

## LAPTOP TESTING PROCEDURES AND REQUIREMENTS

Laptop Testing for the Georgia Bar Examination will be administered using the ExamSoft World Wide, Inc., SofTest software. Applicants who elect to participate in the laptop program to write the Georgia Bar Examination will be permitted to use their personal laptop computers pre-loaded with the SofTest software to provide answers to the Multistate Performance Test (MPT) and Essay portions of the Bar Examination. **There is no limit on the number of applicants who can register for laptop testing.**

**New!** SofTest software is available for both PC and MAC laptop users. **SofTest has a native version for Windows and MAC laptops, allowing SofTest to run in both operating systems without the use of Bootcamp.** Applicants must choose the appropriate version of SofTest to accurately download and install the testing software to his or her laptop.

Applicants must read and abide by these **Laptop Testing Procedures and Requirements** adopted by the Georgia Board of Bar Examiners. Applicants are required to install and use the version of SofTest approved by the Board of Bar Examiners for the specific Bar Examination. **No other version of SofTest is acceptable.** Applicants must read the Frequently Asked Questions found at <http://www.examsoft.com/gabar> and <http://www.examsoft.com/barfaq>, to ensure a good understanding of the Laptop Testing process and the SofTest software.

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. Also, the applicant should make arrangements to keep the laptop until after the results of the Bar Examination have been released. February Bar Examination results are released late May; July results are released late October.

Applicants who request testing accommodations pursuant to the Americans with Disabilities Act (ADA) and want participate in the laptop program **MUST** register for Laptop Testing with ExamSoft. Applicants in this category must also follow the Board of Bar Examiners' Policy regarding ADA accommodations. To view the policy and forms, click on the following link, [ADA Accommodations Forms](#).

### General Information

In order to receive Laptop Registration Information, an applicant **FIRST** must **COMPLETE** the [Laptop Testing General Information Form](#), **THEN ELECTRONICALLY** submit the form to the Office of Bar Admissions so that the form can be processed for the actual Bar Examination for which he or she has received Certification of Fitness. Applicants should submit the form **after** the Board to Determine Fitness of Bar Applicant certifies that he or she is fit to practice law (See Part A, Section 11 of the [Rules Governing Admission to Practice Law](#)).

It is the applicant's responsibility to submit the Laptop Testing General Information Form to the Office of Bar Admissions as **EARLY** as possible, **but prior to the expiration of the posted deadline to submit the form.** Applicants will not be able to access the form after the expiration of the deadline to submit the form, which means that they **WILL NOT** be allowed to use your laptop for the Bar Examination.

**Only those applicants who electronically submit the Laptop Testing General Information Form by the posted deadline for the form will receive Laptop Registration Information. Electronic submission of an email address to the Office of Bar Admissions DOES NOT register an applicant for Laptop Testing.**

**All communication regarding Laptop Registration will be by email only.** Applicants will be contacted at the email address provided on their Laptop Testing General Information Form. **Neither the Office of Bar Admissions nor ExamSoft is responsible for missed emails.**

It is the applicant's responsibility to maintain a **valid** email address and **PROMPTLY REPORT ANY CHANGES IN WRITING** (i.e., name change or email address change) after the initial submission of form. **DO NOT** submit another form for these types of changes.

The Office of Bar Admissions verifies the eligibility of the all applicants who submit the [Laptop Testing General Information Form](#). If the applicant is eligible to receive Laptop Registration Information, the Office of Bar Admissions will process the form and activate an ExamSoft Account for the applicant. Once the **ExamSoft Account is activated**, an email notice will be sent to the email address the applicant provided. **Applicants should check their email often.**

Notice of ExamSoft Account activation will be sent during the month of **December for the February Bar Exam** and during the month of **May for the July Bar Exam**. Applicants are strongly encouraged to carefully read the contents of the email notice **BEFORE** registering and downloading the software.

There is a \$100 **nonrefundable** fee that applicants are required to pay on-line directly to ExamSoft. All major credit cards will be accepted. If an applicant pays the laptop fee, but does not register and complete all of the steps of the Laptop Registration process outlined in the email notification, the applicant will be required to hand write the Bar Examination.

Access to the Laptop Registration Site, [www.examssoft.com/gabar](http://www.examssoft.com/gabar) for on-line payment to ExamSoft and Laptop Registration will be available **24 HOURS A DAY**. Applicants must use the **Applicant Number** and **Password** that will be provided in the email notice to access the Exam Takers section of the Registration Site.

Applicants who do not receive the email notice outlined above within a reasonable amount of time **after** the published **opening** date for Laptop Registration should call the Office of Bar Admissions to confirm his or her eligibility to receive Laptop Registration Information. All such calls should be made at least three business days **PRIOR** to the expiration of the published deadline to submit the Laptop Testing General Information Form. **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.

**Laptop Registration does not register an applicant for the Bar Examination. The laptop fee is separate from and in addition to the regular Bar Exam Application charges.** Laptop applicants 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.

## Eligibility Information

**To use a laptop for the MPT and Essay portions of the Bar Examination, an applicant must do the following:**

1. Use the name for Laptop Registration that matches the applicant's name that is on record in the Office of Bar Admissions.

2. Submit and use only **one** valid email account in order to receive email notices related to Laptop Registration and other related Laptop Testing notices at the designated time. **The email account must remain active until Bar Examination results are released** (late May for the February exam; late October for the July exam).
3. Confirm that the laptop to be used for the Bar Examination is dependable and test the software on the laptop several times prior to examination day. [Click here](#) to review the **Minimum System Requirements** and to make sure the laptop **meets** or **exceeds** the requirements needed to properly run SofTest.
4. MAC users, **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. [Click here](#) to review the Minimum System Requirements and to review **MAC Requirements**.

**It is the applicant's responsibility to choose the appropriate version of SofTest (Windows or MAC) in order to accurately download and install the testing software to his or her laptop.**

5. Read and follow **ALL** of the instructions listed in the Laptop Registration email notification and complete the entire Laptop Registration process by the posted deadline.

**Important Note.** Applicants are required to take the Mock Exam and upload the Mock Exam answer file by the posted Laptop Registration deadline.

**FAILURE** to follow **ALL** of instructions listed in the email notification and to complete 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 MPT and Essay answers in the answer books.

6. 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 be required to hand write the Bar Examination answers. **NO EXCEPTIONS WILL BE MADE.**

Do not 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 (late May for the February exam; late October for the July exam).

7. **Read and abide by the [Rules, Procedures and Instructions for the Bar Examination](#).** Pay close attention to the sections pertaining to Laptop Applicants listed in the **Rules**. If a laptop applicant reports late to the Examination Room on exam day 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.**
8. 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.
9. Visit the Registration Site, [www.examssoft.com/gabar](http://www.examssoft.com/gabar) and review the account information regularly **to check the status** related to payment of the laptop fee, SofTest installation and

registration, upload and download exam files, and to assure confirmation for Laptop Testing. Also, periodically check and review this Web Site for any changes and revisions. If necessary, 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.

**All posted times are Eastern Time.**