

Using A Computer To Take The Colorado Bar Examination

In order to take the MEE/MPT using your laptop computer you must register and install SofTest™, a software product of ExamSoft World Wide, Inc.

Minimum system requirements are set-forth on the ExamSoft web site at www.examssoft.com/barfaq. **Users with Apple's Mac OS X Leopard (v. 10.5) or Mac OS X Snow Leopard (v. 10.6) laptops can run SofTest in Windows XP, Vista or 7 installed via [Apple's Boot Camp](#).** The Board will allow, but does not encourage, the use of Apple computers due to potential software incompatibility.

Unless you have a verifiable ADA disability and have been approved for accommodation, peripheral devices and/or accessories such as a mouse, mousepad or keyboard are not permitted. Spell check is not an available feature, as no deductions are made for misspellings.

You must have an active email account. For software installation and registration, you must have Internet connectivity on the computer you plan to use on exam day. *(You will not be connecting to the Internet during the exam.)*

Software installation/registration is accomplished through an ExamSoft website specifically created for the Colorado Bar Examination. The website address is: www.examssoft.com/cobar.

Installation/registration must be completed during the active registration period noted below. **Once the registration period closes, you will not be permitted to install the software and you will be required to write the exam. In addition, if you have not formally withdrawn from the exam or requested a seat change to writing before registration closes, your computer fee of \$100 will be forfeited.**

- **Laptop Registration begins: Tuesday, June 22, 2010 (10:00 a.m. ET)**
- **Laptop Registration Closes: Thursday, July 15, 2010 (11:59 p.m. ET)**

How the Process Works

1. File an application to take the Colorado Bar Exam by the applicable deadline, request the computer option for taking the exam and pay the computer fee of \$100. **Include an active and accurate email address to the Board of Law Examiners.**
2. All installation/registration instructions, notices and software updates will be conveyed **only** via the email address you provide. Notify the Board, via email at information@lawexaminers.state.co.us if your email address changes after you have filed your bar application.
3. After your application is processed you will receive a letter from the Board, via regular mail, indicating whether or not your application is complete for purposes of taking the bar exam and identifying your requested seating preferences. **Verify that your seating is properly noted for computer before the registration period closes, no changes or corrections will be made if you fail to notify the Board before the registration close date.**
4. Shortly before registration opens, ExamSoft will create an account, with username and password, for you. A new account will be created each time you file an application to take the exam on computer and a new version of the software must be downloaded for each subsequent examination.

5. A notice with your account information will be transmitted to your email address with instructions for completing the installation and registration process at www.examssoft.com/cobar.
6. If you have not received an email notice regarding your account information by June 20, 2010 contact the Board. Check Spam folders often. Set your email account to accept emails from **@lawexaminers.state.co.us* and **@examssoft.com*.
7. Complete ALL steps of the registration/installation process during the registration period even though you may have previously used SofTest™ for law school exams or previous bar examinations. **The current exam version of Colorado SofTest Bar Edition must be installed.**
8. During the registration/installation process, you will be required to complete a Mock exam.
9. **Only one download** of the software is permitted. Do not install the software on a computer you do not intend to use for the exam. The software cannot be copied from one computer to another.
10. If your plans to use a computer change, email information@lawexaminers.state.co.us or contact the staff member assigned to your application **prior** to the close of registration. Failure to advise the Board, in writing, that you do not intend to use a computer for the exam will result in forfeiture of the \$100 computer fee.
11. Upon your arrival on exam day, you will be provided with a Pre-Exam Computer Instruction sheet. Follow the instructions immediately upon locating your assigned seat. The instruction sheet will include the password needed to launch SofTest. You will not be using your ExamSoft account user ID or password for this purpose.
12. Bring a USB memory stick to create a back up of your answers at the end of the afternoon session.
13. When you leave the exam site on Tuesday, you will be required to upload your answers to the ExamSoft website. For your reference after the exam, upload instructions will be posted on the Board's website at <http://coloradosupremecourt.com/BLE/ExamInfo.asp>.

Avoiding Computer Problems on Exam Day

1. **MANDATORY READING:** Before beginning the installation/registration process, review the FAQs on the ExamSoft website at www.examssoft.com/barfaq for details on minimum system requirements and to identify potential hardware/software conflicts that could disable your laptop during the exam.
2. **Know your equipment.** Equipment and operating systems vary; be familiar with the computer you plan to use on exam day. If you do not yet have a computer, do so well in advance of the active registration period.
3. **If you plan to borrow a computer** from another source, such as your employer, law school or friend, be certain that all security and/or network settings have been disabled or set to allow software downloads and that any administrator access and/or login data, such as username and password have been provided to you. This information may be required to boot your computer and may be needed for site engineers to assist you in the event your equipment malfunctions during the exam.
4. **Disable anti-virus and spy ware protection before you arrive at the exam. If a wireless card is installed, remove or disable it before arriving at the exam site.** The exam facility's wireless network may disable the SofTest, preventing you from using your computer to take the exam.

5. **Once you have installed SofTest, DO NOT upgrade or change your operating system** until after the bar examination. **Do not uninstall SofTest** until bar exam results have been announced.
6. ExamSoft technical support is available through the company's support center at 866-429-8889 or *barsupport@[examsoft.com](mailto:barsupport@examsoft.com)*. Call well ahead of the bar examination if you encounter difficulties. **DO NOT WAIT UNTIL THE LAST MINUTE TO REQUEST ASSISTANCE.**