July 2017 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. Applicants 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:

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

The most current minimum system requirements can be found at www.examsoft.com/idbar.

2. Download and register SofTest™ 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 SofTest™ **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, 2017** - You must register with the Idaho State Bar no later than **June 7, 2017**. 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 15, 2017** - You must register SofTest™ through ExamSoft no later than **June 15, 2017**. Examinees that have not signed up and registered SofTest™ by this date will not be permitted to use a laptop at the July 2017 examination.

3. **Upload Exams: Wednesday, July 26, 2017** – You must upload by midnight.

To Register SofTest™ 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 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@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 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@examsoft.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 may be found at www.examsoft.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 <u>each time</u> 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 via the Internet. You must upload by 12:00 midnight on Wednesday, July 26.

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 SOFTEST 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 *www.examsoft.com/barfaq*.

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

July 2017 Exam

All applicants using a laptop for the July 2017 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 examination the first week of July.

ISB
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REGISTRATION FORM
July 2017 Essay Exam By Computer

Registration form and fee must be <u>received</u> in the office of the Idaho State Bar by June 7 ,2017

I have submitted an application to take the July 2017 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