

MAINE BOARD OF BAR EXAMINERS
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INSTRUCTIONS TO APPLICANTS PARTICIPATING IN LAPTOP TESTING FOR THE FEBRUARY 2017 MAINE BAR EXAMINATION

The following instructions apply to applicants participating in Laptop Testing for the February 2017 Maine Bar Examination. Applicants so participating will be responsible for complying with all instructions herein, as well as any oral instructions provided during the exam.

- In order to be eligible to participate, you must return the Laptop Testing Form and Release of Liability Form to the Board **prior to Friday, FEBRUARY 3, 2017.**
 - You **MUST** provide your own laptop with a USB port, power cord, and a six-foot (or longer) extension cord.
 - **You will be required to download, install and verify the operation of the February 2017 Maine bar examination version of the Exam4 software between January 20 and January 31, 2017,** to make certain your laptop will function properly. *Only applicants who download and verify the software during the specified dates will be eligible to participate in laptop testing.* Applicants are responsible for payment of the \$110.00 exam software license fee charged by Extegrity/Exam4 (non-refundable; exceptions for military service and medical emergency only).
 - **NOTE:** Registration will be extended to include February 1 and 2, 2017, as "**Late**" registration with a **fee increase of \$50**. If applicants are not registered by that "late" deadline and need to be manually registered, the registration fee will be **doubled**. Thus, the fee scale is: *Regular* registration - **\$110**, *Late* registration - **\$160**, *Manual* registration - **\$220**. There will be no other extensions.
 - **Also NOTE:** Previously installed versions of Exam4 used during law school or on prior bar examinations will not be permitted – **you must install the FEBRUARY 2017 version** approved by the Maine Board of Bar Examiners.
- Computer hardware and operating system requirements:** Your laptop **MUST** have:
- 25 MB free hard disk space (a very small amount).
 - Full administrative control over your laptop. (*Institutionally-controlled laptops usually will not work properly with the software. DO NOT BRING these to the exam unless you have the institution/law firm "unlock" them first.*) Windows must be native on the computer and not within a virtual operation system under Macintosh, Linux, etc., nor on Apple laptops using Boot Camp.
 - Have a working USB port on your computer.

- **Only the following operating systems are supported:**
 - a. Windows 7
 - b. Windows 8
 - c. Windows 8.1
 - d. Windows 10
 - f. Apple Macintosh OS X 10.9 Mavericks
 - g. Apple Macintosh OS X 10.10 Yosemite
 - h. Apple Macintosh OS X 10.11 El Capitan
 - i. Apple Macintosh OS Sierra

No other versions of Microsoft Windows or Mac will be allowed.

- **Technical Specifications** – You will be responsible for the operation of your own computer, including but not limited to the following:
 1. updated operating system with latest patches and updates from Microsoft;
 2. ensuring computer is free of viruses and worms on the basis of a recent virus scan with up-to-date virus software;
 3. removal of spyware, adware and peer-to-peer file sharing software, all of which can interfere with normal operation of the computer.

It is your responsibility to make sure you have installed the software during the specified dates, and can run it on your laptop prior to the exam. You **MUST TEST** the software by following the vendor's instructions for taking a practice exam to test the software's compatibility with your computer, to make sure your computer passes the security check, and to familiarize yourself with the keyboard functions. There are no questions for the practice exam. **Enter a random Exam ID** and then type anything in the answer section until you are comfortable using the keyboard functions.

A User Guide will be available online at the Exam4 website (www.exam4.com) when you download the software. Only limited technical support will be provided at the bar exam test site immediately prior to the start of the exam.

- Use of an external keyboard or external mouse is not permitted.
- If you do not own the laptop you intend to use, you should *make sure that there are no restrictions in place* (for that laptop) which will prevent you from downloading the Exam4 version for the Maine bar examination, or from using it at the exam with that software.
- Electrical hookups will be provided in the laptop testing area. You are not permitted to take the exam using only your battery, although it must be fully charged on the day of the exam.
- Should your laptop malfunction on the day of the exam, you will be required to *handwrite* your answers for the remainder of the exam (see Instructions to Applicants for the February 2017 Maine Bar Examination which will be mailed to all applicants sometime during the last week of June). In the event of a laptop malfunction, every effort will be made to retrieve an applicant's essay answers from their laptop to the point of malfunction. Such attempts are usually successful, except in the case of a catastrophic failure of the laptop.

- You are required to be experienced working with your laptop computer.
- **Keyboard Functions:**

With the Exam4 word processor, control over the cursor via mouse, trackpoint, or touchpad has been limited. You should become familiar with the following during your practice exam:

1. Use the arrow keys to move the cursor through your text;
2. Hold the Shift key and press an arrow key to highlight text for formatting or deletion;
3. Hold the Ctrl key and press an arrow key to move the cursor one word at a time;
4. Make sure you have your keyboard set to insert, not typeover, so that you can make changes to previously typed material;
5. **There is no cut, copy, or paste feature, nor is spell check available;**
6. If you go to one of the Help screens or otherwise click away from the text window, your cursor might seem to disappear. Press the Tab key and the cursor will return.

Make sure you have done several practice exams using the Exam4 software prior to the exam to become familiar with all functions. The software limits access to anything other than the word processing function, and facilitates essential administrative functions.

- You will not receive a printed copy of your essay answers. All editing will be done on your computer screen. Your answers will be saved to a USB drive provided by the Board, printed on-site by Exam4 staff, and provided to the Board of Bar Examiners for grading.
- Laptop users will be tested in a designated area within the main examination room. Laptop applicants will not be permitted to leave the examination room early if they finish any session prior to the ten-minute warning. Once time is called, applicants will be required to remain seated until all materials are collected and verified for printing.
- Laptop applicants will be required to report to the examination room at the Holiday Inn By the Bay for registration and laptop setup at 8:30 a.m. on Tuesday, February 21, 2017. Proper photo identification will be required as noted in the Instructions to Applicants for the February 2017 Maine Bar Examination.
- Computer bags, cases, backpacks and other carrying cases will be stored at the front of the examination room after unpacking and may not be accessed during any testing session. Laptops must be left in the testing room during the lunch break. The testing room will be staffed or locked at all times.
- You will only use your laptop to take the essay portion of the Maine bar examination.
- If you withdraw from taking the essay by laptop computer and wish to write the exam, you must notify the Executive Director in writing (by mail or e-mail) no later than Tuesday, February 14, 2017.
- Questions concerning laptop testing should be directed to the Executive Director at execdir@mainebarexaminers.org or by calling 207-623-2464.