

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 testing software from ExamSoft Worldwide, Inc. Minimum system requirements are set-forth on the ExamSoft web site at: www.examsoft.com/cobar. ExamSoft Worldwide, Inc.

Wireless devices of any kind are prohibited. You are permitted to bring one **corded** peripheral mouse. Other peripheral devices and/or accessories such as a keyboard, laptop covers, mouse pads and cooling fans are not permitted unless you have a documented ADA disability and you have been pre-approved for accommodations. All peripheral devices approved for use during the exam **must be corded**.

Your laptop cover must be free of labels, stickers, photos, etc.

You must have an active email account. The Office of Attorney Admissions will not attempt to reach you if your email notices bounce or auto-reply "out of office." 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.examsoft.com/cobar.

Installation/registration must be completed during the active registration period noted below. **If you fail to complete the software installation and exam files download prior to the registration closing date you will be required to handwrite the exam.**

- **Laptop Registration begins: Thursday, January 4, 2018 (10:00 a.m. MST)**
- **Laptop Registration closes: Tuesday, February 13, 2018 (11:59 p.m. MST)**

How the Process Works

1. Submit an application to take the Colorado Bar Exam by the applicable filing deadline and select the computer option for taking the exam. **Include an active and accurate email address through which you will receive and send communications.** The email address you use when creating your application account profile will also be used for all communications relative to ExamSoft laptop registration.
2. All installation/registration instructions, notices and software updates will be conveyed **only** via the email address you provided when you created your application account and submitted your application. Be certain your spam filters are set to accept emails from *@csc.state.co.us and *@examsoft.com.
3. **If your email address changes after you have filed your bar application you must:**
 - a. record the change in your CiviCore bar application account profile, **and**
 - b. notify the Office of Attorney Admissions, via email at bleinfo@csc.state.co.us. Please note in the subject line, "Email Address Change."
4. After your application is processed you will receive a system generated notice informing you to check your application account and verify the accuracy of your seating and test method (computer or writing). The notice will also inform you of other application/admission requirements that must be met.

5. **Verify that your account reflects your test method as computer. If your account indicates you are handwriting the exam, notify the office of the error immediately. Failure to notify this office of any seating assignment error will result in handwriting the exam. Corrections to seating will not be made after the laptop registration close date. Changes to seating will be made in accordance with deadlines posted in the “Seat Change Request” notice posted on our website at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.**
6. Shortly before registration opens, you will be notified by email of your ExamSoft username and password. The email will include instructions for registering your laptop, downloading the software and completing the mock exam at www.examssoft.com/cobar. A new account is created each time you file an application to take the exam on computer and the **newest version of the software must be downloaded for each subsequent exam administration.**
7. Allow approximately 20-30 minutes to complete the software download and laptop registration process. During this process, you will be required to complete a Mock Exam. Failure to complete the Mock Exam (the final step of the download/registration process) may result in malfunction of the software on exam day.
8. If you have not received an email notice regarding your ExamSoft account information by **January 8, 2018**, contact the Office of Attorney Admission at bleinfo@csc.state.co.us. Check your Spam/junk mail folders often.
9. Complete ALL steps of the registration/installation process during the registration period even though you may have previously used ExamSoft for law school exams or previous bar examinations. **The current exam version must be installed.**
10. **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.
11. If you complete the download/registration process and subsequently find it necessary to use a different computer, send a message through your application account or email bleinfo@csc.state.co.us **prior to the laptop registration deadline** for approval and new account information.
12. Upon your arrival on exam day, you will be provided with a Pre-Exam Computer Instruction sheet. Immediately upon locating your assigned seat, follow the instructions in the handout to set-up your computer. The instruction sheet will include a unique password needed to launch the testing software on exam day. This password will differ from the password used to install the software and register your laptop.
13. Bring a USB memory stick (1GB in size should be sufficient) to create a back up of your answers at the end of the afternoon session. You are required to submit your back-up to the test proctor before leaving Tuesday's afternoon session. USB memory sticks will not be returned at any time following the exam. Therefore, do not use a USB drive containing data you may need to access sometime in the future.
14. 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 our website at <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.
15. Spell check is an included feature of the testing software.

Avoiding Computer Problems on Exam Day

1. **MANDATORY READING:** Before beginning the installation/registration process, review the FAQs on the ExamSoft website at <https://bar.examssoft.com/> 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 plan to purchase a new 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 your computer is equipped with a Wi-Fi, disable it before arriving at the exam site.** The exam facility's wireless network may disable the testing software, preventing you from using your computer to take the exam.
5. Once you have installed the testing software, **DO NOT upgrade or change your operating system** until after the bar examination. **Do not uninstall the testing software** 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@examssoft.com. Call well ahead of the bar examination if you encounter difficulties. **Do not wait until the last minute to request assistance.**