Computer-Based-Testing (CBT) Information

The Pennsylvania Board of Law Examiners

Please read this informational brochure carefully!

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

You will be provided with all necessary instructions at the examination.

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CBT OVERVIEW AND BASIC PROCEDURES

Bar exam applicants have the option of using their own computers to type answers to the essay and Performance Test portions of the PA bar examination. This method of test taking is known as computer-based-testing or CBT. The Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) questions are provided in booklet format and do not appear on screen.

Applicants must download and register a program known as Examplify®, developed by ExamSoft Worldwide, Inc. (ExamSoft), in order to participate in CBT. The software prevents a test taker from accessing any program other than Examplify while it is running.

CBT applicants should read/complete the following steps for CBT:

1. Read the FREQUENTLY ASKED QUESTIONS portion of this document to ensure you have a good understanding of the CBT procedures.
2. Ensure that you have access to a dependable computer and continue to monitor the minimum requirements as discussed in the TECHNICAL QUESTIONS section.
3. Indicate on your application to sit for the Pennsylvania Bar Examination that you wish to use CBT for the MEE/MPT portions of the examination. A non-refundable/non-transferable fee for CBT is required and added to your total application cost upon the submission of your application.
4. Approximately six weeks prior to the examination, you will receive specific instructions regarding downloading and registering the Examplify software.
5. Following the completion of the CBT examination sessions, you will be required to upload your answer files. Instructions for uploading your answer files, will be provided. The files must be uploaded by 11:00 p.m. ET on each CBT exam day. **Failure to upload may result in disqualification under Pa.B.A.R. 207.**

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FREQUENTLY ASKED QUESTIONS

QUESTIONS ON SIGNING UP FOR CBT

How do I sign up for CBT?

You should select "Type" in the online application for CBT (see **Figure 1**). When this option is selected, an additional fee is required (see **Figure 2**). Applicants may pay for CBT by credit card with other bar fees at the time they submit their application. Those that pay for their application by certified check, cashier's check, or money order should be sure to submit the cost of CBT with the application fee or they will be subject to late fees according to the information in this link:

http://www.pabarexam.org/bar_exam_information/cbtfees.htm

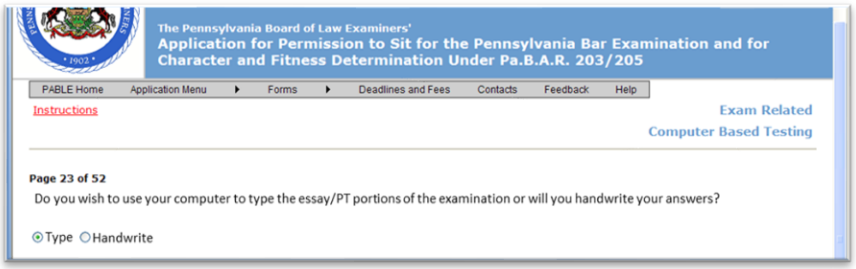

Figure 1

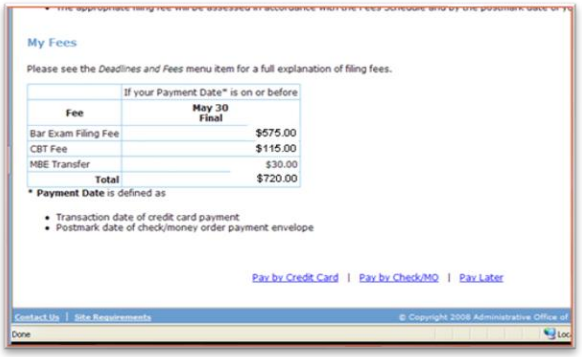

Figure 2

How can I verify that I have requested CBT?

You can verify that you requested CBT by reviewing your application (see **Figure 3**).

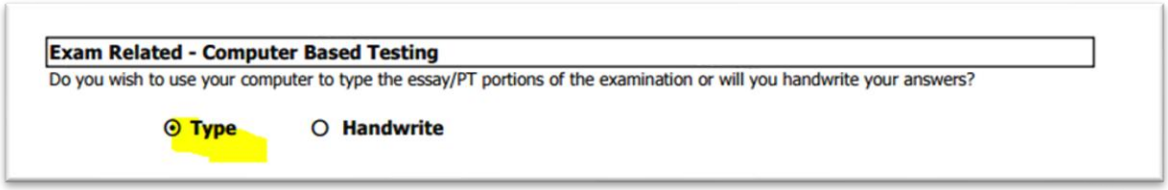

Figure 3

Did I pay for CBT when I requested it?

If your application shows that you requested CBT and you paid by credit card, you already submitted the request and fee. If you paid by check or money order, review your payment voucher to see an itemized list of fees and compare it with the amount of your payment.

Can I still sign up for CBT after I have submitted my application for the bar examination?

You CAN still sign up for CBT after your application has been submitted. To do this, send an amendment form to the Board office requesting CBT with the required late fee according to the appropriate deadline. Review the CBT fees/deadlines at this link:

http://www.pabarexam.org/bar_exam_information/cbtfees.htm

QUESTIONS ABOUT EXAMSOFT AND THE SOFTWARE

What is ExamSoft?

ExamSoft Worldwide, Inc. is the name of a software development company, specializing in computerized assessment and assessment administration software. The Board of Law Examiners contracts with ExamSoft to provide CBT software for the bar examination.

What is Examplify™?

Examplify is the CBT software developed and licensed by ExamSoft. It provides a secure test taking environment on an applicant's personal laptop by blocking access to other files, programs and the Internet once it is operating.

How reliable is Examplify?

Multiple features are built into the CBT software to prevent significant data loss, such as frequent automatic exam file saves, laptop event logging, and automatic software corrections following a device reboot. These features all work to ensure the most reliable CBT experience.

Can Examplify accommodate third-party screen-reading or speech-to-text software?

Currently, Examplify CANNOT support third-party screen-reading or speech-to-text software such as JAWS, Kurzweil, and Dragon. Applicants who need to use such software due to an ADA disability must indicate this in Nonstandard Testing Accommodations documentation.

TECHNICAL QUESTIONS

How can I contact ExamSoft for support?

ExamSoft provides the following technical support information:

1. Phone number: 888-816-3065
2. General Support portal: https://help.examsoft.com/s/
3. Examplify Use for Bar Exam Applicants: https://bar.examsoft.com

What are the minimum system requirements for using Examplify?

Examplify works on devices with specific versions of the Windows or Macintosh operating systems Please consult the latest minimum system requirements for Examplify on ExamSoft's web site.

Does it matter what type of laptop I use (i.e. make\model)?

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 your machine several times prior to the examination using the provided mock exams.

Do I need any external media to save my answers (i.e. a flash drive)?

You do **NOT** need any external media to take CBT. Answer files are uploaded once an Internet connection is present, and backups are saved locally on the laptop. Due to these answer file features, there is no need for any external media to save them.

Can I use an external mouse or keyboard?

You can use and bring to the exam an external WIRED mouse and\or keyboard. Wireless keyboards\mice are not allowed.

Will spelling or grammar checking be enabled?

Spell checking is enabled on the PA Bar edition of Examplify. Grammar checking features are unavailable. Neither spelling nor grammar are considered when grading answers.

Can I use more than one laptop for the examination (a backup laptop scenario)?

You can use **ONLY** one laptop for CBT. Please make sure to properly test this laptop prior to the examination to ensure is in optimal operating condition. If you have problems with Examplify prior to the examination, contact ExamSoft.

QUESTIONS ON REGISTERING YOUR LAPTOP, YOUR ID, AND YOUR ENVIRONMENT FOR REMOTE CBT

What is the Examplify registration process?

The Examplify registration process includes downloading and installing the necessary Examplify software, and further testing the software with required mock exams. This process can ONLY be completed on one laptop, so make sure you have a reliable laptop ready that meets the minimum system requirements before starting the process.

What email address will be used for notifications?

The email address used for all examination related notices will be the email address you provided when you completed your bar examination application (see **Figure 4**). Make sure it is an email address that you can reliably use to retrieve email until results are released. If you wish to change your email after submitting your application, use the "Manage Account" feature in the Online Bar Application Portal (see **Figure 5**). Supplement this by notifying the Board office via an uploaded amendment that your email address was changed.

Figure 4

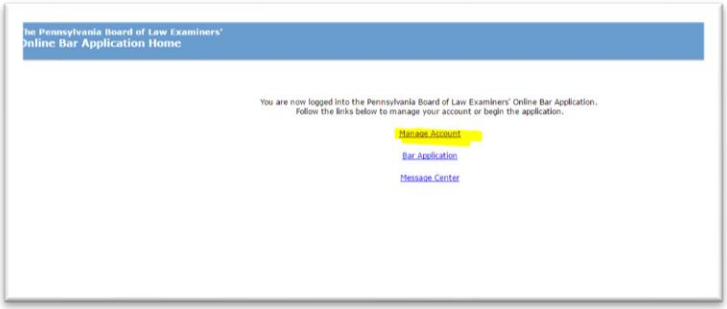

Figure 5

When will I receive notice that I can download and register the software?
You will receive electronic notice from pabaroffice@pabarexam.org approximately one month before the examination date with instructions on downloading and installing Examplify. The Board office will continually send electronic notices to all applicants who have signed up to use CBT but not yet registered the software. These notices continue until the Wednesday before the examination. Please remember to check any SPAM filters for these notifications.

How can I check to make sure I have registered successfully?
Once you register Examplify, you will be advised on-screen and via email that you have done so successfully.

Do I have to register before the day of the examination?
You must register Examplify on your laptop PRIOR to the examination. When you receive notice that the software is available for download\registration, a deadline will be included which must be met in order to use your laptop for the exam. **Your CBT fee will not be refunded**.

PRE-EXAMINATION TESTING QUESTIONS

What is a mock exam?
A mock exam is file that is downloaded upon completion of laptop registration. It is a simulated exam file. If the file can run properly on your laptop, this typically confirms that your laptop is compatible with Examplify. Mock exams are also good tools to familiarize yourself on the proper use of the software, and how to upload answer files. Mock exams **must** be completed prior to the bar examination. Failure to do so may require you to handwrite your exam(s). Detailed instructions on taking a mock exam can be found on ExamSoft's support site.

How do I get a copy of the mock exam?
Multiple mock exams will be automatically downloaded after you have registered your copy of Examplify. You will receive an email confirmation when the download has completed.

How will I know if my mock exam answer file was returned?
When the upload is complete, a 'success' message is displayed, and an email confirmation is sent soon afterwards. Consult these ExamSoft resources to further verify your upload status.

May I practice with the software by taking multiple mock exams?
Typically, multiple mock exams are available for testing before an exam. Applicants interested in taking more than the required number of mock exams should contact ExamSoft support to request more.

Can I re-download Examplify prior to the exam if I have technical issues?
You may re-download Examplify prior to the exam if you have technical issues. Applicants need to contact ExamSoft technical support for this. **NOTE: Vendor fees will apply for re-downloads.**

EXAMINATION DAY QUESTIONS

Can I use a mousepad at the exam site?
Mousepads are not permitted at the exam. Applicants are encouraged to use their laptop's built in mouse. If an external mouse is needed, then it should be used without a mousepad.

Will power be provided at the exam site?
Power will be provided for all CBT applicants at each seat in all exam sites. In the event of a power failure though, all applicants are expected to have a laptop with a functional battery.

Will technical help be available on the day of the examination?
Technical assistance will be available for start-up, mid-exam rebooting, and exam file closing issues during all CBT exam days.

What if I have not successfully downloaded the software and exam files by the examination date?
You will not be permitted to test using CBT if you have not downloaded exam files by the designated time/date for the exam.

Will the MEE\MPT questions appear on my screen at the time of the examination?
MEE\MPT questions will NOT appear on-screen with your essay answer for an in-person exam. These questions will be distributed in paper format.

Can I take the Multistate Bar Examination (MBE) on my laptop?
MBE questions will NOT be available via CBT for an in-person exam.

Can I have stickers on my laptop?
Personal laptop stickers do not have to be removed, but proctors may cover them with blank, removable stickers if they cause a disruption or include potential exam related content.

POST-EXAMINATION QUESTIONS

Will Internet access be provided at the test site?
Internet access is not provided by the Board of Law Examiners at any test site. It is your responsibility to find an Internet connection FOLLOWING the exam's completion (hotel, Internet Café's, wireless hotspots, etc.) and upload your answer files by 11 p.m. each day of a CBT exam.

When do I have to upload my examination answers?
You will have until **11:00 p.m**. on the CBT exam day to upload your answer files.

How long does exam file upload take?
The upload process should take only a few minutes, but factors such as your Internet connection speed, and slow laptop performance may increase your upload time.

Should I call the Board office after the examination to check on my answer files?
As with mock exams, a 'success' message is displayed once exam file upload is completed. You therefore should not need to contact the Board office to check on your answer files. Instead consult ExamSoft technical support.

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CHECKLIST FOR LAPTOP USERS

The following checklist is provided as a convenience for applicants to ensure they have met the adequate basic requirements for CBT. All items on this checklist should be completed by the Tuesday of the time the exam.

- ❑ **Procure a compliant laptop –** Ensure that you have access to a laptop that meets the guidelines defined in the TECHNICAL QUESTIONS section. You must be able to have access to this laptop until results are released for the examination. You will be allowed to download the software to ONLY this laptop. For this reason, please make sure your laptop is in optimum operating condition before requesting CBT.
- ❑ **Sign up for CBT with the Board Office –** When completing your online application to sit for the Pennsylvania Bar Examination, you must indicate that you wish to take the essay/PT portion of the examination on laptop. After your application is submitted, you will receive notification approximately six weeks before the examination with further instructions. Consult the information in the SIGN UP FOR CBT section for further details.
- ❑ **Download and Install Software –** When the CBT softwarwe is available, you will receive instructions on how to download and install it. Any required credential information will be provided in the instructions.
- ❑ **Register the Software –** If needed, use your credentials to properly register Examplify for the jurisdiction of Pennsylvania.
- ❑ **Take the mock exams -** Complete and upload necessary mock exams.
- ❑ **Take the Bar Exam –** Start each exam file at the designated time according to your exam schedule.
- ❑ **Upload Answer files –** Upload all exam file information no later than 11:00 pm on each day of testing.

These procedures must be completed each time you sit for the bar examination, regardless of any previous CBT software installations\registrations you may have completed.

Applicants who have not downloaded and registered the software with the applicable exam files will not be allowed to use their laptop for the examination, and they will be required to handwrite their answers.