

## LAPTOP TESTING PROCEDURES AND REQUIREMENTS

Laptop Testing for the Georgia Bar Examination will be administered using the ExamSoft World Wide, Inc., Examplify 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 Examplify software to provide answers to the Multistate Performance Test (MPT) and Essay and portions of the Bar Examination. **There is no limit on the number of applicants who can register for laptop testing.**

**Examplify can be used on virtually any modern computer** (i.e. purchased within the last 3-4 years). **However, Windows Tablet Devices such as SurFace Pro and IPAD and any other Tablet Devices ARE NOT ALLOWED. External keyboards (wired or wireless), Mouse devices (wired or wireless), USB keys, CDs, or any other storage devices ARE NOT ALLOWED.** Applicants must provide their own laptop computer that meets or exceeds the [Minimum System Requirements](#). Applicants must choose the appropriate version of Examplify to accurately download and install the testing software to their laptop.

Examplify will auto-upload the MPT and Essay answer files once internet connectivity is established. Applicants will not be able to access the internet during the Bar Examination; however, once applicants leave the exam site and establish internet connectivity, the answer files can be uploaded. Applicants are required to upload the answer files no later than 11:00 a.m. on the Thursday following the date of the exam. However, applicants may complete the upload of answer files at any time prior to the 11:00 a.m. deadline. An email will be sent to applicants on Tuesday afternoon of the Bar exam with upload instructions. The answers will be printed at the Office of Bar Admissions and will be distributed to the Georgia Board of Bar Examiners for grading in the same manner as for the handwritten answers.

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 Examplify approved by the Board of Bar Examiners for the specific Bar Examination. **No other version of Examplify is acceptable.** Applicants must read the Frequently Asked Questions found at <http://www.examsoft.com/qabar> and <http://www.examsoft.com/barfaq> to ensure a good understanding of the Laptop Testing process and the Examplify 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 to 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 link [ADA Accommodations Forms](#).

## General Information

The Office of Bar Admissions will **verify your eligibility** to take the Bar Examination and to use a laptop computer for the actual Bar Examination for which you have received Certification of Fitness. An applicant may apply for Laptop Testing **after** the Board to Determine Fitness of Bar Applicants certifies that he or she is fit to practice law (See Part A, Section 11 of the [Rules Governing Admission to Practice Law](#)).

In order to receive Laptop Registration Information, log in to your home page home page at [www.gabaradmissions.org](http://www.gabaradmissions.org).

- Click on the Application Forms tab, then click on **APPLY** under the Bar Exam Application heading.
- Enter your response to the Eligibility Questions that appear on the screen.
- Answer “Yes” to the laptop question indicating that you plan to use a laptop computer to write the MultiState Performance Test (MPT) and Essay portions of the examination. Your “Yes” answer **DOES NOT** register you for Laptop Testing.
- Submit the Eligibility Request to confirm that you wish to file for the Bar Exam and to use a laptop computer to write the MPT and Essay portions of the Bar Exam.

After you submit the Eligibility Request noted above, the Office of Bar Admissions will confirm your eligibility to take the Bar exam. You will receive an email outlining the steps required to complete the Bar Exam registration process based on the published Laptop Registration deadline.

If you are eligible to receive Laptop Registration Information, an ExamSoft Account will be activated for you. Once an ExamSoft Account is activated for you, an email notice from [gabarlaptop@gasupreme.us](mailto:gabarlaptop@gasupreme.us) will be sent to the email address you provided. **ExamSoft Accounts will be activated in December for the February Exam and in June for the July Exam.**

It is the applicant’s responsibility to apply for Laptop Testing and complete the entire Laptop Registration process as **EARLY** as possible, but prior to the expiration of the posted Laptop Registration deadline. Applicants who fail to complete the Laptop Registration process by the posted deadline **WILL NOT** be allowed to use a laptop for the Bar Examination.

**Laptop Registration for the February Exam will begin in December and in June for the July Exam.** The published Laptop Registration deadline **WILL NOT** be extended.

**All communication regarding Laptop Registration will be by email only.** Neither the Office of Bar Admissions nor ExamSoft is responsible for missed emails.

Notice of ExamSoft Account activation will be sent by email during the month of **December for the February Bar Exam** and during the month of **June for the July Bar Exam**. Laptop Registration Instructions, the Applicant Number, and Password will be included in that email notice. Applicants are strongly encouraged to carefully read the contents of the email notice **BEFORE** registering and downloading the software.

**You must use the Applicant Number and Password to:**

- Access the **Exam Takers** section of the Registration Site, [www.examssoft.com/gabar](http://www.examssoft.com/gabar).
- Pay the \$105.00 **nonrefundable** Laptop Fee online directly to ExamSoft via credit card.
- Start the Laptop Registration process on the Registration Site, [www.examssoft.com/gabar](http://www.examssoft.com/gabar).

The Laptop Fee is **nonrefundable**. All major credit cards will be accepted. If an applicant pays the Laptop Testing fee, but fails to complete all of the steps of the entire 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 online 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.

An applicant who does 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.

**Laptop Registration does not register an applicant for the Bar Examination. The laptop fee is separate from and in addition to the regular Bar Examination Application charges.** Laptop applicants must complete and submit the regular Bar Examination Application and charges to the Office of Bar Admissions by the posted Bar Examination Application deadline.

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

1. Use the **full legal name** for Laptop Registration that matches the applicant's **full legal name** that is on record in the Office of Bar Admissions.
2. Confirm that the laptop to be used for the Bar Examination is dependable and test the software on the laptop 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 Exemplify.

MAC users, **DO NOT WAIT** until the last minute to test your Apple MacBook or MacBook Pro laptop for **compatibility** to Exemplify, or wait until the last minute to download and install Exemplify to your laptop. [Click here](#) to review the Minimum System Requirements and to review **MAC Requirements**.

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

4. 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.

5. Use the same laptop computer on which Exemplify 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 Exemplify or any Exemplify 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).

6. **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.**
7. **Laptop computers must remain in the Examination Room the entire length of the MPT and Essay portions of the Bar Examination.** Even if you are required to hand write any portion your answers in an Answer Book, the laptop still must remain in the Examination Room. If you remove the laptop from the Examination Room for any reason, you may be **IMMEDIATELY DISQUALIFIED** from the Bar Examination.
8. Complete and submit the regular Bar Examination Application and charges to the Office of Bar Admissions by the posted Bar Examination deadline.
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, Exemplify installation and registration, upload and download exam files, and to assure confirmation for Laptop Testing. If necessary, contact ExamSoft for technical support at [BarSupport@examssoft.com](mailto:BarSupport@examssoft.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.**