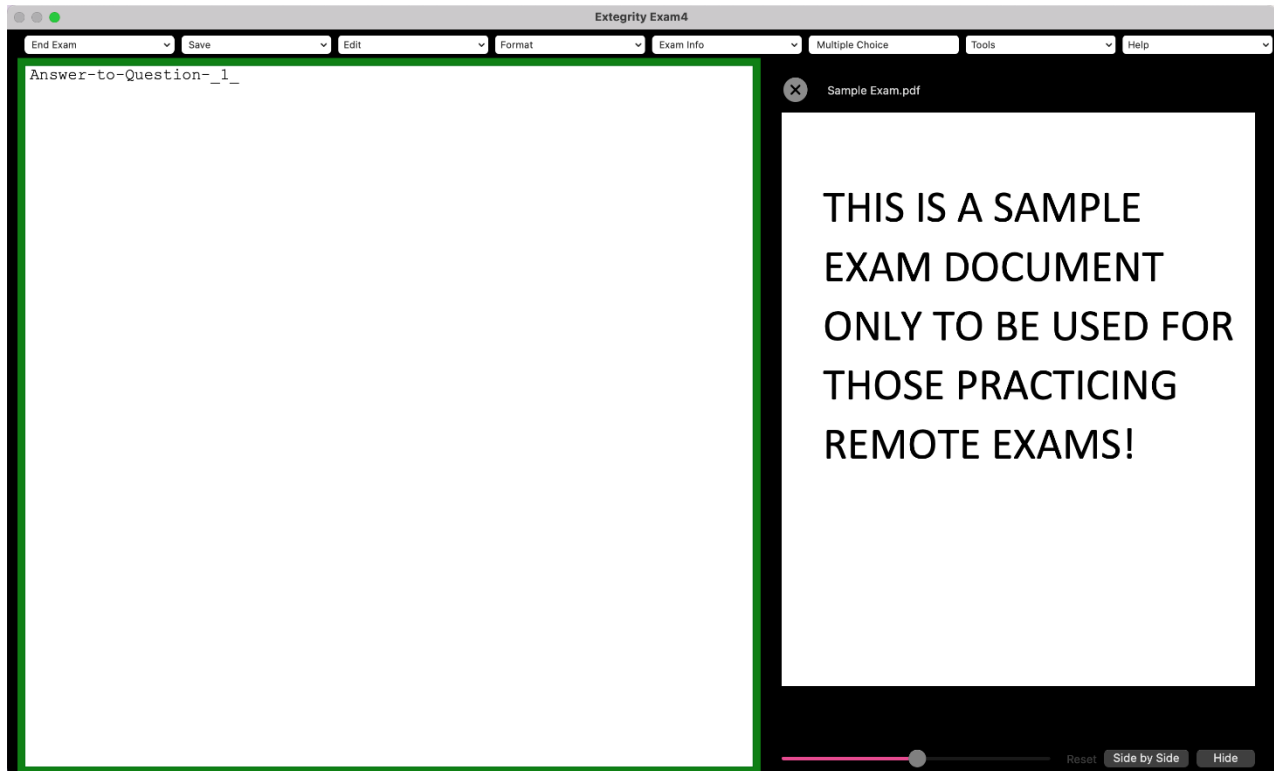
You have the option to have the exam answers in a **“side by side”** view or **“hide”** the questions while you type your answers.



During the Remote Exam – Essay

The screenshot below shows you how your screen will appear with a side-by-side view.

Unfortunately, the screen sizes of both are not adjustable. You can certainly zoom in and out of both your questions and answers.



Helpful Hint:

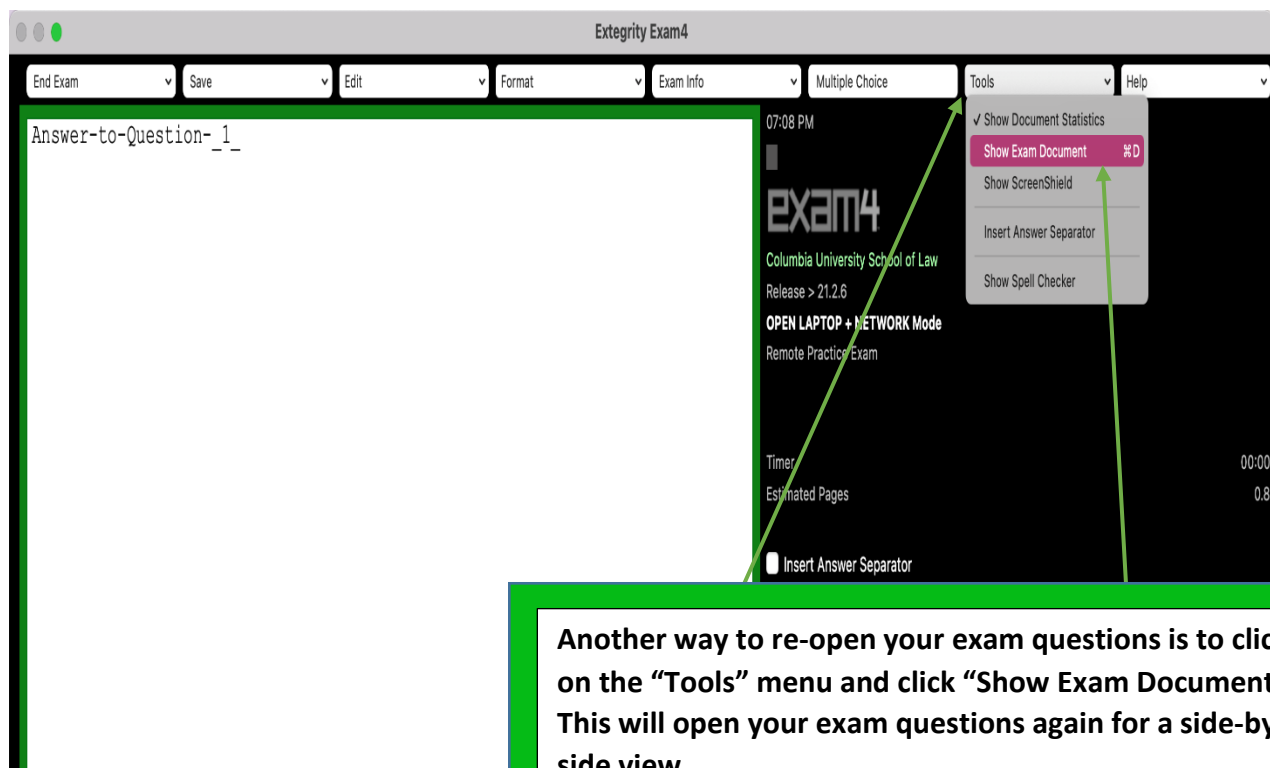
The remote essay features are identical to a proctored exam. Please review pages 13 – 14 for further details.

During the remote exam - Multiple Choice

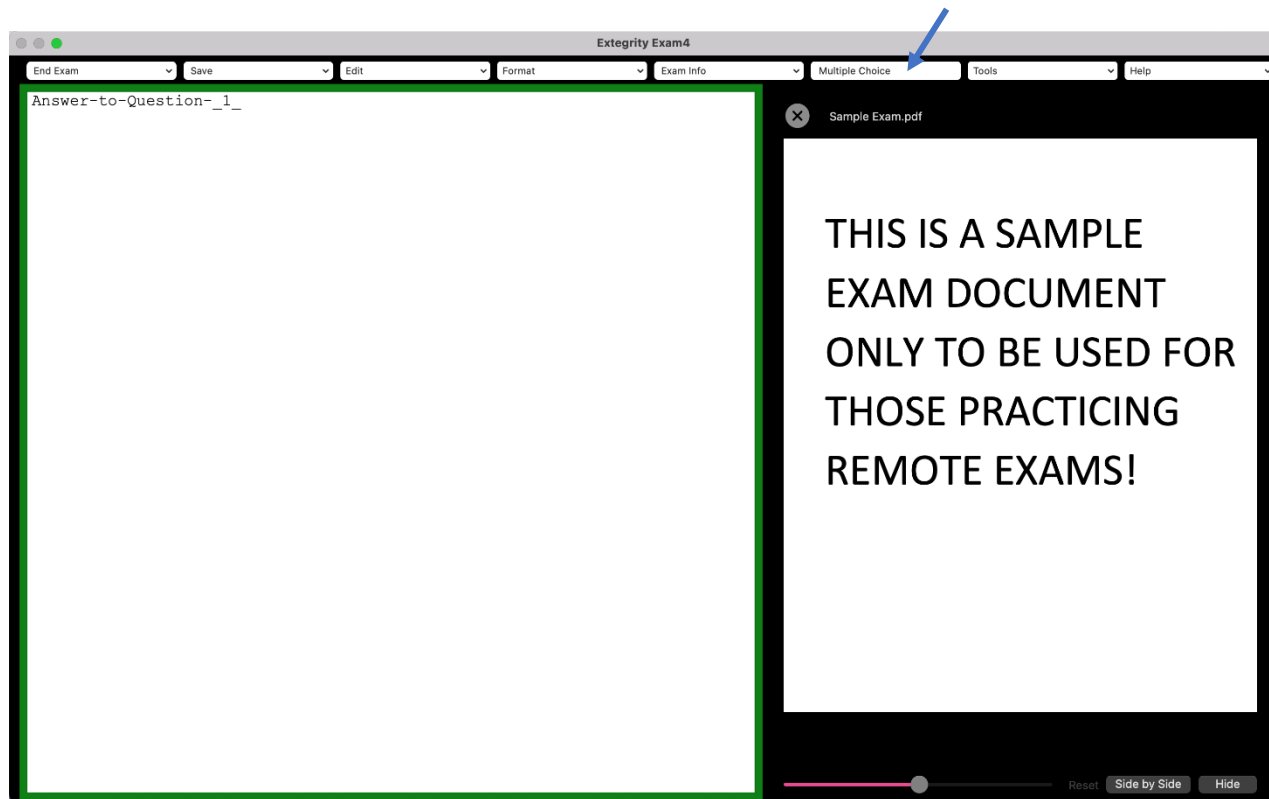
To access the multiple-choice section, you will need to redisplay your exam questions if hidden and have them on a side-by-side view.

****IMPORTANT NOTE****

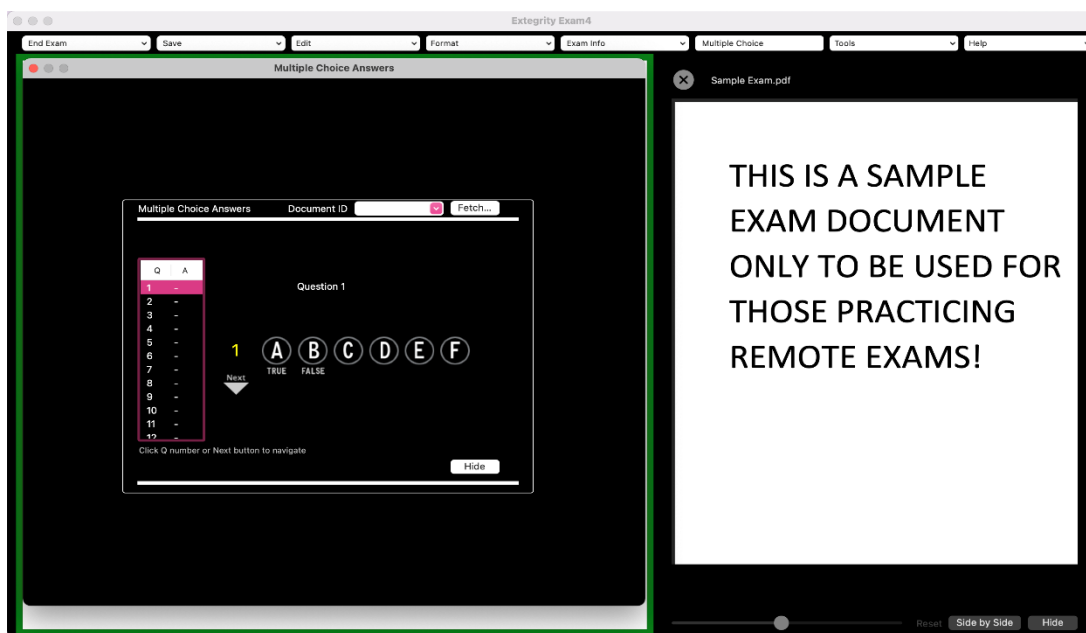
If your exam questions are hidden, you will not be able to access the exam questions in the multiple-choice section. Please click on “Show Exam Document” as detailed **below** to ensure you can view both the questions and scantron side-by-side.



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.

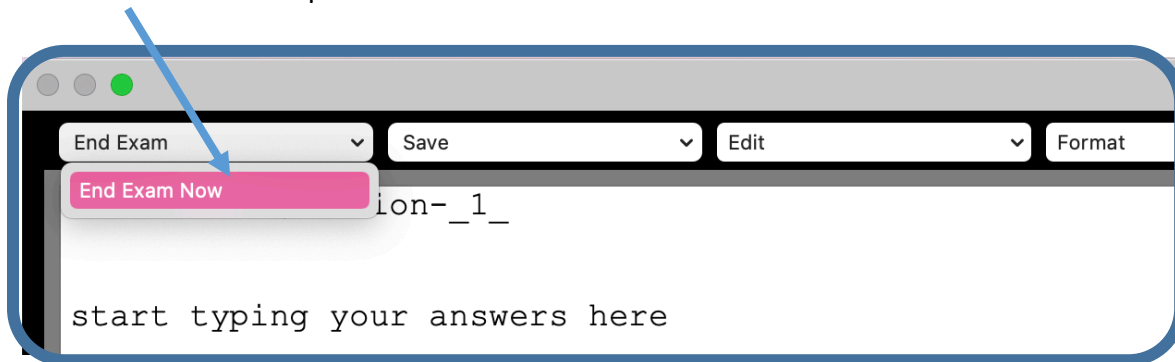


Helpful Hint:

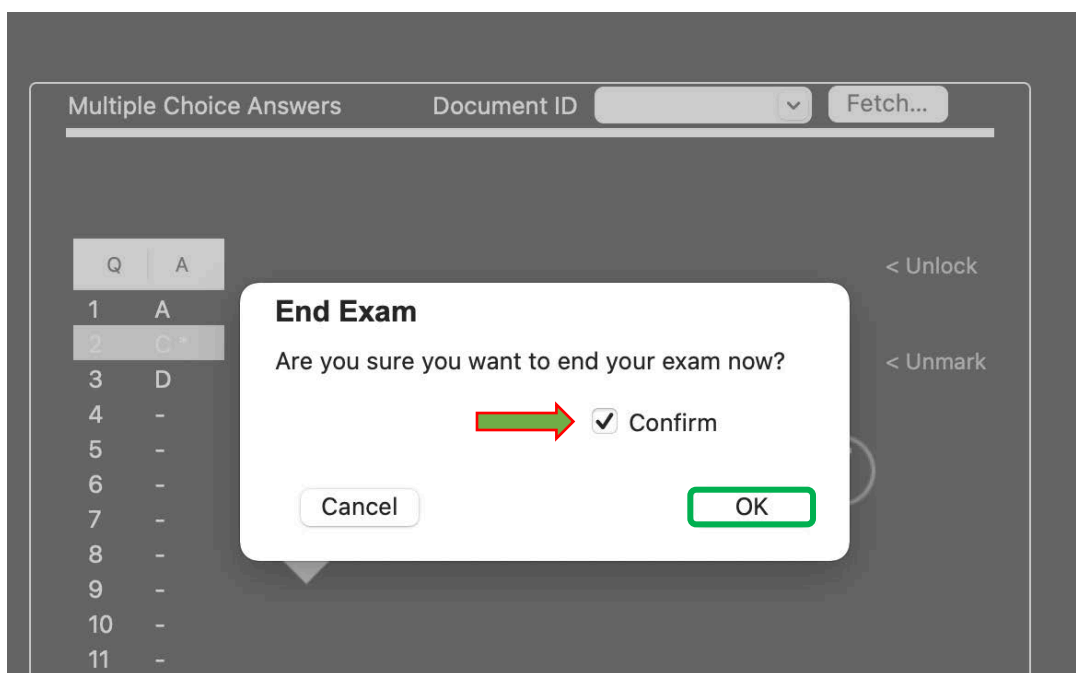
The remote multiple-choice features are identical to a proctored exam. Please review pages 15 – 16 for further details.

Submitting your exam

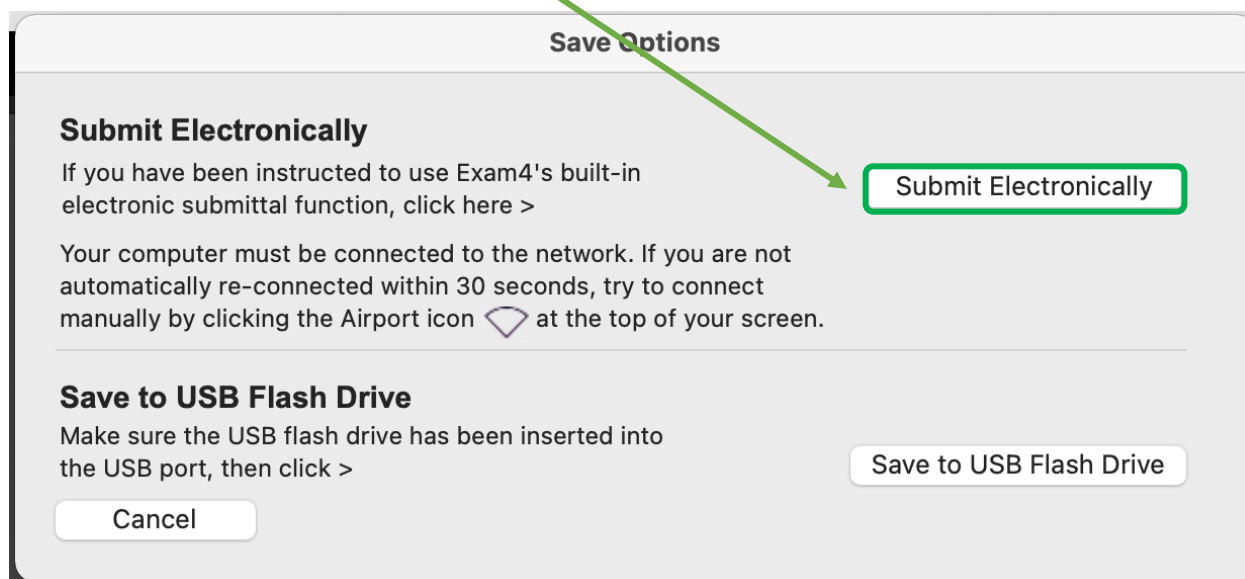
When you have completed your exam and you are ready to submit your answers, navigate to **“End Exam”** on the top menu and click on **“End Exam Now”**.



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




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



Save Options

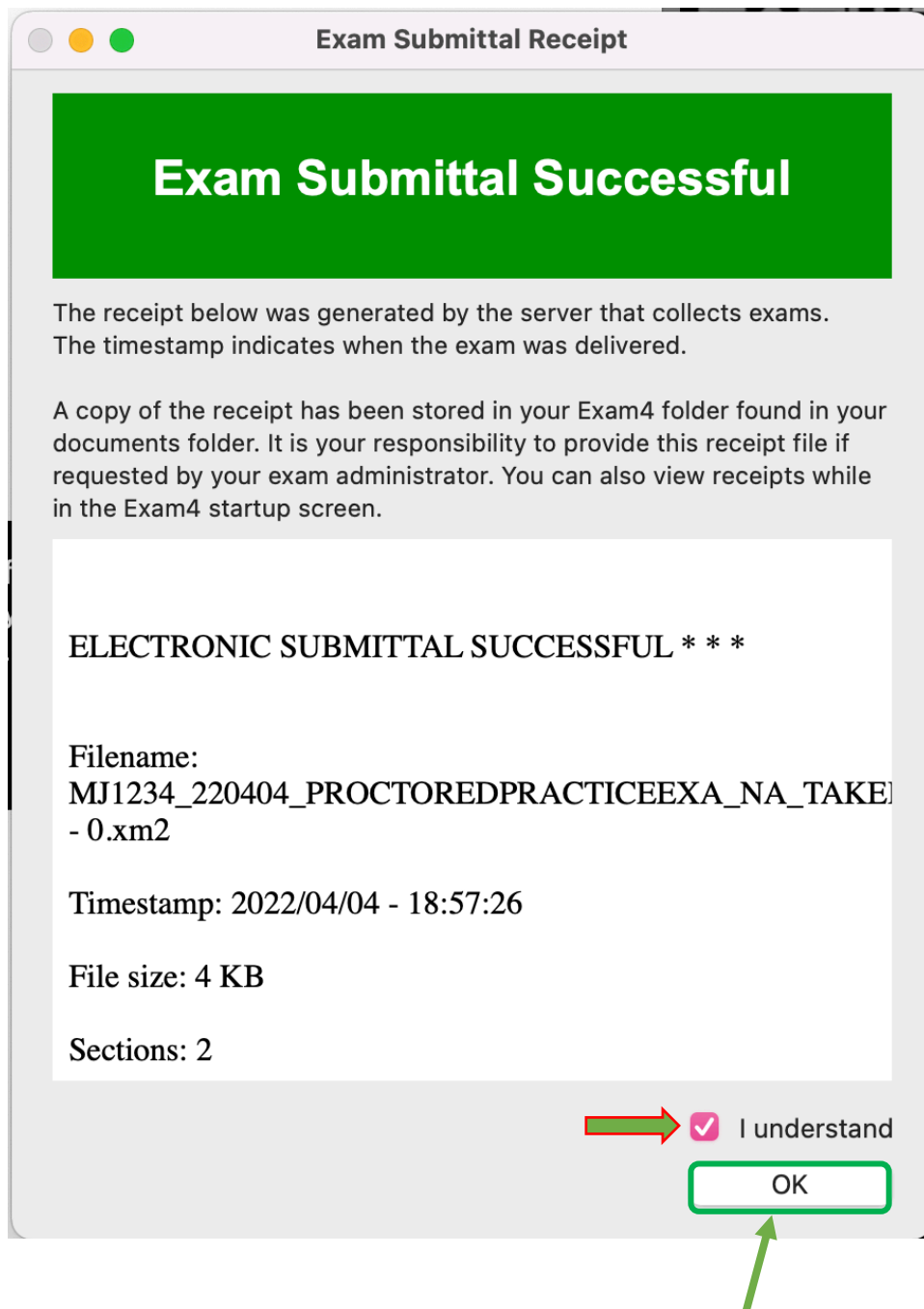
Submit Electronically
If you have been instructed to use Exam4's built-in electronic submittal function, click here >

Your computer must be connected to the network. If you are not automatically re-connected within 30 seconds, try to connect manually by clicking the Airport icon  at the top of your screen.

Save to USB Flash Drive
Make sure the USB flash drive has been inserted into the USB port, then click >

Buttons: Submit Electronically, Save to USB Flash Drive, Cancel

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.

Takehome Exam - Suspend or Submit

Suspend or Submit

Your exam has been saved.

Don't submit the exam until you are completely finished writing.

Only the first submittal will be delivered to your exam administrator.

Suspend Exam

If you want to be able to re-open the exam file and finish writing later, click this button, then choose File > Exit from the menu.

End Exam and Submit

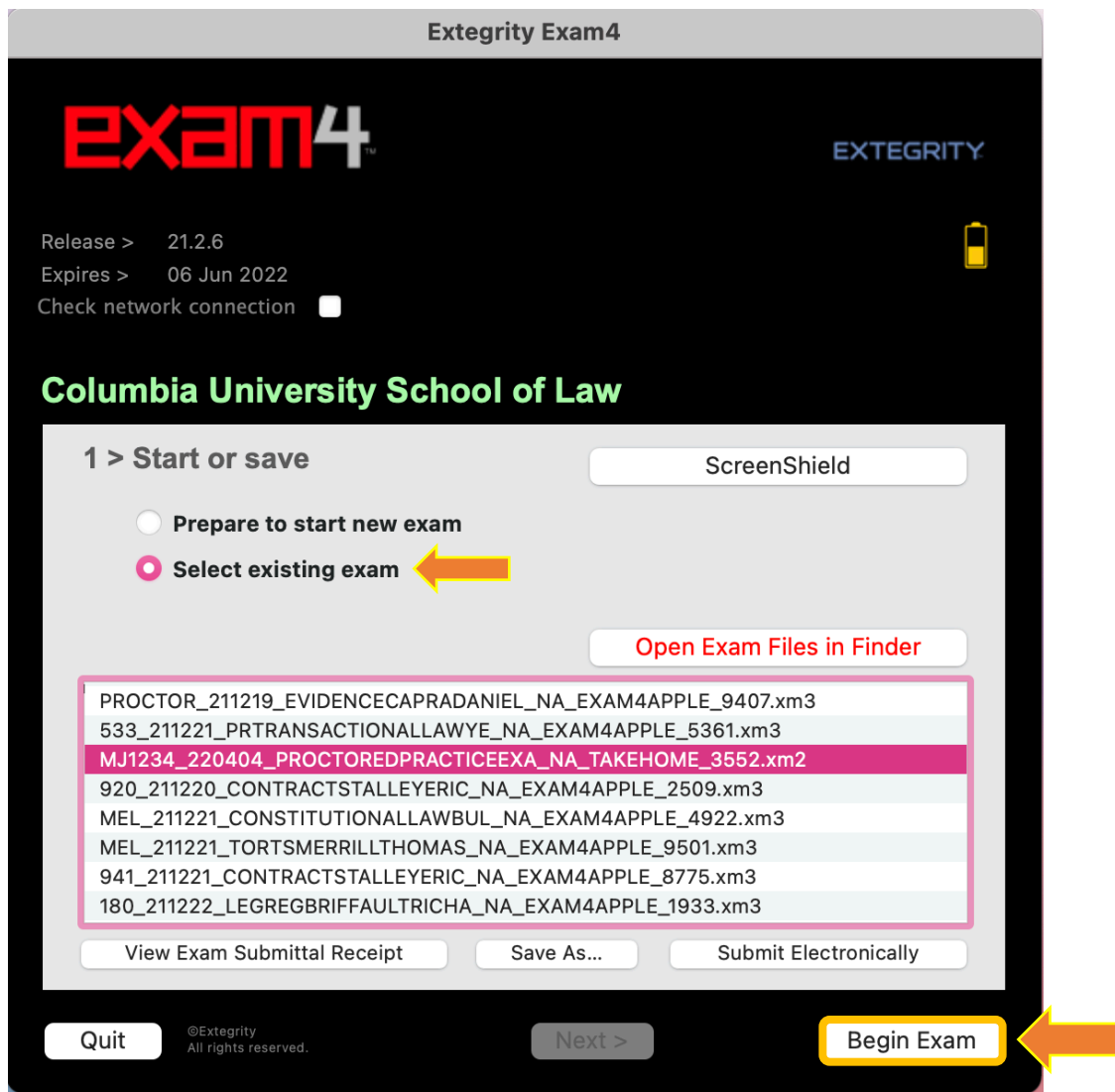
If you have completely finished writing the exam, click this button, then choose a submittal option on the next screen.

Suspend Exam

End Exam and Submit

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 difficulty before or during an exam, you should contact Registration Services directly.

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 she or he has 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.