

JULY 2021 ILLINOIS BAR EXAMINATION

REMINDERS AND TIPS

Overview

Illinois will administer the examination remotely using ExamSoft Exemplify® secure testing software. By now you have completed registration and the mock exams. You should be familiar with the software, ExamID, and ExamMonitor, and how it uses identity verification via facial recognition, audio/video recording with artificial intelligence, and human proctor review.

You must take the examination on a computer that meets the ExamSoft minimum system requirements *specified for Exemplify® software with ExamID and ExamMonitor enabled* and must use a functional webcam and microphone during testing.

Be sure you meet these requirements. You will find information about the minimum system requirements at-

Mac: <https://examsoft.com/resources/Exemplify-minimum-system-requirements#mac>

Windows: <https://examsoft.com/resources/Exemplify-minimum-system-requirements#windows>

There is also a link to the minimum system requirements at:

<https://ei.examsoft.com/GKWeb/login/ilbar>.

We strongly encourage you to make sure you are using a computer that meets ExamSoft's *recommended* system requirements.

Make sure that your computer has sufficient memory available and that all necessary and current updates to the computer's operating system have been installed prior to the day of the examination.

If you do not own the computer you intend to use, make sure there are no restrictions in place for the computer that will prevent you from downloading and running the software. You must also have access to the computer after the examination has concluded and until results are released.

You will be required to abide by the Code of Conduct and Testing Conditions for the July 2021 Illinois Remote Bar Exam. You were provided a copy and signed an acknowledgement, and are expected to have read and understood it.

Suggestions on Your Testing Conditions

Review the Code of Conduct for allowed conditions, noting what you may and may not have in your test space and make sure you meet the requirements.

You may take the exam at the location of your choice (e.g., home, library, law school, office, etc.) However, you **MUST** be alone in the room. The environment should be quiet and distraction-free with no personally identifying information within the camera view. Move pets, and make sure no one comes in and/or talks to you.

If you are testing in a location that will require you to wear a mask or take any other types of precautions, you will have to comply with any conditions the venue sets forth. You will need to pull the mask down for your photo at the beginning of every session, but thereafter you must wear the mask if the location requires you to do so.

If you are using an external wireless keyboard and/or mouse, make sure you have fresh batteries in them prior to Exam Day.

Make sure your laptop/desktop is plugged in at all times.

Take a moment to look around the area. Remove anything potentially identifying (photos, wall plaques, diplomas, etc.). **You want good lighting in front of your screen** so that the camera can capture your face and illuminate it well. Make sure windows are covered if they are behind or to the side of you, and make sure overhead lights are not so bright that they interfere with the monitoring camera that must record you during each session.

Adjust your seat and make absolutely sure your **ENTIRE FACE IS VISIBLE IN THE CAMERA AT ALL TIMES**. If we can't see your ENTIRE face at all times, you will be flagged and could potentially not have one or more portions of your exam invalidated. The monitoring eyebrow at the top of the screen in Examplify will show you exactly what we will see. Check it during the exam to make sure your entire face is in the camera.

Try to avoid leaning into your screen – it usually results in our seeing nothing but your forehead. If you habitually lean into the screen or adjust in your seat, make sure your entire face is visible. If all we see is a forehead or a mouth, that will make it difficult for us to verify your identity.

Don't leave the camera view during an exam session unless it's urgent or you have a preapproved accommodation. **If you absolutely must leave, tell the camera the situation and then quickly take care of what you need to address.**

For the MPT only, have your scratch paper and pen ready, and show it to the camera. For any other part of the exam, make sure you have removed scratch paper and pens, and only have otherwise preapproved items on your desk.

Review the Code of Conduct again to **make sure you are not wearing anything not allowed** on the exam days. If you need an administrative accommodation or approval for any type of banned article or item, make sure you have an approved accommodation in place.

Store the phone number for ExamSoft Technical Support (888-816-3065) into your cell phone.

Applicants will be able to download the examination files on July 19, 2021. Applicants must download the examination files by 5:00 p.m. Central Time on July 22, 2021. Applicants who do not download the examination files by 5:00 p.m. Central Time on July 22, 2021 will not be permitted to sit for the bar examination.

Exam Day

Before You Begin

Review the Code of Conduct to make sure you are following all of the rules. You are expected to be familiar with the rules and to adhere to them during the exam.

Make sure you are only wearing what you are allowed to wear. Please dress appropriately. **WEAR NOTHING -- NOTHING -- ON YOUR HEAD OR EARS unless you have an approved accommodation.** This includes, but is not limited to, hoodies over your head, hats of any kind, headbands that cover your ears, earplugs, earbuds, headphones, and the like. **If you are wearing something, ANYTHING, on your head or ears, or have earbuds or earplugs, you will be flagged and risk having one or more portions of your exam invalidated.**

Make sure the lighting is good, especially in front of you. Clear your desk of all items except those you are allowed to have.

Do not have a phone, cell or otherwise, on your desk or in the room. If leaving it outside of the room would be a theft risk, then it must be turned off and at least six feet away from you.

Failure to follow the rules will cause you to be flagged and may result in a zero for any session in which you violate the rules.

Examination Schedule for Standard Applicants

The examination schedule for standard applicants is here:

<https://ei.examsoft.com/GKWeb/login/ilbar>

and is provided below. **All times given are CENTRAL TIME.** If you are taking the test in a different time zone, be aware of the time difference and adjust accordingly.

Schedules for applicants receiving non-standard testing accommodations under the Americans with Disabilities Act will vary from the standard schedule below. These applicants should follow the specific schedule provided to them by the Board.

July 2021 Illinois Bar Examination Standard Testing Schedule

TUESDAY, July 27, 2021

MPT 1 9:00 to 10:30 AM (90 min)

break 10:30 to 11:00 AM (30 min)

MPT 2 11:00 AM to 12:30 PM (90 min)

lunch 12:30 to 2:00 PM (90 min)

MEE 1 – 3 2:00 to 3:30 PM (90 min)

break 3:30-4:00 PM (30 min)

MEE 4 – 6 4:00 – 5:30 PM (90 min)

WEDNESDAY, July 28, 2021

MBE 1-50 9:00 to 10:30 AM (90 min)

break 10:30 to 11:00 AM (30 min)

MBE 51-100 11:00 AM to 12:30 PM (90 min)

lunch 12:30 to 2:00 PM (90 min)

MBE 101-150 2:00 to 3:30 PM (90 min)

break 3:30-4:00 PM (30 min)

MBE 151-200 4:00 – 5:30 PM (90 min)

Passwords

Each test session will require a separate password. The password will be available 15 minutes prior to the listed start time for the session.

Applicants testing on the standard schedule will find the passwords on the following website: <https://bar.examsoft.io/ILbar>. **Standard Applicants should bookmark this website before exam day.** Additionally, ExamSoft will email passwords to standard schedule applicants, to the email the applicant has on file with the Board.

Applicants receiving non-standard testing accommodations will receive passwords via email through the email address the applicant has on file with the Board.

As soon as you get the password, you can start. You do not have to wait for the official start time. Exemplify® will log you out automatically when you reach the maximum time permitted for the session. We recommend that you begin the log-in process as soon as you get the password so that you have time to seek assistance from ExamSoft should there be a problem.

Starting and Taking the Exam

- Click on the Exemplify® icon.
- Under the My Exams section on the left-side of your screen (Dashboard), select the exam file for the test session you are about to begin.
- Type the Exam Password for the test session in the box below “EXAM PASSWORD” and click Enter.
- If you have any programs open, you will see an “Action Recommended” screen. You may choose to close the open programs manually or click 'Continue and close for me'.
- The ExamID component of the Exemplify software will take your photo before each examination test session. Once you have centered your face in the screen, click 'Save and Continue'. This photo will be used to verify your identity. Please ensure your photo has been captured before continuing to the examination test session.
- Next, you will see a yellow screen entitled “Warning! Secure Exam Starting!” This screen advises that Exemplify® will close all open programs on the computer and recommends you disable any antivirus program before continuing. You may select 'Disable Antivirus Programs' to do so manually, or you may select 'Continue', in which case Exemplify® will disable antivirus programs that may conflict with Exemplify®.
- You will then be presented with Pre-Exam Notices. Review each Notice and then click 'Next'.
- You will see a “Monitoring” eyebrow at the top center of your screen. During each examination test session, the ExamMonitor component of the Exemplify® software will record audio and video of the test session. For examination integrity and security, your

entire face absolutely must remain within the camera frame throughout the test session. You should periodically check the “Monitoring” eyebrow at the top center of your screen to ensure that your face is visible within the camera frame for the recording.

- Once you have reviewed all Pre-Exam Notices, you will be presented with the first test item for the test session. The time for the exam session has begun and the automated ExamSoft timer will begin counting down, marking the duration of the test session. The test session ends when you exit the exam file, or when the ExamSoft timer reaches zero, automatically exiting the exam file. Be aware that an alarm will automatically appear 5 minutes before your time is up.
- For the MBE portion of the examination, you must select the correct answer. Do not use the strike through option to indicate a correct answer, as it will record nothing. You have an option to strike-through particular answers for each question to eliminate presumed incorrect answers as you consider the question. But, if you use this feature, you must actually select an answer to each question (and not just strike-through purported incorrect answers) to receive credit for a correct answer. **IF YOU USE THE STRIKE-THROUGH FEATURE TO INDICATE YOUR ANSWER RATHER THAN PROPERLY SELECT YOUR ANSWER, WE WILL NOT REVIEW YOUR EXAM AND PROVIDE THE ANSWER TO GRADE. YOU WILL FAIL THE EXAM.**

Technical Support during the Examination

- For technical support during the exam, all applicants must contact ExamSoft support at **888-816-3065**. Again, bookmark this number into your phone.
- Applicants receiving non-standard testing accommodations may call the Board’s office if they are unable to access a password for a test session. **For any other technical support,** contact ExamSoft support at **888-816-3065**.
- Applicants are permitted to access their cell phones for technical support ONLY. Retrieve the phone and use it in front of the camera. You must put it away after the support call ends.
- Assistance will also be available through ExamSoft’s online chat assistance, but this will only be accessible until applicants enter the secure software platform for the test sessions. On exam days, applicants should call ExamSoft Support at 888-816-3065, if technical assistance is needed.
- Applicants may be able to resolve some technical issues by rebooting their device. To reboot the device, applicants should perform the following steps:
 - 1) **DO NOT CLOSE OR EXIT THE EXAMINATION.** If an applicant closes or exits the examination, the applicant will be unable to re-enter and the examination test session will end.
 - 2) Reboot the device by pressing and holding the power button until the device is completely off.

- 3) Wait 5 seconds.
- 4) Restart the device by pressing the power button again.
- 5) Once Examplify® restarts, it will return to within 59 seconds of where the applicant left off in the examination.
- 6) *If prompted for a resume code due to a delay in restarting the device, applicants must contact ExamSoft Support at 888-816-3065 for a resume code.*

Uploading Exam Files

- To exit the exam once finished, click 'Finish' or select 'Exam Controls' then 'Submit Exam'.
- On the next screen, select the checkbox to confirm that you have completed the exam, then click 'Submit Exam'.
- After clicking 'Submit Exam' you will see a screen indicating your answer file is being prepared and that the software is exiting Exam Mode.
- If your files take some time to upload, you will see a yellow Upload in Progress screen telling you that files are still uploading. You can click 'Return to Dashboard' if you need to begin the next test session. If not, you may stay on this screen until the progress bar is at 100%.
- When the progress bar reaches 100%, you will see a green screen and can return to the Dashboard.
- If you choose to return to the Dashboard on the yellow screen, you can see if your proctoring files are still in Upload status. The green arrow will continue to move if the files are uploading. The minimum requirements for internet speed are 2.5 Mbps. The monitoring file for a 90-minute exam at minimal speed should generally take approximately 15 minutes.
- If you need to begin the next test session before your exam answer files and ExamMonitor files have uploaded, you may upload the files after you complete the test sessions for that Exam Day.
- Once your exam answer files and ExamMonitor files are successfully uploaded, you will see a green checkmark indicating a Completed status on your Dashboard screen. Additionally, ExamSoft will send you a separate confirmation email for each exam answer file and ExamMonitor video file successfully uploaded.
- Although you are uploading 16 separate files for the entire exam, when you confirm the upload you will only need to look for eight (8) exam files under "Completed," and not 16, on your dashboard.
- Standard applicants using the standard test schedule must upload all exam answer files and ExamMonitor files by 11:59 p.m. Central Time on Wednesday, July 28, 2021.
- Nonstandard applicants must upload all exam answer files and ExamMonitor files by 11:59 p.m. Central Time on Friday, July 30, 2021.

- Be sure you have access to the device upon which you test, and keep Exemplify loaded onto it, until results are released.
- Good luck!