

## 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) should **NOT** register for Laptop Testing with ExamSoft. If an applicant requires the use of a computer to write the Essay and MPT portion of the Bar Examination, then the request must be made on the [ADA Accommodations Forms](#). Contact the **Office of Bar Admissions** with questions regarding ADA Accommodations.

### General Information

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.

**Laptop registration does not register an applicant for the Bar Examination.** An applicant must complete and submit the regular Bar Examination Application and fees 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 FEES.**

An applicant interested in using a laptop computer to write the Essay and MPT portions of the Bar Examination **MUST** complete the [Laptop Testing General Information Form](#) and **ELECTRONICALLY** submit the form to the Office of Bar Admissions. **ExamSoft will then email registration instructions, the ExamSoft ID number, and password to the applicant.** The ExamSoft ID number and password must be used to access the Exam Takers section of the registration web site.

Internet access is required to upload examination answer files. Applicants must complete the upload of their answer files no later than 11:00 a.m. on Thursday, after the date of the Bar Examination.

**All posted time is Eastern Standard Time.**

**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. Preferably **DO NOT** use .edu email accounts. **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 notification when Laptop Registration opens, along with the Laptop Registration instructions. **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 each link, <http://www.examssoft.com/gabar> and <http://www.examssoft.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 the following **SofTest Minimum System Requirements:**

**Internet Access (for downloading and installing software, receiving email regarding laptop testing, uploading Mock Exam answer, downloading exam files, and uploading Essay and MPT Answers)**

#### **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 or Vista or 64-bit Versions of Windows Vista

Software = Internet Explorer 6.0 or greater

AOL Users - Version 6.0 or higher required

Screen Resolution must be 1024x768 or higher

**Vista Users:** Please note that your laptop must meet the minimum requirements for the specific edition of Vista you are using. Please check your documentation that came with Vista to find these requirements.

**Apple Macintosh Users:** Apple MacBook or MacBook Pro laptops **ARE APPROVED** for laptop testing for the Bar Examination. Users with Apple's Mac OSX v.10.4.4 (Tiger) or Mac OSX v.10.5 (Leopard) laptops can run SofTest in Windows XP or Vista installed via Apple's [Boot Camp](#).

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. If an applicant's laptop becomes unusable after 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 handwrite 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 notification from ExamSoft that contains the laptop registration instructions, the applicant's ExamSoft ID number and password.** All major credit cards will be accepted. The name used for laptop

registration must match the applicant's name that is on record in the Office of Bar Admissions. Name changes should be reported in writing to the Office of Bar Admissions immediately.

11. **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 test 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 YOUR INELIGIBILITY TO USE A LAPTOP DURING THE BAR EXAMINATION, AND YOU WILL BE REQUIRED TO HANDWRITE YOUR ESSAY AND MPT ANSWERS IN THE ANSWER BOOKS.**

12. To complete and submit the Georgia Bar Examination Application and fees 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.**
13. To log in to the Exam Takers section at [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's ExamSoft ID number and password are needed to access the Exam Takers section of the registration site.
14. 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, then the applicant should 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.
15. 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 examination and will be required to handwrite the answers in the answer books provided, while taking the examination in the applicant's assigned seat in the Laptop Testing area.**
16. To handwrite 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.**

Our best efforts will be used 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.

17. Not to remove, delete, or uninstall SofTest or any SofTest program files from the laptop computer on which an applicant takes the examination until the Bar Examination results have been released. February Bar Examination results are released late May; July results are released late October.
18. 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.
19. 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.