



INSTRUCTIONS FOR LAPTOP APPLICANTS FOR THE LEGAL SPECIALIST EXAMINATION

If you plan to use a laptop computer to take the Legal Specialist Examination, it's important to follow the State Bar's instructions. Only laptop computers will be allowed into the examination room, and they must meet the specifications outlined in this bulletin. Applicants requiring special equipment due to medical reasons must request permission to use such equipment through the testing accommodations petition process.

Laptop Certification

If you wish to use a laptop computer to take the October 2019 Legal Specialist Examination, you must:

1. Apply online;
2. Select a laptop computer test center;
3. Pay the additional laptop computer fee;
4. Ensure your laptop computer is configured for access to the internet;
5. Confirm your laptop computer meets the minimum requirements listed below

Make sure you:

- Download and install Exemplify (the designated software) onto the laptop computer you will be using for the examination;
- Download the exam file that will be used on the day of the examination;
- Download, complete and upload the mock examination exam answer file using Exemplify;
- Upload the exam file, which was used during the examination and which contains your answers to the four essay questions, as soon as possible following conclusion of the examination and not later than the published deadline;
- Verify the successful upload of your answer file by reviewing your Exam History in ExamSoft; and,
- Do Not delete or uninstall Exemplify or any Exemplify Program Directory Files or Folders until results for the examination have been released.

If you are an applicant with disabilities who wish to use your own laptop computer to take the examination, you must comply with the same requirements as those applicants taking the examination under standard conditions.

You may initiate and complete the certification process with ExamSoft once you are advised that your admittance ticket is available for printing. Beginning October 1, 2019, admittance tickets will be emailed to the email address on file after the State Bar's Department of Legal Specialization,

Office of Admissions, has determined applicants are eligible to take the examination. If you are assigned to laptop computer test center, you must be certified no later than October 18, 2019. If your laptop computer or the software is not working properly or if there is some other problem when the examination begins or at any time thereafter, you will have to handwrite your examination answers. NO extra time will be provided in the event of a computer or software problem.

If you are unable to use laptop computer on examination day and/or withdraw your request to use a laptop computer, you will not be entitled to a refund of the laptop fee.

Assignment to a test center does not establish your eligibility to take the examination. Only after all eligibility requirements are met will an admittance ticket be available for printing.

Examination Information

ExamSoft's FlexSite internet-based examination delivery option will be used for delivery of the essay portion of the examination for grading of the answers prepared on Tuesday, October 22, 2019. (The multiple-choice portion of the examination is not available on computer.) This will require you to upload your examination answer file via the Internet.

You are not required to have Internet connectivity during the examination, but must have access to Internet connectivity immediately following the examination in order to meet the upload deadline.

It is your responsibility to be familiar with Examplify and your laptop computer prior to the examination. Technical support will not be provided before, during or after the examination session.

Following the examination, you will have until 12 p.m. (Pacific Time), October 23, 2019, to upload your examination answer file. If you fail to upload your answer file by the published deadline, a deduction of ten (10) scaled points will be taken from your total written scaled score. If you fail to upload your answer file within two (2) weeks of the published deadline, you will be given a grade of zero (0) for each answer not uploaded timely.

Examination Day

On the day of the examination at laptop test centers, you must be seated **no later than 7:20 a.m.**, at which time instructions for getting your laptop computer ready to use will begin. **You should plan to arrive at the test center at least twenty (20) minutes prior to that time to find your seat and get comfortable.** The examination will start immediately following the instructions. Examination questions will be distributed in hard copy just before the beginning of the examination session.

If your laptop computer is not ready to begin at the designated time, for whatever reason, you must begin the examination by handwriting. NO extra time will be provided to ensure that a laptop computer is ready for use before the examination session begins. Technical assistance will not be available.

In the event a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination.

You are not permitted to bring other laptop computers, typewriters or word processors into the standard laptop test centers to use as backups.

ExamSoft

To ensure the security of the examination process, applicants are required to use Exemplify software to take the written portion of the October 2019 Legal Specialist Examination. The application provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-Exemplify files on an applicant's laptop computer during administration of the examination and can be used on virtually any modern computer, i.e., purchased within the last three to four years.

To use a laptop computer during administration of the examination, you must:

- Have experience working with the laptop computer and the software
- Have installed Exemplify software and downloaded the mock examination and the exam file required for the examination to the laptop computer that will be used during the examination (once downloaded to a laptop computer, you cannot transfer the software and file to another laptop computer)
- Have completed a mock examination using Exemplify and uploaded the Mock Examination exam answer file
- Have submitted the exam registration in the Admissions Information Management System (AIMS) or signed a "Release of Liability" form, which confirms you have accepted the conditions associated with using your laptop computer and that the State Bar of California, Department of Legal Specialization, and California Board of Legal Specialization (CBLS) assumes no liability in the event there is a technical or mechanical failure of the equipment or software during the examination
- Begin and/or continue with the examination by handwriting in the event there is a power failure, electrical difficulties or a malfunction with the laptop computer and/or software due to technical difficulties
- Upload the exam file used during the examination, which contains your answers to the eight (8) essay questions, immediately following conclusion of the examination and no later than the published deadline.

Note: ExamSoft recommends Firefox or Google Chrome, as Internet Explorer is not a supported browser.

Exemplify minimum system requirements: Exemplify can be used on virtually any modern laptop computer (i.e., one purchased within the last three to four years).

[The specific system requirements](#) can be found on ExamSoft's custom home page for the California Legal Specialist Examination.

It is not possible to take secure exams through virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environment.

External standard or ergonomic keyboards and equipment such as a mouse are allowed. These items may be wireless.

Maximum size allowed of laptop computer screen is 17.3 inches.

In some cases on PC laptop computers, certain antivirus applications may block Exemplify from starting properly or can affect Exemplify's performance during an examination. Visit [ExamSoft's Knowledge Base](#) to determine if your laptop computer is running any of the programs listed and for instructions on how to disable your antivirus/antispysware applications before installing Exemplify and how to re-enable them after installation is complete.

[You must download Exemplify](#) even if it was previously installed for use in law school or another examination.

Completely uninstall any prior version of SofTest or Exemplify before downloading and installing the newest version.

Installing Exemplify: After you have received your admittance ticket, go to the [Custom Home Page for the Legal Specialist Examination](#) on the ExamSoft website. To begin the process, do the following:

- Locate the Exam Takers box in the upper left hand portion of the page;
- Log in using your State Bar Number and your Password. Your Password will be provided by ExamSoft in the email containing instructions on registering your laptop;
- Download Exemplify;
- Install Exemplify and register your copy, after which two (2) Exam Files (one for use during the examination and one associated with the Mock Examination) will download automatically; and,
- Check ExamSoft confirmation e-mails to ensure the institution displayed is "State Bar of California – Legal Specialist Exam".

If you have an email spam blocker, please add barsupport@examsoft.com and support@examsoft.com to your contact or safe list so that you can receive the emails that will be sent to you during the certification process and as confirmation during the examination answer file upload process.

You must complete the certification process no later than October 18, 2019. It is recommended, however, that you complete the process as soon as possible after printing your admittance ticket so that ExamSoft will have the opportunity to assist you in resolving any problems you may encounter prior to the examination. If your laptop computer or Exemplify is not operational when the examination begins or at any time thereafter, you will have to handwrite your examination answers.

Downloading your exam file: During the laptop certification process, the Mock Examination exam file and a blank exam file for you to record your answers during administration of the examination will be automatically downloaded to your laptop computer.

Certification confirmation: After successfully completing the certification process, you will be advised on-screen and via email by ExamSoft that you have done so and that the two (2) files have been downloaded (The October 2019 Legal Specialist Examination file and the mock examination file). If you do not receive the confirmation emails, you have not successfully completed the certification process for the October 2019 Legal Specialist Examination. You may [check your certification status and view your download/upload history online](#). Log in using the Exam Takers box, click the Exam History button to review your record and confirm that you have downloaded the exam and mock exam files and have uploaded the mock exam answer file. **You should only have one exam file for the written session of the October 2019 Legal Specialist Examination.**

Examplify can be registered for other jurisdictions concurrently. When launched, click on 'Take an Exam' and you will see your State Bar Number and any downloaded exams, along with your exam number and Legal Specialist Examination file and Mock Exam examination file.

Do not copy the ExamSoft Program from one laptop computer to another computer. For example, do not download the software to a desktop computer and try to manually move it to your laptop computer. If you move the software and exam files to another computer, an error message will be displayed when you attempt to begin the examination. If such an error message is displayed, you will be unable to use your laptop computer to take the examination and you will be required to handwrite your answers. You may NOT download and install Examplify to more than one laptop computer.

Laptop computer problems after certification. If after completing the certification process with ExamSoft you experience problems with your laptop computer that would prohibit you from using it for the examination, i.e., it becomes inoperable, you may ask to have another laptop computer certified and to download additional exam files through the "Re-Download Examplify" link after [you log in with your Applicant ID and password](#). Authorization will not be granted for the purpose of having a backup laptop computer available in the event a laptop computer malfunctions during the examination.

The mock examination: The mock examination confirms your laptop computer is compatible with Examplify and provides users with the opportunity to familiarize themselves with procedures for opening, using and uploading answer files prior to the day of the examination. By typing a paragraph in each window, it also allows users to ensure that there are no typing/keyboard issues with their laptop computer. The mock examination must be completed and the related exam answer file uploaded to complete the certification process and ensure your laptop computer has been configured properly for use on the day of the examination and for the upload of your exam answer file. You will receive an email confirmation after you have uploaded the exam answer file for your mock exam. Until you receive this email confirmation, you are NOT certified. See the [instructional videos and guides](#) on taking the mock examination.

Additional copies of the mock examination are available if needed to help familiarize you with the Examplify application. Internet connectivity is required for downloading additional copies of the

exam file and uploading exam answer files. NO internet connectivity is required while taking the mock examination. [Download additional copies](#) of the mock examination at Examplify's website.

Visit the [ExamSoft Knowledge Base](#) if you have questions on the use of the software or if you encounter technical problems during the laptop computer certification process, as most problems can be easily resolved through ExamSoft's published support guides and troubleshooter. Should you continue to have technical problems, however, please call ExamSoft Client Support at 866-429-8889. Technical support is available 24 hours a day/7 days a week. Neither the Department of Legal Specialization nor the CBLIS is available to answer technical, installation or certification questions.

Important Pre-Examination Day Information

You must bring your own power cord to the test center on the day of the examination. Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. You will not be allowed to tape power cords into the electrical outlet, nor will you be allowed to plug any other item besides your laptop computer into the electrical outlet. Floppy disks, CDs, DVDs and flash/thumb drives are prohibited in the examination room. If such items are found in the examination room or in an applicant's laptop computer, they will be confiscated and will not be returned.

- Once you have completed the laptop certification process, **do not** make changes to the configuration of your laptop computer.
- **Do not** delete or uninstall Examplify or any Examplify program directory files or folders until results for the examination have been released.
- **Do not** have someone else download the software for you.

Instructions. Pay careful attention to and follow the instructions provided during the examination. Use great care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with the word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

Printing of answers. Answers will not be printed at the test centers. The answer files will be retrieved from ExamSoft's secure server and printed after the examination has concluded using a standard format of line spacing and font, which may cause the final printed answer to look different from what you saw on your laptop computer screen, although the content will not have changed. Printed answers will be assembled in the corresponding question book covers that have been completed by the applicants taking the examination. More information regarding the process will be provided in advance of the examination and at the examination test center.

If there is a problem with the printing of your answers, you will be notified. You may be required to contact ExamSoft for assistance in retrieving the file remotely or be asked to physically provide your laptop computer to ExamSoft or to the Department of Legal Specialization so efforts can be made to retrieve the encrypted backup copy of the examination answer(s) from your laptop computer's hard drive.

Rented laptop computers. Applicants who have rented laptop computers to use during the examination should not return them to the rental company until results for the October 2019 Legal Specialist Examination have been released.

It is your responsibility to be familiar with your equipment, the Exemplify software and instructions provided by the State Bar and ExamSoft on its website prior to the start of the examination. It is your responsibility to timely upload your answer file after the examination.

Any attempt to disable or tamper with Exemplify's security features is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the CBLs for whatever action it may deem appropriate, which could include discipline imposed by the State Bar of California.

Checklist

To ensure proper and complete certification of your laptop computer for use during the examination, please use the following checklist.

- Install Exemplify software with ExamSoft.
- Register Exemplify. (All necessary exam files will download automatically.)
- Take the mock examination.
- Upload mock examination answer file.
- Verify that you have received a total of four (4) emails, each to confirm either receipt of an exam file or the completion of one of the required steps listed above.
- Confirm your laptop computer certification status and download/upload history by [logging in to your account](#) using the exam takers box.