



February 2010 Bar Examination Personal Laptop Computer Instructions And Registration Form

The Idaho State Bar offers applicants the opportunity to use a personal laptop computer for the essay portion of the exam through ExamSoft Worldwide, Inc., using software technology called SofTest™, that enables applicants to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam. A laptop's full operating functions resume after SofTest™ reboots the computer back into Windows following the completion of an exam. Applicants must complete the Idaho State Bar (ISB) Registration Form first, then upon notification from the ISB that the form has been received, register SofTest™ through ExamSoft. Applicant's download SofTest™ prior to exam day and upload answers after the exam via the Internet.

To Use A Laptop For The Essay Examination, You Must:

Confirm your laptop computer meets the minimum specifications listed below:

1. CPU = 1 GHz Pentium III or Industry Equivalent
2. RAM = 1 GB
3. Drives = 50 MB of free space
4. Operating System = English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7. SofTest cannot be used in virtual operating systems.
5. Software = Internet Browser
6. Internet Access for SofTest Installation, Exam Download and Upload
7. AOL Users - Version 6.0 or higher required
8. Screen Resolution must be 1024x768 or higher

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.

Apple Macintosh Users:

Users with Apple's Mac OSX v.10.4.4 (Tiger) or Mac OSX v.10.5 (Leopard) laptops can run SofTest in Windows XP or Vista installed via [Apple's Boot Camp](#). Idaho will allow applicants to use Apple Macintosh with the understanding that all requirements have been met with ExamSoft.

Note:

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.

1. Download and register SofTest™ onto the computer you will use on exam day (**no exceptions**).
2. Ensure your laptop is configured for access to the Internet.
3. Complete a **Mock Exam** using SofTest™ **prior** to the bar examination.
4. Have experience working with the computer and the software before the administration of the examination.
5. Agree to hand write your examination in the event of a hardware/software malfunction or power failure.

Deadlines:

Register with the Idaho State Bar: January 15, 2010 - You must register with the Idaho State Bar no later than January 15, 2010. Complete the **Registration Form** and submit it and the **\$125.00 fee** to the Idaho State Bar. *(The program may only be used on a machine that meets the minimum specifications.)*

Register with ExamSoft: January 25, 2010 - You must register SofTest™ through ExamSoft no later than January 25, 2010. Examinees that have not signed up at and registered SofTest™ by this date will not be permitted to use a laptop at the February 2010 examination.

Upload Exams:

February 22, 2010 – You must upload the February 22 session by 12:00 p.m. that day.

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To Register SofTest™ please complete the following steps:

1. **Sign Up and Register** – Log on to <http://www.examssoft.com/IDBar> and login using the ID# and password that have been provided to you by the Idaho State Bar in the Exam Takers section.
2. **Install** – After you have logged in, follow the onscreen instructions to download and register SofTest™ on the laptop you will use on exam day. Enter your ID# and password into SofTest™ when prompted to register. If you will not be using the registered computer on examination day, contact ExamSoft Client Support by email at BarSupport@examssoft.com or by phone at (866) 429-8889. Failure to do so may result in your having to hand write the examination.
3. **Download Essay Answer Formatting and Mock Exam** – Essay answer formatting and one copy of the Mock Exam will be automatically downloaded to your computer after successfully registering SofTest™. Upon completion of the SofTest™ registration, you will receive email confirmation that the download has occurred along with instructions on how to complete the Mock Exam. If you do not receive a download confirmation email contact ExamSoft Client Support by email at BarSupport@examssoft.com or by phone at (866) 429-8889.
4. **Qualify** – Complete and Upload the Mock Exam. The Mock Exam confirms that your laptop is compatible with SofTest™ and enables users to familiarize themselves 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. You will know that your Mock Exam answer file was returned since a visual “progress status” (blue bar) is displayed as the upload takes place. When the upload is complete, a “success” message is displayed. Additional copies of the Mock Exam are available to familiarize you with SofTest™. Internet connectivity is only required to download an additional copy of the exam file and upload the answer file. No Internet connectivity is required while taking the exam. Instructions for downloading additional copies of the

Mock Exam, taking it and uploading the answer file maybe found at www.examssoft.com/fsei.

5. **Practice Exam Built Into SofTest™** – After registering SofTest™, launch this program by double-clicking the SofTest™ icon on your Windows Desktop and then click “Launch SofTest™”. When SofTest™ opens, click the “Practice Exam” button. This enables you to familiarize yourself with the SofTest™ exam environment and word processing features. The Practice Exam cannot be saved and no answer file will be uploaded. You may use this Practice Exam as many times as you wish.

Please note: This process must be completed each time you register to take the bar examination, regardless of any ExamSoft registrations you may have completed previously.

Downloading Exam Files and Uploading Answer Files:

To streamline exam delivery/retrieval, your password-protected exam files are available via the Internet and will be downloaded automatically when you register SofTest™.

Following your exam, you will be required to upload your answer files. If you have a wireless Internet card, you can utilize the wireless Internet hotspot available at your exam site at no charge. If you only have a dial-up Internet account you must upload for the February 22 session by 12:00 p.m. that day and the February 23 sessions by 12.00 p.m. that day. Be sure that you know how to dial out to your Internet Service Provider (ISP) (*e.g. your computer might have to dial ‘9’ first and then your ISP’s number*). Check with your ISP prior to exam day if uncertain as to how to connect to the Internet away from home. Of course you are welcome to upload through any available high-speed Internet connection (wired or wireless) such as at a coffee shop.

Back Up Copy

As mentioned above, you will be required to connect to the Internet to upload your answer files following your exam. Should you encounter an uploading problem while at the bar exam, you may request the staff to copy your answer files after each essay session onto an Idaho State Bar USB drive. You will **not** need to bring a USB drive to the bar exam. The Idaho State Bar will provide one if needed. In the event that your answer files do not upload after the exam, you will be asked to send the encrypted files from your hard drive to ExamSoft.

DO NOT REMOVE SOFTTEST UNTIL YOU RECEIVE YOUR RESULTS!

Questions

1. There is a list of Frequently Asked Questions (FAQ’s) in the Exam Takers section of the website or go to www.examssoft.com/barfaq.
2. To contact technical support, email BarSupport@examssoft.com or by phone toll-free at (866) 429-8889.

February 2010 Exam

All applicants using a laptop for the February 2010 examination must report to the test site with a laptop containing a registered copy of SofTest™, a fully charged battery and a power cord. Final testing instructions and *Certificates Permitting Examination* will be mailed to all applicants approved to sit for the February 2010 examination the first week of February.



REGISTRATION FORM February 2010 Essay Exam By Computer

Registration form and fee must be received in the office of the Idaho State Bar by January 15, 2010.

I have submitted an application to take the February 2010 Idaho State Bar Exam and wish to complete the essay portion of the exam on computer. I have included the \$125.00 fee to cover the additional costs associated with the computer registration. *(Please make checks payable to the Idaho State Bar.)*

I submit this registration form with the understanding that the use of electronic technology in completing my essay answers carries with it some risks, such as power failure, computer failure, etc. I recognize those risks and understand that in the event of such developments, I will be obligated to hand write my answers to the questions.

Please Print Legibly:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone Number: _____

Email Address: _____

Signature: _____



MAIL or DELIVER TO:

Idaho State Bar
525 West Jefferson
Boise, ID 83702

<p>For ISB Office Use Only Applicant Number: _____ Uploaded: _____ Computer #: _____</p>	<p>For ISB Office Use Only Check Amount: _____ Check No. _____ Date Check Received: _____ Firm Personal Check Amount: _____ Check No. _____ Date Check Received: _____ Firm Personal</p>
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