

## Laptop Use Information

The Colorado Board of Law Examiners is pleased to announce that bar examination applicants have the option of signing up to take the Essay/PT portion of the Colorado Bar Examination using a personal laptop computer provided that the installation and registration of **ExamSoft's SofTest™** software is completed by applicable deadlines. The software installation and registration process is accomplished using **ExamSoft's FlexSite** Internet-based exam delivery option. ExamSoft Worldwide, Inc will manage signup and registration of SofTest. Use of a laptop to take the bar examination requires that you maintain a valid email account in order to complete the registration process.

### To use a laptop for the essay examination you must:

- Download and register SofTest *onto the laptop computer you will use on exam day* (NO EXCEPTIONS)
- Confirm your laptop computer meets the minimum specifications listed below
- Ensure your laptop is configured for access to the Internet
- Complete a **Mock Exam** using SofTest **prior** to the bar examination
- Have experience using computers
- Agree to handwrite your examination in the event of a hardware/software malfunction or power failure.

### To participate you must:

- File an "Application to Sit for the Colorado Bar Examination" and pay the laptop computer fee by the applicable filing deadline.
- Install the SofTest software onto your laptop by a deadline to be announced. The software will be available for downloading from ExamSoft's Web site in advance of the examination.

## ExamSoft FAQ's

### Who is ExamSoft?

**ExamSoft Worldwide, Inc.** is a software developer specializing in computerized assessment and assessment administration programs.

### What is SofTest™?

**SofTest** is a high stakes assessment program developed and licensed by **ExamSoft** that enables candidates to securely take examinations using software that is downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam.

### What is FlexSite?

**FlexSite** is **ExamSoft's** Internet-based exam delivery option. Using **SofTest**, you will *download* your exam files prior to exam day and *upload* your answer files(s) after the exam via the Internet. You WILL NOT require Internet connectivity during your exam(s). You WILL require Internet connectivity to download your exam files and upload your answers(s).

### **Will there be Internet Connectivity at the Test Site?**

No. You will upload your answer files using an Internet connection from your home or hotel. On the day of the examination you will be provided with FlexSite instructions and the schedule for uploading your answers.

### **What are the recommended minimum system requirements for using SofTest and FlexSite?**

SofTest may only be used on a PC. It is not compatible with any Macintosh operating system nor may it be used with PC emulation software. The minimum recommended system requirements are:

- CPU = 450 MHz Pentium III or Industry Equivalent
- RAM = 128 MB
- Drives = 50 MB of free space
- Operating System = English versions of Windows 2000 (Pro), XP (Home, Pro & Tablet PC), and Vista.
- Software = Internet Explorer 6.0 or greater
- Internet Connection: An Internet connection is required to download SofTest (AOL users must have AOL 6.0 or higher)
- Minimum Screen Resolution: 1024 x 768

### **How do I sign up and register?**

File an application to take the bar examination with the Colorado Board of Law Examiners and pay the applicable laptop registration fees. After the filing deadline has passed, approximately six weeks prior to the examination, ExamSoft World Wide, Inc. send you an email with instructions and deadlines for completing the registration process. You must maintain a valid email account in order to complete the registration process.

### **What is the SofTest Registration Process?**

The Registration Process records you as an applicant who has been properly enrolled to take the bar exam on computer *and* provides you with a copy of SofTest to install on your computer. It confirms you have downloaded and installed SofTest, registered your copy of SofTest and downloaded your exam files so you may use your computer on exam day.

### **How can I check to make sure I have Registered successfully?**

Once you register SofTest, you will be advised on-screen and via email that you have done so successfully. You may also access your registration status online.

### **What is the Mock Exam?**

The Mock Exam confirms 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. Failure to complete the Mock Exam may require you to handwrite your exam(s).

### **How do I get a copy of the Mock Exam?**

One copy of the Mock Exam will be automatically downloaded after you have registered your copy of SofTest. You will receive email confirmation that the download was completed successfully along with instructions on how to complete the Mock Exam.

### **How will I know if my Mock Exam answer file was uploaded?**

A visual 'progress status' (blue bar) will be displayed as the upload takes place. When the upload is complete, a 'success' message will be displayed and an email confirmation will be sent to the email address provided when you signed up on ExamSoft's website.

### **May I practice with the software?**

Yes. There are two options. We **STRONGLY** urge you to take advantage of both.

**Internet Delivered Mock Exam** – Additional copies of the Mock Exam are available to familiarize you with SofTest. Instructions for downloading additional copies of the Mock Exam, taking it and uploading the answer file may be found at <http://www.examsoft.com/fsei>

**Practice Exam Built into SofTest** - After registering **SofTest**, launch the 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.

### **What if I have problems or questions?**

Begin by visiting ExamSoft's Frequently Asked Questions web page located at [www.examsoft.com/barfaq](http://www.examsoft.com/barfaq). Technical support from ExamSoft will also be available to you via email at [BarSupport@examsoft.com](mailto:BarSupport@examsoft.com) or by telephone toll-free at 866.429.8889.