

OHIO NORTHERN UNIVERSITY

COLLEGE OF LAW

TYPING OF FINAL EXAMS ON COMPUTERS

I. GENERAL POLICY

Students may take final exams on computers when permitted by the professor under the following conditions:

1. The student must use his/her own laptop computer. LL.M. students may use the computers in Room 127.
2. The exam must be typed using Exam4 software which has been selected by the College of Law to preserve the integrity of its examinations. The software may be purchased and downloaded for \$12 from the software provider's web site: www.extegrity.com
3. A student whose computer malfunctions or experiences data loss will be expected to hand-write the examination in bluebooks within the time remaining for the exam.
4. If a student encounters a pop-up window during the examination that states the student has performed an illegal operation, the student should exit that window immediately. The student's failure to do so will be logged by the Exam4 software and will be reported to the Associate Dean for Academic Affairs.

II. APPROVED EXAMS

Exams for which students will be allowed to use computers are indicated on the Exam Schedule which is posted by the mailboxes and available on line at the Law School Website under **Academics**. It is not necessary to sign up in the front office to take an exam on computer.

III. SPECIFIC DIRECTIONS FOR STUDENTS

Prior to Exam Day

You must have the current version of the **Exam4** software installed on your computer to be able to take the online exam. Prior versions of the software will not work.

How to Install the Software:

1. Direct your browser to the web site of the software provider:
www.extegrity.com
2. Select “Law Schools” on the left hand side of the web page. Find “ONU Pettit College of Law.” Provide the information required by the provider. Be careful to select the correct operating system for your laptop, **either XP, Vista, Mac Tiger, Mac Leopard or Mac Snow Leopard.**
3. Pay for the software using the Paypal button. By following the Paypal link, you will be given the opportunity to pay for the software with a credit card if you do not have a Paypal account. The license you purchase will entitle you to use the **Exam4** software on all your examinations this semester.
4. Please print a receipt and give it to Ms. Barb DeAngelis at the front desk of the Dean’s Office.
5. Exam software will be installed on your PC and an icon will be placed on your desktop.

Day Of the Exam

1. You **must** report to the assigned room **20 minutes prior** to each exam to set up your computer exam. There will be staff available to assist you.

For technical assistance, please see the computer lab staff in the law library.