

LAPTOP PROGRAM APPLICATION

KANSAS BOARD OF LAW EXAMINERS
301 SW 10TH AVENUE, ROOM 374
TOPEKA, KANSAS 66612

NAME OF APPLICANT: _____

E-MAIL ADDRESS: _____

(All information regarding the laptop program will be sent to the e-mail address only.)

MAILING ADDRESS:

1. Are you applying for the laptop program as part of a testing accommodation?

_____ YES _____ NO

If "yes," this application must be submitted with a completed application for testing accommodations.

Please initial next to each item where indicated.

2. I have submitted a completed application for written examination for the next bar examination. _____
3. I understand that my application for the laptop program will not be considered if my application for written examination is not accepted by Attorney Admissions. _____
4. I understand that my application for the laptop program will not be approved until after I have completed the character and fitness investigation. *(Applicants with character and fitness issues should apply early for the examination for which they wish to sit. Early application does not guarantee the applicant will be accepted into the laptop program.)*

5. I agree to register SofTest within the time period given by Attorney Admissions. *(Applicants will be notified approximately July 1st for the July examination and February 1st for the February examination of the registration period. Applicants will be given approximately 10 business days to complete the registration process.)* _____

6. I agree to pay the required registration fee of \$125.00 during the registration period.
(DO NOT include the fee with this application.)_____
7. I agree to notify Attorney Admissions immediately if I no longer wish to be considered for the laptop program. _____
8. I understand that the use of electronic technology in completing my essay answers carries with it some risk, such as power failure, computer failure, and examinee error. I recognize and accept all risks associated with completing my written examination with SofTest. _____
9. I agree to handwrite my answers in the event of a failure or malfunction which no longer permits the use of my computer. _____
10. I agree to hold ExamSoft, the Kansas Board of Law Examiners, and Attorney Admissions harmless from any defect or problem which may occur related to administration of the examination on laptop computer. _____
11. I understand that completion of this application does not guarantee acceptance in the laptop program. _____

Date _____

Signature of Attesting Party (**SIGN IN BLUE INK**)

State of _____

ss:

County of _____

Subscribed and sworn to before me, a Notary Public in and for the above county and state, this _____ day of _____, _____.

Notary Public (**SIGN IN BLUE INK**)

My commission expires _____

(Seal)

Note: All blanks of the notary certificate must be completed.

07/10

Laptop Use Information

The **Kansas Board of Law Examiners** is pleased to announce examinees will be permitted to use personal laptop computers which have installed and registered **ExamSoft's SofTest™** software for the essay portion of the Bar Examination. This exam will be administered using **ExamSoft's FlexSite** Internet-based exam delivery option and is being offered to all examinees. Interested applicants must submit a completed application no later than November 15th for the February examination and April 15th for the July Examination. Applicants seeking testing accommodations which require typing must also submit a completed application.

Applicants will not be considered for the laptop program until: a completed application for written examination is received and accepted by Attorney Admissions; a completed laptop application is received by Attorney Admissions; and character and fitness is approved. It is in the best interest of every applicant who wishes to complete the essay portion of the examination with SofTest to apply early.

Only serious applicants should apply for this program. Before applying to use a laptop for the essay portion of the examination, please verify that you will be able to complete the following:

To use a laptop for the essay examination you must:

- Download and register SofTest onto the computer you will use on exam day (NO EXCEPTIONS).
- Confirm your laptop computer meets the minimum specifications listed below.
- Ensure your laptop is configured for access to the Internet.
- Complete and return a **Mock Exam** using SofTest *prior* to the published registration deadline, using the laptop which you plan to use at the exam.
- Have experience using computers, including familiarity with the laptop you plan to use at the exam.
- Agree to handwrite your examination in the event of a hardware/software malfunction or power failure.
- Agree to upload your answer file (files) by the deadline imposed by the Kansas Board of Law Examiners.
- Agree not to remove, delete or uninstall SofTest or any SofTest program files until results have been published.

To participate you must:

- Complete the registration process and pay the non-refundable/non-transferable fee by the date given for that examination.
- Install the SofTest software onto your laptop by a deadline to be announced. The software will be available for downloading from ExamSoft's website in advance of the examination.
- Complete and return a **Mock Exam** using SofTest *prior* to the published registration deadline.

ExamSoft FAQ's

Who is ExamSoft?

ExamSoft Worldwide, Inc. is a software developer specializing in computerized assessment and assessment administration programs.

What is SofTest™?

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

What is FlexSite?

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

Will there be Internet Connectivity at the Test Site?

You will receive FlexSite Exam Information *prior* to Exam Day, addressing Internet availability and a schedule for uploading your answers.

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

PC System Requirements:

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB
- Drives = 50 MB of free space
- Operating System = English 32-bit Versions of Windows XP or Vista and 64-bit versions of Windows Vista
- Software = Internet Browser
- Internet Access for SofTest Installation, Exam Download and Upload
- AOL Users - Version 6.0 or higher required
- Screen Resolution must be 1024x768 or higher

Microsoft Office 2000 Users:

Although you are never required to have a copy of Microsoft Office installed to use SofTest, if you are running Microsoft Office 2000, you must have Microsoft's SR-1a Service Pack installed. You can download it through the following Microsoft link: [Office 2000 Service Pack](#).

Apple Macintosh Users:

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](#).

How do I sign up and register?

Sign up and registration instructions will be e-mailed to you upon receipt and processing of your Examination Application. Please verify that your e-mail address is correct and the same on both the application for written examination and the application for the laptop program. DO NOT USE LAW SCHOOL E-MAIL ADDRESSES. INFORMATION WILL NOT BE SENT TO AN E-MAIL ADDRESS MAINTAINED BY A LAW SCHOOL.

What is the SofTest Registration Process?

The Registration Process records you as an applicant who has been properly enrolled to take the exam 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 exam day.

How can I check to make sure I have registered successfully?

Once you register SofTest, you will be advised on-screen and via e-mail that you have done so successfully. You will also receive e-mail confirmation for each exam file downloaded. You may also access your registration status online.

What is the Mock Exam?

The Mock Exam confirms your laptop is compatible with SofTest and enables you to familiarize yourself with how to open, write and upload answer files *prior* to exam day. The Mock Exam **must** be completed by the registration deadline to ensure your computer has been configured properly for use on exam day. Failure to do so will require you to handwrite your exam(s) on exam day.

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 e-mail confirmation the download has occurred along with instructions on how to complete the Mock Exam.

How will 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 on screen. An e-mail confirmation is then sent to the e-mail address provided when you registered.

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 you 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 at <http://www.examsoft.com/fsei>

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. This enables 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.

What if I have problems or questions?

Begin by visiting ExamSoft's Frequently Asked Questions web page located at www.examsoft.com/barfaq. Technical support from ExamSoft will also be available to you via email at BarSupport@examsoft.com or by phone M-F 8:30 AM – 5:30 PM EST at 866.429.8889.