February 2013 Laptop Program

SIGNUP PERIOD OPENS 12:00 a.m. CDT Friday November , 30, 2012
SIGNUP PERIOD CLOSES 11:59 p.m. CDT Sunday February 3, 2013**

*****Please note that the deadline will not be extended under any circumstance*****
*******There will be a limited number of seats available*******

The Illinois Board of Admissions to the Bar (IBAB) contracts with ExamSoft Worldwide, Inc. for the use of Exam Soft's SofTest technology, which allows Illinois bar applicants to use laptop computers to type their answers to the bar examination's written components. February 2013 examinees may register for the laptop program for a nonrefundable, registration fee of $100. The registration fee covers the software license, technical support and supervision, power, and administrative costs. Registration is a three-step process, all of which must be completed in order to gain access to SofTest and actually use a laptop on exam day.

Three-Step Registration Process

1.   Complete the electronic application and pay the fee for the February 2013 bar examination, which includes the submission of any requested paper materials. Please do not attempt to register for the laptop program until this step has been completed.

2.   After the Signup Period opens, go to www.examsoft.com/ilbar and register by clicking on "New User Signup" in the upper left corner of the webpage. Please use your social security number as your created user ID number. It is important that you keep your personal information, including email address, updated. Online payment of the $100 registration fee will place you on the February 2013 laptop roll. Unless you complete Step 3, however, you will not be allowed to use a laptop at the exam.

3.   After you have registered under Step 2 and before 11:59 p.m., CDT, Monday, February 25, 2013 you must:
  a.   Register the SofTest software on the actual laptop you will use at the bar exam;
  b.   Download TWO exam files onto the actual laptop; AND
  c.   Complete a Mock Exam on the actual laptop.

Please note that you must be in possession of the actual laptop that you will use at the bar exam in order to register the software.

Nonstandard Testing Accommodations (NTA)

If you are registering for the laptop program and are also making a NTA request, you must advise Ty Perry at TPerry@ilbaradmissions.org

no later than Sunday, February 3, 2013, to ensure that any testing accommodations you might receive will be amenable for laptop testing. In the absence of this timely advice, you will not be permitted to participate in the laptop program, your registration for it notwithstanding.

Responsibilities and Risks Associated With the Laptop Program

If you elect to participate in the Laptop Program, please be aware that you undertake responsibilities and assume risks that a hand-writer does not. First, you are solely responsible for familiarizing yourself with the laptop computer you will use at the bar exam. Second, you are solely responsible for the operating condition of your laptop computer and its software, including the operation of SofTest. Third, you are solely responsible for learning how to use the SofTest software by reading and following the instructions provided by ExamSoft on its website *prior to the start of your bar exam.* In spite of your preparedness, should you experience technical problems, including but not limited to laptop failure, should you type an answer in the wrong field, or should an exam answer file be deleted or otherwise altered, you assume the risk of any possible consequences related to the scoring of your answers. Should you experience any of the foregoing problems, please be aware that NO EXTRA TIME OR OTHER ADMINISTRATIVE RELIEF WILL BE GRANTED.

Lastly, as a laptop program registrant, you assume the risk that you may end up handwriting the exam answers in the event your laptop malfunctions at any time, *i.e.*, before the testing begins or while the testing is in progress. *Please note that once you begin handwriting your answers, you must handwrite from there on out. You may NOT switch to a laptop later in the day.*

If you register for the laptop program, you agree to assume the responsibilities and risks described above. If you are unwilling to assume these responsibilities and risks, do not register for the laptop program.

Additional Information

Answer File Upload

As a laptop program participant, you must upload your answer files to the ExamSoft server after testing ends on Tuesday afternoon, February 26, 2013, which will be at about 4:30 p.m. We do not anticipate having wireless internet connection at the examination site. **_All_** laptop testers have until midnight that same day (02-26-2013) to gain access to an internet connection at some other location and upload their answer files. *NO exceptions will be made to this requirement.* If you fail to upload your answer files by the midnight deadline, you will receive a score of "0" for every missing IEE, MPT and MEE answer.

Back-up Files

You are not permitted to create backup copies of answer files on flash drives or other storage devices.

ANY QUESTIONS?

Please contact: Tara Henrikson at THenrikson@ILBarAdmissions.org
                     Stephany Shipp at SShipp@ILBarAdmissions.org

Laptop Program FAQ

1.   Who is ExamSoft and what is SofTest?
ExamSoft Worldwide, Inc. developed the software technology called SofTest that blocks access to any files on a laptop other than its own word processing function and thus prevents access to information stored on an examinee's laptop. The SofTest exam is delivered in the form of a downloaded exam file after SofTest is registered and will be used for the IEE, MPT and MEE portions of the examination. SofTest is presently used by more than one hundred educational institutions and is the program most frequently used by bar admitting authorities. The full operating functions of your laptop will be restored after the last SofTest exam session ends.

2.   What are the Minimum System Requirements for a Laptop Computer to use SofTest?
SofTest can be used on virtually any modern computer, *i.e.*, purchased within the last 3-4 years. Specific system requirements are noted below.

PC Requirements:

- CPU = 2GHz Intel® Core™/Celeron™ or equivalent x86 processor
- RAM = highest recommended for the operating system or 2GB
- Hard Drive = highest recommended for the operating system or 1 GB of free space
- Operating System = English editions of Windows XP(32-bit only) , Windows Vista, Windows 7 and Windows 8.
- Software = Internet connection for SofTestInstallation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Administrator level account permissions

Mac Requirements:

- CPU = Intel processor
- RAM = 2 GB
- Hard Drive = 1 GB or higher free disk space
- Operating System = Mac OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion), and Mac OS X 10.8 (Mountain Lion).
- Software = Internet connection for SofTest Installation, Exam Download and Upload

*It is not possible to take secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment.

Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure Practice Exams.

3. What must I do at the ExamSoft website and when must I do it?
There are 5 steps you must complete at the ExamSoft website. First, you MUST sign up for the laptop program. Steps 1 and 2 MUST be completed before 11:59 p.m., CDT, February 3, 2013. In addition, before 11:59 p.m., CDT, February 25, 2013, you must complete *all* of the remaining tasks. Failure to meet either of these deadlines, as well as failure to pay the $100 registration fee, will result in your removal from the laptop program.

Step 1 – Go to www.examsoft.com/ilbar, click 'New User Signup' under the Exam Takers section and enter your name and email address; create and enter an ID# and password. Pay $100 nonrefundable registration fee.

Step 2 – Download SofTest software, which takes only a few minutes on high speed Internet. Before registering the SofTest software on your laptop, make sure the laptop is the very one you will use at the bar exam.

Step 3 – Register SofTest (1 min.). Enter the ID# and password created in Step 1. After you have registered, you will receive a confirmation email from ExamSoft, and IBAB will be notified.

Step 4 – Download TWO exam files. Do this immediately after completing Step 4.

Step 5 – Take the Mock Exam (5-10 min.). To ensure that SofTest operates properly on your laptop, you must take the Mock Exam. You may use ANY five digit number to use as a practice applicant number.

4. How can I check to make sure I have registered successfully?
After you register SofTest, you will be advised on-screen and via email that you have done so successfully. You may also access your registration status online.

5. What is the Mock Exam?
The Mock Exam confirms your laptop is compatible with SofTest and enables you to familiarize yourself with how to open; write and upload answer files *prior* to exam day. The Mock Exam must be completed to ensure your computer has been configured properly for use on exam day. Failure to do so may require you to handwrite your exam.

6. When and how do I download my TWO Exam Files?
Immediately after registering SofTest, your password-protected A.M. and P.M. exam files will automatically be downloaded to your computer. Please note that you may download these exam files ONLY ONCE.

7. How do I transmit my essay answers to ExamSoft?
After both exam sessions have concluded on Tuesday, February 26, 2013 you will be responsible for electronically transmitting (uploading) the two answer files containing your

answers to ExamSoft NO LATER THAN midnight Tuesday, February 26, 2013. No exceptions will be made to this requirement.

Doing so is simple. Just connect to the Internet and double click the SofTest icon. The answer files will be uploaded automatically. If you are staying at a hotel, make sure you know how to connect to the Internet from the hotel room or business office.

8.   What if my laptop does not have wireless capability?
You may upload your answers from any location where Internet connectivity is available (home, office, hotel, internet café, etc.) You are still required to upload your answers by the deadline, so we suggest determining in advance where Internet connectivity is available close to the test site.

9.   How will I know my answers have been uploaded?
A visual "progress status" (blue bar) is displayed as the upload takes place. When the upload is complete, a 'success' message is displayed. An email confirmation is then sent to the email address provided when registering SofTest.

10.   What if I have a problem uploading my answers?
Technical support from ExamSoft will be available to you at the technical support line.

11.   Do I still need a backup copy of my answer files?
The Board does not permit applicants to create backup copies of answer files on flash drives or in any other manner.

12.   Is there a character limit for my answers on the actual bar exam?
Yes. Each IEE and MEE answer is limited to 4,600 characters and the MPT answer is limited to 9,200 characters, which is equivalent to the maximum number of handwritten pages permitted. Each letter, space, and punctuation mark counts as a character. A character counter will operate continuously at the bottom of your screen.

13.   Can I bring a backup laptop to the exam?
No. Bringing a backup laptop to the exam is not permitted.

14.   Will there be technical assistance at the exam?
ExamSoft representatives will be on-site to provide technical assistance during the exam. If needed, you will be permitted to call ExamSoft after the exam.

15.   Can I get a refund of my $100 laptop registration fee if I don't take the exam or need to withdraw, and I have a compelling reason?
The laptop registration fee is nonrefundable, and no exceptions will be made.