

JULY 2008 LAPTOP TESTING PROCEDURES AND REQUIREMENTS

All applicants who are eligible to write the Georgia Bar Examination have the option to use personal laptop computers to provide answers to the Essay and Multistate Performance Test (MPT) portions of the examination. There is no limit on the number of applicants who can register for laptop testing for the Georgia Bar Examination, which will be administered using the ExamSoft World Wide, Inc. SofTest software. ExamSoft will manage the SofTest registration process. Laptop applicants must read these Laptop Testing Procedures and Requirements and the Laptop Testing Frequently Asked Questions to ensure a good understanding of the laptop testing process and the SofTest software.

General Information

On-line registration for laptop testing and uploading the Mock Exam is available **24 HOURS A DAY BEGINNING May 27, 2008 at 9:00 a.m. (Eastern Daylight Savings Time) and ENDING June 30, 2008 at 4:00 p.m. (Eastern Daylight Savings Time)**. June 30, 2008 at 4:00 p.m., is the absolute laptop registration deadline for the July 2008 Bar Examination. The June 30, 2008, deadline **WILL NOT** be extended.

Laptop registration does not register an applicant for the Bar Examination. An applicant must complete and submit the regular Bar Examination Application and fees to the Office of Bar Admissions by the deadline on the applicant's Bar Examination Application. **THE LAPTOP FEE IS SEPARATE FROM AND IN ADDITION TO THE REGULAR BAR EXAM APPLICATION FEES.**

After an applicant submits a valid email address to the Office of Bar Admissions, ExamSoft will email registration instructions to the applicant. **The email will also include your ExamSoft ID number and password.** The ExamSoft ID number and password must be used to access the SofTest registration web site.

Uploading of examination answers will occur following each examination session at the exam site on exam day. However, if you are unable to complete the upload of your exam answer files at the exam site, you will have until 11:00 p.m. (Eastern Daylight Savings Time) on Tuesday, July 29, 2008, to complete the upload of your exam answer files.

To use a laptop computer for the Bar Examination, an applicant must agree:

1. To abide by the Laptop Testing Procedures and Requirements adopted by the Georgia Board of Bar Examiners.
2. To provide his or her own laptop. If the applicant does not own the laptop he or she intends to use, the applicant should make sure there are no restrictions on that laptop which will prevent installation of the testing software.
3. To confirm that the laptop to be used for the Bar Examination is dependable and meets the following **Minimum System Requirements for Laptops:**

Wireless Internet network capability

Internet access **(for downloading and installing software, receiving e-mail regarding laptop testing, uploading Mock Exam answer, downloading exam files, and uploading Essay and MPT Answers)**

CPU = 450 MHZ Pentium III (high performance processor)

RAM = 256 MB

Drives = 50 MB of free space
Operating System = 32-bit Windows 2000, XP or Vista
Software = Internet Explorer 6.0 or greater
AOL Users - Version 6.0 or higher required
Screen Resolution must be 1024x768 or higher

Vista Users: Please note that your laptop must meet the minimum requirements for the specific edition of Vista you are using. Please check your documentation that came with Vista to find these requirements.

Apple Macintosh Users: Apple MacBook or MacBook Pro laptops **ARE APPROVED** for laptop testing for the Bar Examination. Users with Apple's Mac OSX v.10.4.4 (Tiger) or Mac OSX v.10.5 (Leopard) laptops can run SofTest in Windows XP or Vista installed via Apple's [Boot Camp](#).

4. To install and use the version of SofTest approved by the Board of Bar Examiners for the Bar Examination. **No other version of SofTest is acceptable.**
5. **To use the same laptop computer on which SofTest was downloaded and registered. If an applicant's laptop becomes unusable after the June 30, 2008, deadline, the applicant will not be allowed to take the Bar Examination on laptop and will be required to handwrite the Bar Examination answers in the answer books. NO EXCEPTIONS WILL BE MADE.**
6. To register and pay on-line for laptop testing at www.examssoft.com/gabar after ExamSoft has emailed the registration instructions which will include your ExamSoft ID number and password. The registration must be made under the name used for the applicant's Georgia Bar Examination Application. All major credit cards will be accepted. The credit card will be charged a **\$100 nonrefundable fee** for laptop testing.
7. To complete the entire laptop registration process consisting of: (1) Payment of fees; (2) Installation and Registration of the SofTest software; and (3) Completion and uploading of the Mock Exam using SofTest **prior** to the registration deadline. If you wish to confirm that SofTest is registered and that you have downloaded your exam files, visit <http://www.examssoft.com/gabar> and log in to the Exam Takers section.

FAILURE TO MEET ALL OF THE REQUIREMENTS OF THE ENTIRE LAPTOP REGISTRATION PROCESS BY JUNE 30, 2008, 4:00 P.M. (EASTERN DAYLIGHT SAVINGS TIME), WILL RESULT IN INELIGIBILITY TO USE A LAPTOP DURING THE BAR EXAMINATION.

8. To complete and submit a Mock Exam to ExamSoft as soon as possible after purchasing the testing software, **but no later than 4:00 p.m. (Eastern Daylight Savings Time) on Monday, June 30, 2008.** Instructions regarding how to take and upload the Mock Exam will be provided when the SofTest software is installed.
9. To use only one valid e-mail account, **and that account must remain active at least 30 days past the date of the Bar Examination.**
10. To log in to the applicant's existing account at the SofTest Registration site regularly to check the status and to assure confirmation for laptop testing. The applicant's ExamSoft ID number and password will be needed to access the registration site.
11. That neither the Office of Bar Admissions nor ExamSoft is responsible for missed emails. The applicant must check the ExamSoft Registration site often for updates. If data on the applicant's registration status page has not been updated within a reasonable amount of time, then the applicant should contact ExamSoft for technical support at BarSupport@examssoft.com or by

phone at 866.429.8889, Monday through Friday, 8:30 a.m. to 5:30 p.m. (Eastern Daylight Savings Time).

12. To report to the Examination Room no later than the time listed in the *Rules and Procedures for the Bar Examination* posted on the web site of the Georgia Office of Bar Admissions (www.gabaradmissions.org). **If a laptop applicant is late for any reason, he or she will be disqualified from using a laptop for the examination and will be required to handwrite the answers in the answer books provided, while taking the examination in the applicant's assigned seat in the Laptop Testing area.**
13. To handwrite your examination answers in the answer book in the event of a hardware or software malfunction or power failure when you cannot resolve the malfunction immediately within the scope of the Computer Freezes section of the July 2008 Georgia Bar Exam Day SofTest Instructions (placed at your seat on the day of the Bar Examination). **No extra time will be given in the event of a laptop malfunction.**

Our best efforts will be used to recover typed text up to the point of the malfunction/technical problem, but there can be no assurance of success. Any typed portion of your answer that can be recovered will be attached to the handwritten portion in the answer book for grading.

14. Not to remove, delete, or uninstall SofTest or any SofTest program files from the laptop computer on which an applicant takes the examination until the July 2008 Bar Examination results have been published (late October 2008).
15. To sign a Release acknowledging that the use of technology in testing carries certain risks of technology failure and releasing the Georgia Board of Bar Examiners, the Office of Bar Admissions, ExamSoft, and their respective officers and employees from any liability relating to the software, the administration of the software on the Bar Examination or its use other than as agreed by ExamSoft in its agreement with the applicant.