# COMPUTER BASED TESTING INFORMATION

## Connecticut Bar Examining Committee

## February 2016

**Please read this informational brochure carefully!**

**DO NOT bring this brochure with you to the examination room.**

**All necessary instructions will be provided at the examination.**

# Table of Contents

CBT BASIC PROCEDURES . . . 3

FREQUENTLY ASKED QUESTIONS . . . 4

ABOUT EXAMSOFT AND THE SOFTWARE . . . 4

What is SofTest™? . . . 4

What is FlexSite? . . . 4

LAPTOP AND TECHNICAL QUESTIONS . . . 4

What are the minimum system requirements for using SofTest and FlexSite? . . . 4

Do I need a floppy disk or other external media drive? . . . 5

SIGNING UP AND REGISTERING FOR CBT . . . 5

What is the SofTest registration process? . . . 5

Do I have to register before the day of the examination? . . . 6

PRE-EXAMINATION TESTING QUESTIONS . . . 6

What is the Mock Exam? . . . 6

Can I have my computer checked prior to the bar examination? . . . 6

EXAMINATION DAY PROCEDURES . . . 6

Will technical help be available on the day of the examination? . . . 6

What if I have not successfully downloaded the software and exam files by the registration date? . . . 7

POST-EXAMINATION PROCEDURES . . . 7

Will there be Internet connectivity at the test site? . . . 7

When do I have to upload my examination answers? . . . 7

What if I have problems or questions with the software or uploading? . . . 7

REGISTRATION CHECKLIST FOR LAPTOP USERS . . . 8

# CBT BASIC PROCEDURES

Read the Frequently Asked Questions portion of this document to ensure you have a good understanding of the computer-based testing (CBT) procedures.

Ensure that you have access to a dependable laptop which meets the minimum requirements as discussed in the *Laptop and Technical Questions* section of the *Frequently Asked Questions*.

Approximately seven (7) weeks prior to the examination, you will receive an email with specific instructions regarding downloading the SofTest software.

Once you have downloaded and installed the software, you will need to register the software by taking the Mock Exam.

You will NOT be able to test with your laptop computer if you do not successfully download and register the software PRIOR to the date of the exam.

Once the initial download process is complete, you will download secure examination answer files.

These files are password protected. You cannot open them until the written examination day (Tuesday) of the Connecticut bar examination.

Please contact ExamSoft at http://support.examsoft.com if you have any questions or problems with the downloading of your examination answer files.

Complete the Mock Exam once, and take the Practice Exam several times to test your laptop computer. The Mock Exam upload process will familiarize you with the proper procedures.

Once you exit the exam sessions and return to your Desktop, you will be prompted to upload your answer files to the secure web server. Click "Upload Later" if/when you are prompted to upload your answer files. You will NOT be allowed to upload your answer files until the examination has ended at approximately 5:00PM.

Following the completion of the examination on Tuesday, you will be required to upload your examination files. Instructions for uploading your answer files to the secure web server will be provided when you leave the examination site. In most cases, once you have left the site and acquired a wireless connection, simply launching SofTest again will upload all of your answer files.

**NOTE: Your essay answers MUST be uploaded by 10AM on Thursday, February 25, 2016. Answers not uploaded by the deadline will NOT be graded. Applicants who took the examination but did not upload an answer file will receive grades of zero (0) for those answers.**

# FREQUENTLY ASKED QUESTIONS

## ABOUT EXAMSOFT AND THE SOFTWARE

**Who is ExamSoft?**
ExamSoft Worldwide, Inc. is a software developer specializing in computerized assessment and assessment administration programs. The Connecticut Bar Examining Committee (CBEC) contracts with this vendor to provide technology in administering the CBT.

**What is SofTest™?**
SofTest is a high stakes assessment program developed and licensed by ExamSoft that enables applicants to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during the bar exam.

**What is FlexSite?**
FlexSite is ExamSoft's Internet-based exam delivery option. Using SofTest, you will download your exam files prior to the day of the examination, and upload your answers after the examination via the Internet. You WILL NOT require Internet connectivity during the examination. You WILL require Internet connectivity to download your exam files and upload your answers.

## LAPTOP AND TECHINICAL QUESTIONS

**What are the minimum system requirements for using SofTest and FlexSite?**
Information on Minimum System Requirements can be found at:
http://go.examsoft.com/barexamsystemrequirements.

SofTest can be used on most modern Microsoft Windows and Mac OS X based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements at the link provided above. SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

**Does it matter what type of laptop I use?**
The specific model or make of your laptop does not have a direct impact, provided you meet the minimum system requirements. It is imperative that you make sure you are using a dependable laptop and that you test the software on the laptop several times prior to examination day.

**Do I need a floppy disk or other external media drive?**
You do NOT need a floppy drive to take CBT. The FlexSite method employed by the CBEC ensures that you have both a primary copy of your exam file, and multiple reliable backup copies on your hard drive. Therefore, a floppy disk drive or any other external media drive (CDRW drive, flash drive, zip drive, etc.) is not required.

**Can I use more than one laptop for the examination (a backup laptop scenario)?**
You can use ONLY one laptop for CBT. This laptop will be the one you must bring with you to the examination site on the day of the examination. If you have followed all of the registration steps in the *Registration Checklist for Laptop Users* properly, your laptop should function adequately for the examination. Therefore, no backup laptop would be necessary. If you have any problems downloading software prior to the examination, contact ExamSoft at (866) 429-8889.

**Where can I get further advanced technical information on the hardware requirements and software?**
ExamSoft offers further advanced technical support answers on their web site at the following location: http://www.examsoft.com/.

## SIGNING UP AND REGISTERING FOR CBT

**What is the SofTest registration process?**
The Registration Process records you as an applicant who has been properly enrolled to take his/her written examination on computer and provides you a copy of SofTest to install on your computer. It confirms you have downloaded and installed SofTest, registered your copy of SofTest and downloaded your exam(s) so you may use your computer on examination day. This process can ONLY be completed on one computer, so make sure you have a reliable laptop ready before downloading any software.

**What email address will the notice for software download and registration be sent to?**
Registration instructions will be emailed to the address you provided with your bar application materials. Make sure it is an email address that you will have continuous access to until results are released.

**When will I receive email notice that I can download and register the software?**
You will receive notice approximately seven (7) weeks before the examination date.

**What happens if I do not receive the email regarding the software download and registration?**
The CBEC Administrative Office will send out email notices to all applicants who have signed up to use CBT and who have not yet downloaded the software. These email notices will be sent starting seven (7) weeks before the examination. If you do not receive any of these emails, check the following:

- Ask your email service provider if they are blocking SPAM.
- If you are using email client software such as Outlook or Outlook Express, make sure you do not have a SPAM blocker enabled. If you do, you can add the following email address to the list of allowable email addresses: barexam@jud.ct.gov.
- Ensure that you have provided the CBEC Administrative Office with a valid email address.

**How can I check to make sure I have registered successfully?**
Once you register SofTest, you will be advised on-screen and via email that you have done so successfully. You may also access your registration status online at http://www.examsoft.com/ctbar.

**Do I have to register before the day of the examination?**
Yes. If you have not registered within the registration period, you will be required to handwrite your answers for the entire written portion of the examination.

**Will my law school version of SofTest work for this examination?**
No. You will need to download the Bar Edition of SofTest to use your laptop for the written portion of the examination.

## PRE-EXAMINATION TESTING QUESTIONS

**What is the Mock Exam?**
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 the day of the examination. The Mock Exam must be completed to ensure your computer has been configured properly for use on the day of the examination. Failure to do so may require you to handwrite your exam(s).

**How do I get a copy of the Mock Exam?**
One copy of the Mock Exam will be automatically downloaded after you have registered your copy of SofTest. You will receive an email confirmation when the download has occurred along with instructions on how to complete the Mock Exam.

**How will I know if my Mock Exam answer file was returned?**
A visual "progress status" (blue bar) is displayed as the upload takes place. When the upload is complete, a "'success" message is displayed. An email confirmation is then sent to your email address.

**May I practice with the software?**
Yes. There are two options. We **STRONGLY** urge you to take advantage of both.

Internet Delivered Mock Exam
Additional copies of the Mock Exam are available to familiarize your 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 on http://www.examsoft.com/.

Practice Exam Built Into SofTest
After registering SofTest, launch the program by double-clicking the SofTest icon on your Windows Desktop and then click Launch SofTest. When SofTest opens, click the Practice Exam button.

The Practice Exam allows you to familiarize yourself with the SofTest exam environment and word processing features. The Practice Exam *cannot* be saved and *no answer file* will be uploaded. You may use this Practice Exam as many times as you wish.

**Can I have my computer checked prior to the CT bar examination?**
No. The CBEC will not provide a technical support session. It is your responsibility to contact ExamSoft with any technical problems.

## EXAMINATION DAY PROCEDURES

**Will technical help be available on the day of the examination?**
***Very limited.*** Limited technical support will *ONLY* be available to assist with a Windows freeze during an exam session and for exiting of the software after an exam session has ended. ExamSoft provided technicians will be available to help with these issues, but they will not help with installing the software, registering your computer, or the start-up procedure at the beginning of the exam. It is your responsibility to ensure your laptop is in working order PRIOR to the examination.

**What if I have not successfully downloaded the software and exam files by the examination date?**
You will NOT be able to test with your laptop computer if you do not successfully download and register the software PRIOR to the date of the exam. You will be required to handwrite the exam. Proctors will issue the appropriate answer books. You will remain in your assigned seat and section.

**Will the questions appear on my screen at the time of the examination?**
No. All examination questions are provided in a paper booklet, which is distributed to each applicant (CBT and handwriters) by proctors on the day of the examination. They will not be included in your downloaded examination answer files.

**Can I take the Multistate Bar Examination (MBE) on my laptop?**
No. The MBE is a national test and is only available in paper format.

**Can I take my laptop out of the testing room over the lunch break?**
No. Your laptop must remain in the testing area the entire length of the examination (from 8:15AM until 5:00PM). If you should finish the exam early, you may leave the area, but your laptop must remain until the completion of the exam. You must return to the testing area after the examination has finished at 5:00PM.

## POST-EXAMINATION PROCEDURES

**Will there be Internet connectivity at the test site?**
**No.** It is your responsibility to find an Internet connection (hotel, Internet café, wireless hotspot, etc.) and upload your answer files by the designated time (10AM on Thursday, February 25, 2016).

**When do I have to upload my examination answers?**
You will have until 10AM on Thursday, February 25, 2016 to upload your answer files.

**How long does this upload take?**
The upload process should take only a few minutes depending on your Internet connection speed and your computer.

**Should I call the CBEC Administrative Office after the examination to check on the printing of my answers?**
**No.** A CBEC staff member will contact you either by phone or email if a problem with your upload and/or printing has occurred.

**How will I know my answer files have been uploaded?**
A visual "progress status" (blue bar) is displayed as the upload takes place. When the upload is complete, a "success" message is displayed. Two separate email confirmations (AM and PM) are sent to the email address provided when you filed your bar application.

**What if I have problems or questions with the software or uploading?**
For all support issues and questions, please visit http://support.examsoft.com. Additional information can be found at: http://go.examsoft.com/BarExam.

# REGISTRATION CHECKLIST FOR LAPTOP USERS

The following checklist is provided as a convenience for applicants to ensure they have met the adequate requirements for CBT. The items on this checklist must be completed prior to the date of the bar examination if you wish to use your laptop for CBT.

- ☐ **Obtain a Fully Qualified Laptop –** Ensure that you have access to a fully qualified laptop as defined in the *Laptop and Technical Questions* section of the *Frequently Asked Questions*. You must be able to have access to this laptop until results are released for the examination. You will only be allowed to download the software to this one laptop. For this reason, please make sure your computer is in optimum operating condition before arriving at the examination. The following procedures will help to prevent common examination day problems:
  - ❍ Disable all screensavers and power saving features.
  - ❍ Ensure that the date and time are correct on your laptop.
  - ❍ Test your laptop with the SofTest Practice and Mock Exams as much as possible PRIOR to arriving at the examination site.
  - ❍ Consider transferring programs off your laptop to an external hard drive to avoid slow processing speed and/or freezing when attempting to boot up SofTest on the day of the exam.

- ☐ **Register –** Once you have received your email notification, visit http://www.examsoft.com/ctbar, and click the Exam Takers tab. Use your ID number and password from the email to log into the site.

- ☐ **Install –** Read the instructions on the screen to download and install SofTest on your laptop computer.

- ☐ **Complete Registration –** Enter your ID number and password into SofTest when prompted to register.

- ☐ **Download Exam(s) –** Formatted exam files for recording your answers are automatically downloaded after successfully registering SofTest.

- ☐ **Take Mock Exam –** Complete the Mock Exam and upload the answer file.

- ☐ **Review FlexSite Exam Information –** Upon completion of SofTest registration, you will be provided information about using your laptop on the day of the examination.

- ☐ **Equipment –** You will be required to access the Internet following the examination to upload your answers. Make certain your computer is properly equipped.

**NOTE:** Following the end of the written examination, you will be required to upload your two (2) answer files to a secure server.

These procedures must be completed each time you sit for the CT bar examination, regardless of any previous ExamSoft registrations you may have completed for the CT bar examination or any other examination.

Applicants who have not registered SofTest and downloaded their exam files will **NOT** be allowed to use their laptop computers for that examination and will be required to handwrite their answers.