

## Using A Computer To Take The Colorado Bar Examination

In order to take the MEE/MPT using your laptop computer you must register and install SofTest™, a software product of ExamSoft Worldwide, Inc.

Minimum system requirements are set-forth on the ExamSoft web site at [www.examssoft.com/barfaq](http://www.examssoft.com/barfaq). ExamSoft Worldwide, Inc. now offers a native Mac version of its laptop testing application, SofTest, which means Bootcamp and Windows will not be required for Mac users.

Unless you have a verifiable ADA disability and have been approved for accommodation, peripheral devices and/or accessories such as a mouse pad or keyboard are not permitted. (A peripheral mouse is permitted.)

You must have an active email account. The Board of Law Examiners will not complete “allowed sender request” forms or attempt to reach you by other means if your email responds with an “out of office” message. For software installation and registration, you must have Internet connectivity on the computer you plan to use on exam day. (*You will not be connecting to the Internet during the exam.*)

Software installation/registration is accomplished through an ExamSoft website specifically created for the Colorado Bar Examination. The website address is: [www.examssoft.com/cobar](http://www.examssoft.com/cobar).

Installation/registration must be completed during the active registration period noted below. **If you fail to complete the software installation and file download prior to the registration closing date, you will be required to write the exam. In addition, if you have not formally withdrawn from the exam or requested a seat change to writing before registration closes, your computer fee of \$100 will be forfeited.**

- **Laptop Registration begins: Tuesday, January 17, 2012 (8:00 a.m. MT)**
- **Laptop Registration Closes: Thursday, February 16, 2012 (11:59 p.m. MT)**

### How the Process Works

1. File an application to take the Colorado Bar Exam by the applicable deadline, request the computer option for taking the exam and pay the computer fee of \$100. **Include an active and accurate email address to the Board of Law Examiners.**
2. All installation/registration instructions, notices and software updates will be conveyed **only** via the email address you provide. Notify the Board, via email at [information@coexam.state.co.us](mailto:information@coexam.state.co.us) if your email address changes after you have filed your bar application.
3. After your application is processed you will receive a letter from the Board, through regular mail. The letter will indicate whether or not your application is complete for purposes of taking the bar exam and will identify your requested seating preferences. **Verify that your seating is properly noted for computer before the registration period closes, no changes or corrections will be made if you fail to notify the Board before the registration close date.**
4. Shortly before registration opens, ExamSoft will create your account, with username and password. A new account will be created each time you file an application to take the exam on computer and a new version of the software must be downloaded for each subsequent examination.
5. A notice with your account information will be transmitted to your email address with instructions for completing the installation and registration process at [www.examssoft.com/cobar](http://www.examssoft.com/cobar).

6. If you have not received an email notice regarding your account information by February 1, 2012 contact the Board. Check Spam folders often. Set your email account to accept emails from [\\*@coexam.state.co.us](mailto:*@coexam.state.co.us) and [\\*@examsoft.com](mailto:*@examsoft.com).
7. Complete ALL steps of the registration/installation process during the registration period even though you may have previously used SofTest™ for law school exams or previous bar examinations. **The current exam version of Colorado SofTest Bar Edition must be installed.**
8. During the registration/installation process, you will be required to complete a Mock exam.
9. **Only one download** of the software is permitted. Do not install the software on a computer you do not intend to use for the exam. The software cannot be copied from one computer to another.
10. If your plans to use a computer change, email [information@coexam.state.co.us](mailto:information@coexam.state.co.us) or contact the staff member assigned to your application **prior** to the close of registration. Failure to advise the Board, in writing, that you do not intend to use a computer for the exam will result in forfeiture of the \$100 computer fee.
11. Upon your arrival on exam day, you will be provided with a Pre-Exam Computer Instruction sheet. Follow the instructions immediately upon locating your assigned seat. The instruction sheet will include the password needed to launch SofTest. You will not be using your ExamSoft account user ID or password for this purpose.
12. Bring a USB memory stick to create a back up of your answers at the end of the afternoon session.
13. When you leave the exam site on Tuesday, you will be required to upload your answers to the ExamSoft website. For your reference after the exam, upload instructions will be posted on the Board's website at <http://coloradosupremecourt.com/BLE/ExamInfo.asp>.

### **Avoiding Computer Problems on Exam Day**

1. **MANDATORY READING:** Before beginning the installation/registration process, review the FAQs on the ExamSoft website at [www.examsoft.com/barfaq](http://www.examsoft.com/barfaq) for details on minimum system requirements and to identify potential hardware/software conflicts that could disable your laptop during the exam.
2. **Know your equipment.** Equipment and operating systems vary; be familiar with the computer you plan to use on exam day. If you plan to purchase a new computer, do so well in advance of the active registration period.
3. **If you plan to borrow a computer** from another source, such as your employer, law school or friend, be certain that all security and/or network settings have been disabled or set to allow software downloads and that any administrator access and/or login data, such as username and password have been provided to you. This information may be required to boot your computer and may be needed for site engineers to assist you in the event your equipment malfunctions during the exam.
4. **Disable anti-virus and spy ware protection before you arrive at the exam. If a wireless card is installed, remove or disable it before arriving at the exam site.** The exam facility's wireless network may disable SofTest, preventing you from using your computer to take the exam.
5. **Once you have installed SofTest, DO NOT upgrade or change your operating system** until after the bar examination. **Do not uninstall SofTest** until bar exam results have been announced.

6. ExamSoft technical support is available through the company's support center at 866-429-8889 or [barsupport@examsoft.com](mailto:barsupport@examsoft.com). Call well ahead of the bar examination if you encounter difficulties. **DO NOT WAIT UNTIL THE LAST MINUTE TO REQUEST ASSISTANCE.**

### **On The Day Of The Examination**

On the first morning of the exam you will find, at your assigned seat, a handout printed on colored paper titled “Pre-Exam Computer Instructions – AM. The handout provides specific instructions on setting up your computer when you arrive. Also included within this document are the password needed to open the software, details about available software functions, screen headers and settings, warnings and instructions for safely exiting the software when you have completed the test session.

At the beginning of the afternoon session you will find a hand-out printed on paper of another color titled “Pre-Exam Computer Instructions – PM.” The PM instructions include the password needed to open the afternoon software files, as well as separate instructions for completing your back-up and uploading your exams.

The AM and PM handouts contain different information relative to each session. You must thoroughly review both the front and back of each handout on the day of the exam.