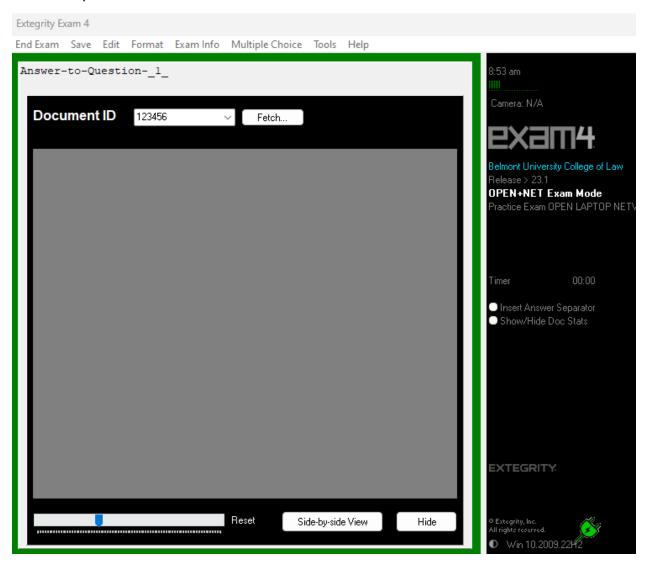
## **Exam4 Essay and Multiple Choice (Paperless)**

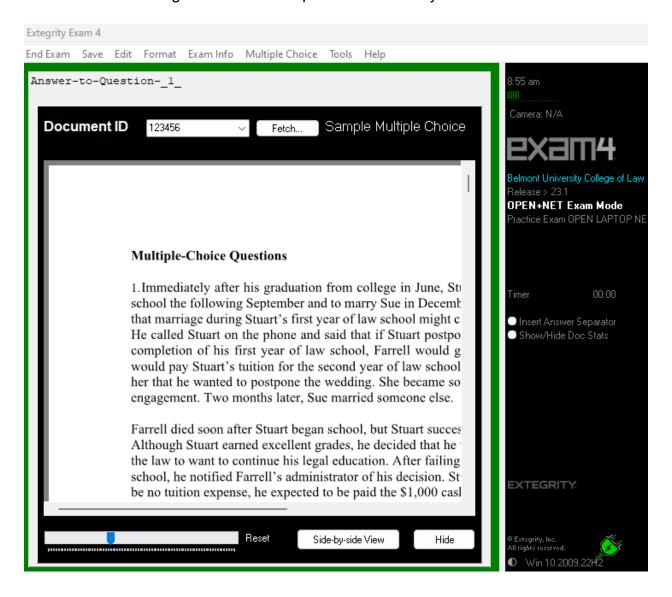
1) Once in Exam4, click on Exam Info then Exam Document. For this practice test, use 123456 and click Fetch to bring up the sample exam.

For the Bar Refresher/midterm/final exam, the Document ID number will be provided by the exam proctor.

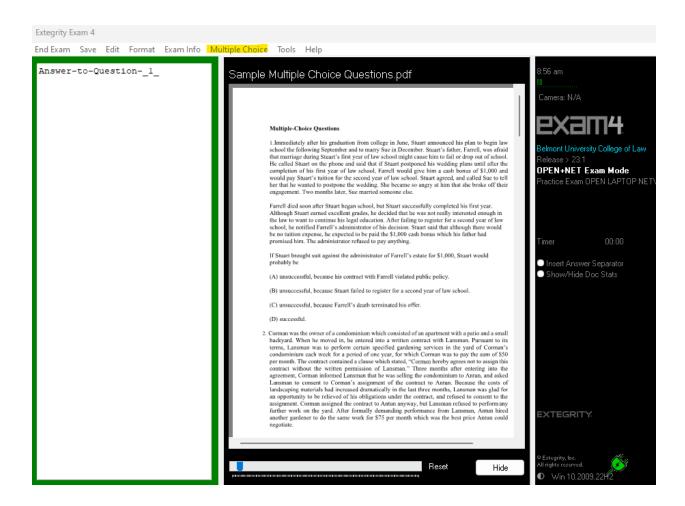


## 2) Click Side-by-side View.

Note: You have the option of toggling between the exam question screen, essay answer screen, and Multiple Choice screen or you can do a side-by-side view. If toggling, you will need to click Hide after bringing up the exam question screen to get to the Multiple Choice screen or essay answer screen to answer. Ctrl D or Command D will bring the exam back up on the screen if you have hidden it.

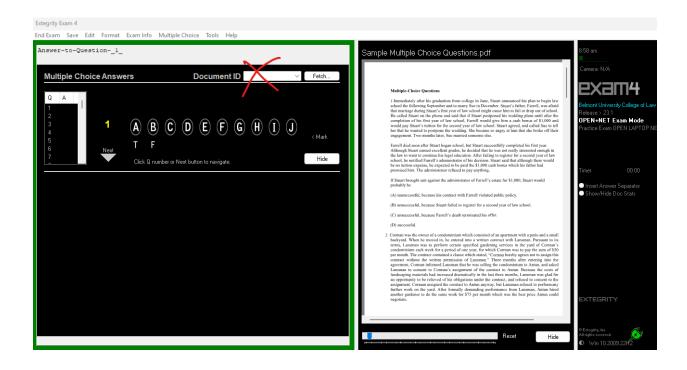


## 3) Click on the Multiple Choice option.

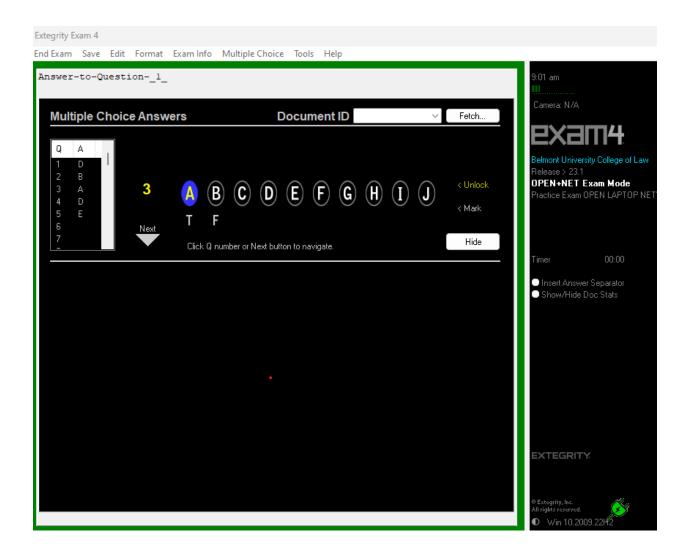


4) You can adjust the text size of the exam by moving the blue arrow at the bottom of the exam to the left and right. There are Q and A columns in the Multiple Choice Answers box. Click the number of the question you are answering and click on the appropriate answer (A,B,C, D, etc or T, F).

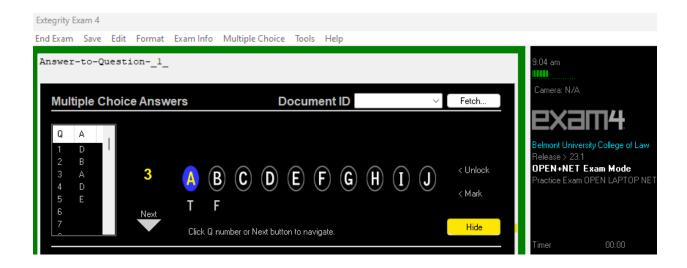
Do not enter an exam number in the Document ID part of the Multiple Choice register (see X below). You will get an error.



5) If you need to change an answer, you can click the "Unlock" option to the right of the answer choices. If you need to mark an answer and come back to it, click the Mark option. There will be an asterisk near the question number.



6) When you are finished entering your multiple-choice answers, click the "Hide" button in the Multiple Choice register and you will be returned to the essay screen. You can now answer the essay/short answer questions now by typing in the box. If you need to go back to the Multiple Choice register, click Multiple Choice in the toolbar.



For Multiple Choice, please note the following:

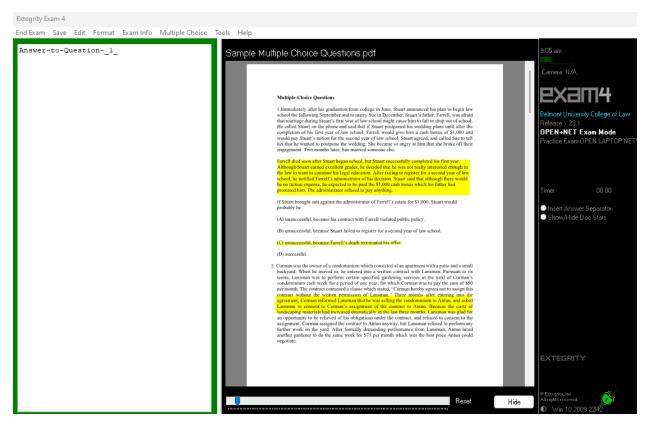
Moving through the register: Use the down/up arrow keys on your keyboard to move through the multiple-choice answers in the register or use the mouse to navigate to a specific answer number. You can skip answers and leave them blank.

Choosing answers: Click on an answer choice (updated now to A-J). You can change your answer before moving on to another answer number by simply clicking on a different answer choice.

To change a previously selected answer: Click on the answer number, click "Unlock". Then, click on a different answer choice, or choose "Clear" (if available) to reset the answer to blank.

To mark an answered question for later review or to remove the mark: Click the answer number, then click "Mark" or "Unmark". An answer does not have to be unlocked to add or remove a mark.

7) You have the option to highlight parts of the exam document by holding the leftmouse button (or trackpad) on the words and dragging it with the right-mouse button (or trackpad).



8) Click End Exam after completing the entire exam.

