STATE OF CONNECTICUT
JUDICIAL BRANCH

CONNECTICUT BAR EXAMINING COMMITTEE

JESSICA F. KALLIPOLITES, *ADMINISTRATIVE DIRECTOR*

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TO: February 2016 Bar Applicants

FROM: Jessica F. Kallipolites, Administrative Director

RE: Important Information Concerning Computer-Based Testing

Thank you for participating in computer-based testing (CBT) for the Connecticut bar examination. Your cooperation during the administration of CBT regarding any unforeseen events is paramount to ensure the success of the program. The Chief Proctor is the final authority regarding any issues, including CBT problems, that may arise during the bar examination. If you are instructed to follow another procedure, such as writing your answers due to a technical difficulty with your laptop, you must comply immediately. Please be aware that you will not be permitted to make up any lost time due to your failure to immediately comply with such a request. If you experience a malfunction with your computer or software for any reason, you must immediately notify a proctor who will provide answer books to handwrite the remainder of your examination. Once you start handwriting the answers, you cannot return to CBT for any reason. If you need help to save your answer data, the ExamSoft Site Engineer can assist you after the testing session has ended. Thank you in advance for your understanding and patience.

Prior to Arrival at Examination Site

1. You must disable all screensavers and/or hibernation features currently installed on your laptop computer and, if possible, set all volume controls to the lowest possible setting.

2. Please remove all external media such as DVDs, CDs, floppy disks, USB memory drives and etc.

3. You cannot take your computer case/bag into the examination room. If you bring it to the examination site, you will be required to store it in the unsecured applicant lobby area.

Early Arrival at Examination Site

You will be admitted at 8:15AM and directed to your CBT section and pre-assigned seat with a power strip. Once you have located your assigned seat, you should immediately begin setting up your computer and begin the boot up process. Each seat will be provided with pre-examination instructions to be followed. The pre-examination instructions detail the process for booting up your laptop computer and initializing the SofTest program. The instructions have several steps and will bring you to the "Begin" screen, which is immediately prior to the Essay answer screen. If you have any problems during the boot up process, please immediately notify a proctor who will give you answer books and you will be required to handwrite the entire written portion of the bar examination. MINIMAL TECHNICAL ASSISTANCE WILL BE AVAILABLE.

Morning Session

The session consists of two (2) Multistate Performance Test (MPT) questions and lasts for three (3) hours. Because this session is considered one test, you are permitted to access your answers to both questions throughout the session.

Completion of Examination Session (AM or PM) Prior to Time Being Called
If you complete the examination before the 20-minute announcement is given, you can follow the post-examination instructions to save your answers. Please follow the post-examination instructions to save and exit the program. Once the saving process has been completed, raise your hand and a proctor will collect your test materials and you may leave the examination room. Your laptop computer must remain on from boot-up at 8:15AM until the end of testing at approximately 5:00PM. During periods of non-testing, your laptop computer must remain at the Windows desktop.

NOTE: Once you save your answers and exit the program, your examination session is completed and you cannot reopen SofTest.

Completion of Examination Session (AM or PM) After Time is Called
Each table will be provided with post-examination instructions to be followed.

Lunch Period
Dismissal: Once all your test materials have been collected, you will be dismissed for lunch (approximately 12:30PM). If you are having difficulty saving your answer file to your laptop, please remain in the examination room so the ExamSoft Site Engineer can assist you.

Return: You will be permitted to enter the examination room at approximately 1:30PM to begin the boot up process for the afternoon session. You are required to return to the examination room no later than instructed by the Chief Proctor to ensure sufficient time for the boot up process. General afternoon instructions will begin at approximately 1:45PM. (Again, minimal technical assistance is available for boot-up.)

Afternoon Session
Boot up instructions for CBT procedures are identical to those for the morning session. This session consists of six (6) essay and/or Multistate Essay Examination (MEE) questions and lasts for three (3) hours. Because this session is considered one test, you are permitted to access your answers to all six (6) essays and/or MEEs throughout the session.

End-of-Day
Similar to the morning session, if you complete the examination before the 20-minute announcement is given, you can follow the post-examination instructions to save your answers and you may leave the examination room. However, you **may not** pack up, disassemble, turn off or make any other modifications to your computer other than following the process for saving and backing up your essay answers. You must return to the examination room after all writing applicants have been dismissed (approximately 5:00PM), at which time you may retrieve your laptop computer.

Wednesday – Multistate Bar Examination
You will be admitted at 8:30AM, and you will sit in the same section and seat you sat in on Tuesday. **DO NOT** bring your computer. You will not be permitted to bring it into the test room and the lobby is not secure.

Post Examination
Your hard drive will contain an encrypted version of your essay answers that will be used in the event of a catastrophic failure. Reformatting your hard drive will delete these files and will render your examination invalid. ***DO NOT reformat your hard drive until after examination results have been released in May.*** If any problems occur during the printing of your essay answers, you will be contacted and required to produce your laptop computer for analysis of the encrypted version of SofTest on your hard drive.

The Connecticut Bar Examining Committee and its staff have worked very hard to ensure the success of the CBT program, and again, we want to thank you for taking the time to read all of the detailed instructions and documents that have been provided to you. Our goal is to provide the best testing environment possible, and we endeavor to provide detailed information regarding the administrative process prior to the exam to ensure that you can fully focus your attention on studying for and successfully completing the bar examination. We look forward to receiving your feedback and, as always, are open to suggestions you may have for improving CBT and the bar examination process. Thank you.