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## **SOFTEST™ LAPTOP COMPUTER REGISTRATION INSTRUCTIONS**

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### **FEBRUARY 2017 MINNESOTA STATE BAR EXAMINATION**

The Minnesota Board of Law Examiners offers a program that will allow February 2017 applicants the option to take the MPT and Essay portion of the examination on their personal laptop computer which have installed and registered **ExamSoft's SofTest™** Software. There is a **FEE** of **\$100** for this option.

The exam will be administered using **ExamSoft's SofTest** software and is being offered to all examinees who have filed their application for admission for the Minnesota Bar Examination *and* who sign-up and complete the registration of **SofTest** and pay the **\$100** fee.

**SofTest™** blocks examinees' access to any files in the laptop other than the word processing function during the exam.

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### **USING A LAPTOP DURING THE EXAMINATION**

#### **To Use a Laptop for the MPT and Essay Portion of the Examination You MUST:**

- Confirm your laptop computer meets the minimum specifications listed below.
- Have experience using computers.
- Submit the Laptop Registration form and the fee of \$100 to the Board of Law Examiners.

#### **After Receiving a Confirmation to Use Your Laptop at the Examination You MUST:**

- Download and register **SofTest** onto the laptop computer you will use on exam day. There is a fee of \$50 to change to a different laptop.
- Ensure your laptop is configured for access to the Internet.
- Complete and upload a **Mock Exam** using SofTest **prior** to the Bar Examination.
- Agree to handwrite your examination in the event of a hardware/software malfunction or power failure.
- Agree to not remove, delete or uninstall SofTest or any SofTest program files until results have been published.

#### **To Participate You MUST:**

- Complete the Laptop Registration form and pay the fee of \$100 **ALONG WITH** your Bar Application.
  - Install the SofTest Software onto your laptop by January 23, 2017. The software will be available for downloading from ExamSoft's web site from **December 2, 2016 through January 23, 2017**.
  - Complete and upload a **Mock Exam** using SofTest **prior** to the bar examination.
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### **MINIMUM SYSTEM REQUIREMENTS**

SofTest can be used on most modern Microsoft Window and Mac OS X based computers (i.e. purchased within the last 3-4 years.) Please see specific system requirements at

<http://go.examsoft.com/barexamsystemrequirements> . SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, MVware Fusion or any other virtual environments.



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## EXAMSOFT FAQ'S

### Q: Who is ExamSoft?

A: **ExamSoft Worldwide, Inc.** is a software developer specializing in computerized assessment and assessment administration programs.

### Q: What is SofTest?

A: **SofTest** is a high stakes assessment program developed and licensed by **ExamSoft** that enables candidates to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam. Using **SofTest**, you will **DOWNLOAD** your SofTest exam files prior to exam day and **UPLOAD** your answers after the exam via the Internet. You **WILL NOT** require Internet connectivity during your exam. You **WILL** require Internet connectivity to **DOWNLOAD** the software and upload your MPT & essay answers. In other words, you will have to go to home or to someplace that has internet connectivity to upload your answers to ExamSoft via the Internet.

### Q: Will there be Internet Connectivity at the Test Site?

A: There will **NOT** be Internet Connectivity at the Test Site. You will be required to upload your exam answers from a location other than the test site by 9 PM on Wednesday, February 22, 2017.

### Q: How do I sign up to use SofTest?

A: **SUBMIT the SofTest™ Registration FORM and FEE to the Minnesota Board of Law Examiners** at the same time as your bar application. You will then receive information on how to download **SofTest** from the **ExamSoft** website.

### Q: What is the SofTest Registration Process?

A: The ExamSoft Registration Process records you as an applicant who has been properly enrolled to take their exam on computer *and* provides you a copy of SofTest to install on your computer. It confirms you have downloaded and installed SofTest, completed a Mock Exam, registered your copy of SofTest and downloaded your exam so you may use your computer on exam day.

### Q: How can I check to make sure I have Registered successfully?

A: Once you register SofTest, you will be advised on-screen and via email that you have done so successfully. You will also receive email confirmation for each exam file downloaded. You may also access your registration status online. (Advise the Board office if you change your email address.)

### Q: What is the Mock Exam?

A: You are required to perform the **Mock Exam PRIOR** to exam day. The **Mock Exam** confirms your laptop is compatible with SofTest and enables users to familiarize themselves with how to open, write, and upload answer files *prior* to exam day. The **Mock Exam** **MUST** be completed prior exam day to ensure your computer has been configured properly for use on exam day. Failure to do so will require you to handwrite your exam on exam day.



**Q: How do I get a copy of the Mock Exam?**

A: One copy of the **Mock Exam** will be automatically downloaded after you have downloaded and registered your copy of SofTest. You will receive email confirmation the download has occurred along with instructions on how to complete the **Mock Exam**.

**Q: How will I know if my Mock Exam answer file was returned?**

A: A visual 'progress status' is displayed as the upload takes place. When the upload is complete, a 'success' message is displayed on screen. An email confirmation is then sent to the email address provided when you registered. Also, after the automatic upload, you can click "Upload History" at the bottom of the page to be taken to your "Download/Upload History" page to confirm the upload.

**Q: May I practice writing essays using the software?**

A: Yes. We STRONGLY urge you to take advantage of the Mock Exam.

**Internet Delivered Mock Exam**

Additional copies of the **Mock Exam** are available to familiarize you with SofTest. Internet connectivity is **only** required to download an additional copy of the exam file and upload the answer file. **NO** Internet connectivity is required while taking the exam. Instructions for downloading additional copies of the **Mock Exam**, taking it and uploading the answer file may be found at <http://www.examssoft.com/barexam>.

**Q: Can I uninstall SofTest after the exam?**

A: You should keep SofTest on your computer until you receive your results. Although it is rare, at times ExamSoft may need to recover your answers from a backup copy or gather program logs for diagnostic purposes.

**Q: What if I have problems or questions?**

A: Begin by visiting ExamSoft's Bar Applicant portal at [www.examssoft.com/barexam](http://www.examssoft.com/barexam). Technical support from ExamSoft will also be available to you via email at [barsupport@examssoft.com](mailto:barsupport@examssoft.com) or by phone toll-free at 866-429-8889.

**Q: What are the deadlines?**

A: Send in the Registration Form to use your laptop computer along with your bar application for the February 2017 bar exam along with the \$100 fee to the Board of Law Examiners. You will receive a confirmation that you have permission to use your laptop at the February 2017 Bar Examination along with instruction on how to download SofTest software. PLEASE LIST A VALID EMAIL ON YOUR REGISTRATION FORM as you will also receive notices via email. Complete the SofTest software download process between **December 2, 2016** and **January 23, 2017**.