

## **INSTRUCTIONS TO APPLICANTS PARTICIPATING IN LAPTOP TESTING FOR THE SEPTEMBER 2020 MAINE BAR EXAMINATION**

The following instructions apply to applicants participating in Laptop Testing for the September 2020 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 Monday, September 7, 2020.**
- You **MUST** provide your own laptop which must have a working WiFi connection, power cord, and a six-foot (or longer) extension cord.
- **You will be required to download, pay, install and verify the operation of the September 2020 Maine bar examination version of the Exam4 software between August 31 and September 9, 2020,** 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 September 10, 2020 and September 11, 2020, as "**Late**" registration with a **fee increase of \$50**. If applicants are not registered by that "late" deadline and are approved 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 and pay for the September 2020 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 WiFi connection.
- **Only the following operating systems are supported:**
  - Windows 10 (*Home, Pro, Edu and Enterprise*) (including "*Fall 2019 Update (v1909)*")
  - Windows 8.1 (*Home, Pro and Enterprise*)
  - macOS 10.15 Catalina
  - macOS 10.14.6 Mojave
  - macOS 10.13.6 High 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 software features. **Enter the special ID (this is the six character ID which begins with the letter Z) provided in your Registration confirmation email.** There are no questions for the practice exam. Type anything in the answer section until you are comfortable with the software and its features.

Exam4 user support is available online by completing and submitting the form found at the bottom on the support page at [exam4.com/support](http://exam4.com/support). 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 September 2020 Maine Bar Examination which was mailed to all applicants on July 31, 2020). 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.

- **Software Features:**

**Cut, Copy, and Paste features are available.** However, Spell Check **will not** be available.

**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 during the exam. You will electronically submit your answers which will then be provided to the Board of Bar Examiners for grading.
- Laptop users will be tested in a designated area within each of the examination rooms. Laptop applicants will not be permitted to leave the examination room early if they finish any session prior to the fifteen-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 their assigned venue for registration and laptop setup at 8:30 a.m. on Wednesday, September 30, 2020. Proper photo identification will be required as noted in the Instructions to Applicants for the September 2020 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 Monday, September 7, 2020.
- Questions concerning laptop testing should be directed to the Executive Director at [execdir@mainebar-examiners.org](mailto:execdir@mainebar-examiners.org) or by calling 207-623-2464.