



## July 2019 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 Exemplify 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 Exemplify 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 Exemplify through ExamSoft. Applicants download Exemplify prior to exam day and upload answers after the exam via the Internet.

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

1. Confirm that your laptop meets the minimum system requirements.

The most current minimum system requirements can be found at [www.examsoft.com/idbar](http://www.examsoft.com/idbar).

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

### Deadlines:

1. **Register with the Idaho State Bar: June 7, 2019** - You must register with the Idaho State Bar no later than **June 7, 2019**. 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.)*
2. **Register with ExamSoft: June 17, 2019** - You must register Exemplify through ExamSoft no later than **June 17, 2019**. Examinees that have not signed up and registered Exemplify by this date will not be permitted to use a laptop at the July 2019 examination.
3. **Upload Exams: Wednesday, July 31, 2019** – You must upload by midnight.

### To Register Exemplify please complete the following steps:

1. **Sign Up and Register** – Log on to <http://www.examsoft.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 Examplify on the laptop you will use on exam day. Enter your ID# and password into Examplify when prompted to register. If you will not be using the registered computer on examination day, contact ExamSoft Client Support by email at [BarSupport@examsoft.com](mailto:BarSupport@examsoft.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 Examplify. Upon completion of the Examplify 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@examsoft.com](mailto:BarSupport@examsoft.com) or by phone at (866) 429-8889.
- 4. Qualify** – Complete and Upload the Mock Exam. The password to open a Mock Exam is mock123. The Mock Exam confirms that your laptop is compatible with Examplify and enables users to familiarize themselves with how to open, type 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 Examplify. 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 may be found at [bar.examsoft.com](http://bar.examsoft.com).

**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 Examplify.

Following your exam, you will be required to upload your answer files via the Internet. You must upload by 12:00 midnight on Wednesday, July 31.

### **Back Up Copy**

As mentioned above, you will be required to connect to the Internet to upload your answer files following your exam. 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 OR UNINSTALL EXAMPLIFY FROM YOUR COMPUTER UNTIL YOU RECEIVE YOUR BAR EXAM RESULTS!**

### **Questions**

1. There is a list of Frequently Asked Questions (FAQ's) in the Exam Takers section of the website or go to [bar.examsoft.com](http://bar.examsoft.com).

2. To contact technical support, email [BarSupport@examsoft.com](mailto:BarSupport@examsoft.com) or by phone, toll-free at (866) 429-8889.

All applicants using a laptop for the July 2019 examination must report to the test site with a laptop containing a registered copy of Examplify, 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 examination the first week of July.



**REGISTRATION FORM**

**July 2019 Essay Exam By Computer**

***Registration form and fee must be received in the office of the Idaho State Bar by July 7, 2019.***

I have submitted an application to take the July 2019 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, software and uploading malfunctions and delays, etc. I recognize those risks and understand that in the event of such developments during the exam, 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**