

## 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 Bar Examination. **There is no limit on the number of applicants who can register for laptop testing.** Laptop testing for the Georgia Bar Examination 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.

Applicants who request testing accommodations pursuant to the Americans with Disabilities Act (ADA) must make the request on the [ADA Accommodations Forms](#). If the applicants make the request for ADA accommodations and want to use a personal laptop computer to write the Essay and MPT portions of the Bar Examination, they **MUST** register for Laptop Testing with ExamSoft.

### General Information

An applicant interested in using a laptop computer to write the Essay and MPT portions of the Bar Examination **FIRST** must **COMPLETE** the [Laptop Testing General Information Form](#), **THEN ELECTRONICALLY** submit the form to the Office of Bar Admissions immediately so that the applicant can receive Laptop Registration Information and other Laptop Testing notices at the designated time.

**Only those applicants who electronically submit the Laptop Testing General Information Form will receive Laptop Registration information.**

**All communication regarding Laptop Registration will be by email only.**

It is the applicant's responsibility to electronically submit the [Laptop Testing General Information Form](#) to the Office of Bar Admissions as **EARLY** as possible, **but no later than one week prior to the expiration of the posted Laptop Registration deadline**, so that the form can be processed for the actual Bar Examination that he or she has been **certified** as eligible to take. You will not be able to access the Laptop Testing General Information Form after the expiration of the posted deadline to submit the form, which means that you **WILL NOT** be allowed to use your laptop for the Bar Examination.

After your [Laptop Testing General Information Form](#) is received, the Office of Bar Admissions will **verify your eligibility** to receive email notices regarding Laptop Registration. When verification is complete, the Office of Bar Admissions will process your Laptop Testing General Information Form so that an ExamSoft Account can be activated for you.

Once the applicant's **ExamSoft Account has been activated**, an email notice will be sent to the email address the applicant provided. Notification that an ExamSoft Account has been activated will be sent during the month of **December for the February Bar Exam** and during the month of **May for the July Bar Exam**. Laptop Registration Instructions, the Applicant Number and Password **WILL** be included in that email notice. Applicants must use the Applicant Number and Password to access the Exam Takers section of the Registration Web Site. **Applicants should check their email often.**

On-line registration for laptop testing and uploading the Mock Exam will be available **24 HOURS A DAY**. **Laptop Registration for the February Exam will begin in December and in mid-May for the July Exam.** The published Laptop Registration deadline **WILL NOT** be extended. **All posted times are Eastern Time.**

Applicants must register on-line and pay the **\$100 nonrefundable** Laptop Testing fee directly to ExamSoft by the published Laptop Registration deadline. All major credit cards will be accepted.

If the applicant has a name change or email address change after the initial submission of the Laptop Testing General Information Form, the applicant must **PROMPTLY REPORT THE CHANGE IN WRITING** to the Office of Bar Admissions. **DO NOT** another form for these types of changes. **NO EXCEPTIONS!**

If the applicant does not receive the email notices outlined above within a reasonable amount of time after submitting the [Laptop Testing General Information Form](#), the applicant should call the Office of Bar Admissions at least three business days **PRIOR** to the expiration of the published deadline for the last day to submit the Laptop Testing General Information Form to confirm his or her eligibility to receive Laptop Registration Information.

Internet connection **is required to receive the email notice regarding Laptop Registration, to download and install software, to upload the Mock Exam answer, to download Exam files, and to upload Essay and MPT answer files.**

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

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

1. To read and abide by the Laptop Testing Procedures and Requirements adopted by the Georgia Board of Bar Examiners.
2. To have experience using computers.
3. To use only **one** valid email account. **Gmail, Hotmail,** and **.edu** email account users **may experience** problems receiving email notices from ExamSoft. **CHECK YOUR EMAIL OFTEN. The email account must remain active until Bar Examination results are released.** February Bar Examination results are released late May; July results are released late October.
4. To **ELECTRONICALLY** submit a valid email address to the Office of Bar Admissions immediately in order to receive email notices related to Laptop Registration Information and other Laptop Testing notices at the designated time.

Applicants will receive email notice of when the individual **ExamSoft Account has been activated.** Laptop Registration Instructions, the Applicant Number, and Password **WILL** be included in that email notice. Applicants must use the Applicant Number and Password to access the Exam Takers section of the Registration Site to start the Laptop Registration process.

Electronic submission of an email address to the Office of Bar Admissions **DOES NOT** register an applicant for Laptop Testing.

5. To read the Frequently Asked Questions found at <http://www.examsoft.com/gabar> and <http://www.examsoft.com/barfaq>.
6. To provide his or her own laptop computer. If the applicant does not own the laptop he or she intends to use for the Bar Examination, the applicant should make sure there are no restrictions on that laptop which will prevent installation of the testing software.
7. To confirm that the laptop to be used for the Bar Examination is dependable and **meets** or **exceeds** the following **SofTest Minimum System Requirements**:

Internet Access (**Internet connection is required to: Receive email notices regarding Laptop Registration, Download and install software, Upload Mock Exam answer, Download exam files, and Upload Essay and MPT answers files.**)

### **PC System Requirements**

CPU = 1 GHz Pentium III or Industry Equivalent

RAM = 1 GB

Drives = 50 MB of free space

Operating System = 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7

**SofTest cannot be used in virtual operating systems.**

Software = Internet Explorer 6.0 or greater

AOL Users - Version 6.0 or higher required

Screen Resolution must be 1024x768 or higher

It is not possible to take **Secure Exams** through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment. Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure Practice Exams.

**Apple Macintosh Users:** Apple MacBook or MacBook Pro laptops **ARE APPROVED** for laptop testing for the Bar Examination. Users with Apple's Mac OSX Leopard (v.10.5) or Snow Leopard (v.10.6) laptops can run SofTest in Windows XP or Vista installed via Apple's [Boot Camp](#).

**DO NOT WAIT** until the last minute to test your Apple MacBook or MacBook Pro laptop for **compatibility** to SofTest, nor wait until the last minute to download and install SofTest to your laptop.

8. 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.**
9. **To use the same laptop computer on which SofTest was downloaded and registered to take the Bar Examination. If an applicant's laptop becomes unusable after the expiration of the published Laptop Registration deadline, and the problem with the laptop cannot be resolved at least two weeks before the date of the Bar Examination, the applicant will not be allowed to take the Bar Examination on laptop and will be required to hand write the Bar Examination answers in the answer books. NO EXCEPTIONS WILL BE MADE.**

10. To log in to the Exam Takers section at [www.examssoft.com/gabar](http://www.examssoft.com/gabar), register on-line and pay the **\$100 nonrefundable** Laptop Testing fee **after the applicant receives an email notice that his or her ExamSoft Account has been activated. The email notice will also contain the Laptop Registration Instructions, the Applicant Number and Password.** Applicants must use the **Applicant Number and Password** to access the Exam Takers section of the Registration Site. **Access to the Laptop Registration Site is available 24 hours a day.**
11. To use the name for Laptop Registration that matches the applicant's name that is on record in the Office of Bar Admissions.
12. To **PROMPTLY** report **name changes** and **email address changes** in writing to the Office of Bar Admissions.
13. **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 expiration of the published registration deadline.

Instructions regarding how to take and upload the Mock Exam will be provided when the SofTest software is installed. The applicant should complete and upload the Mock Exam as soon as possible after purchasing the testing software, **but before the expiration of the published registration deadline.**

**FAILURE** to meet **ALL** of the **requirements** of the **entire Laptop Registration** process before the expiration of the published deadline will result in the applicant's ineligibility to use a laptop during the Bar Examination. The applicant will be **required** to hand write the Essay and MPT answers in the answer books.

14. To complete and submit the Georgia Bar Examination Application and charges to the Office of Bar Admissions by the deadline on the Bar Examination Application and Instruction Sheet. **The Bar Application Examination charges are separate from and in addition to the Laptop Registration fee.**
15. To log in to the Exam Takers section of the Registration Site, [www.examssoft.com/gabar](http://www.examssoft.com/gabar), and view the applicant's account information regularly **to check the status; to confirm whether SofTest has been registered and Exam files have been downloaded; to confirm that the Mock Exam has been completed and uploaded; and to assure confirmation for Laptop Testing.** The Applicant Number and Password are needed to access the Exam Takers section of the Registration Site.
16. **That neither the Office of Bar Admissions nor ExamSoft is responsible for missed emails.** The applicant must log in to Exam Takers section of the Registration Site often for updates. If data on the applicant's registration status page has not been updated within a reasonable amount of time (prior to the expiration of the published Laptop Registration deadline), then the applicant should contact ExamSoft for technical support at [BarSupport@examsoft.com](mailto:BarSupport@examsoft.com) or by phone at 866.429.8889, Monday through Friday, 8:30 a.m. to 5:30 p.m.
17. To report to the Examination Room no later than the time listed in the [Rules, Procedures and Instructions for the Bar Examination](#). **If a laptop applicant is late for any reason, he or she will be disqualified from using a laptop for the Bar Examination and will be required to hand write the answers in the answer books provided, while taking the Bar Examination in the applicant's assigned seat in the Laptop Testing area.**

18. To hand write Bar Examination answers in the answer book in the event of a hardware or software malfunction or power failure when the malfunction cannot be resolved immediately within the scope of the Computer Freezes section of the **Georgia Bar Exam Day SofTest Instructions** that will be placed at the applicants' seat on the day of the Bar Examination. **No extra time will be given in the event of a laptop malfunction.**

For a reason other than operator error, the Laptop Administrator and ExamSoft will use their best efforts 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 an answer that can be recovered will be attached to the handwritten portion in the answer book for grading.

19. Not to remove, delete, or uninstall SofTest or any SofTest program files from the laptop computer on which an applicant takes the Bar Examination until the Bar Examination results have been released. February Bar Examination results are released late May; July results are released late October.
20. 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.
21. To upload the Essay and MPT answer files following the conclusion of the Bar Examination, but no later than 11:00 a.m. on Thursday, after the date of the Bar Examination. Internet connection is **required** to upload Essay and MPT answer files.
22. **To periodically check and review this Web Site for any changes and revisions.**

**All posted times are Eastern Time.**