PEPPERDINE UNIVERSITY
School of Law

INFORMATION FOR STUDENTS WHO WISH TO TAKE COMPUTER EXAMS
2014-2015

IT IS IMPORTANT THAT YOU CAREFULLY READ ALL THREE PAGES.

ExamSoft's FlexSite Internet-based examination delivery will be used.

- ✓ **TO USE EXAMSOFT's SOFTEST YOU MUST BRING YOUR LAPTOP TO THE EXAM.**
- ✓ **YOU MUST HAVE INTERNET CONNECTIVITY FOR YOUR LAPTOP.**
- ✓ **YOU MUST HAVE SOFTEST INSTALLED ON YOUR LAPTOP.**
- ✓ **YOU MUST HAVE THE EXAM FILE DOWNLOADED BEFORE ENTERING THE EXAM ROOM.**

YOU MUST ARRIVE 15 MINUTES BEFORE THE EXAM START TIME.

The option of using a computer for exams is extended to you as a convenience and a privilege. You assume all risk of equipment and power failure. If there is a problem and no exam can be recovered, the Vice Dean has the final decision about how to handle your case. You are responsible for the connection from your laptop to classroom electrical outlets. Any attempt to tamper with the security features or any related function or feature of the program will be reported to the Honor Board.

If you are uncomfortable with the software, your laptop, or these policies, you should handwrite the exam.

Software:

You MUST install ExamSoft's SofTest software on your laptop prior to the examination. The installation process requires several steps. You must complete ___*all*___ of the steps indicated. If you do not complete ___*all*___ steps, you will receive a warning notice when you launch SofTest in the exam room and will have to handwrite your exam. It is your responsibility to become knowledgeable with SofTest prior to the exam, since technical support will not be provided before or during the exam session.

In order to install the latest version of SofTest, you must go to the ExamSoft website (http://www.examsoft.com/pepperdinelaw) and go through the registration, download, installation, and final certification process. Students MUST use the Internet installation method. Assistance with this process is available through the ExamSoft support line at 866.429.8889 or support@examsoft.com.

Your ExamSoft Student ID and password will be emailed to your Pepperdine email address. See Pepperdine School of Law ExamSoft web page (http://lawtech.pepperdine.edu/examsoft-softest/) for more details.

Practice Exam (tutorial):

It is strongly advised that you do a practice exam session *before* taking an exam. The practice session will verify that the security features in the software are compatible with your computer.

Technical Support:

> **THERE IS NO TECHNICAL SUPPORT DURING THE EXAM. It is your responsibility to be proficient in using your laptop and the SofTest software prior to the examination. If your computer malfunctions, you will be asked to shut down your computer and finish your exam using a pen and blue book. No extra time will be given for computer malfunctions. You cannot delay the start of the exam if you have computer problems or problems launching SofTest.**

You will need to download the SofTest exam file before the exam, type your answers, and then upload your answer file at the end of the exam. Make sure your laptop can connect to the Internet and test that your wireless service is working properly before exam day. If you do not have a functional wireless connection, you may still use a WIRED connection. You must be able to connect your computer to the Internet using a wired or wireless connection. **You will need your ExamSoft Student ID and password on the day of the test.** (Note: Hard copy of exam questions will be distributed to ALL students.) This is the same procedure that is followed on the California Bar Exam.

During the exam:

> **NO LAPTOPS MAY BE ON OR OPEN DURING THE MULTIPLE CHOICE PORTION OF AN EXAM WHEN THE MULTIPLE CHOICE PORTION IS ADMINISTERED SEPARATELY. THIS RESTRICTION DOES NOT APPLY WHEN THE ENTIRE EXAMINATION IS ADMINISTERED IN ONE SITTING AND THE SOFTEST PROGRAM IS STARTED AT THE BEGINNING OF THE EXAMINATION.**

NO OTHER ELECTRONIC DEVICES ARE ALLOWED IN THE EXAM ROOM (CELL PHONES, IPODS, IPADS, SMART WATCHES, WEARABLE TECH, TABLETS, ETC.). MULTIPLE LAPTOPS ARE NOT ALLOWED.

You must turn off or mute the sound on your laptop. If your laptop makes noise during the exam, you will be asked to turn off your computer and handwrite the exam.

Once you have started the software, you are responsible for the information in the warning screens. Read each screen thoroughly for the information it contains. Read through all the screens until you come to the red stop signs and wait for the proctor's instructions.

All programs are locked out during the exam. If you try to access them it will be recorded on your exam file and reported to the Honor Board.

Be sure your computer's date and time are correct. The time you set on the SoftTest timer is for your benefit. ***The official time is kept by the proctor.*** You must start and end the exam according to the proctor's instructions. If you fail to do so, you will be reported to the Honor Board.

After the exam:

> ***<u>You must exit the SofTest program before leaving the exam room. Failure to do so will be reported to the Honor Board.</u>***
>
> ***<u>You should not reformat your hard drive or delete the SofTest folder until after all your grades have been posted.</u>***

I certify that I have read the above information and understand the directions and policies for using this software.

I acknowledge that there is no technical computer support during the exam. Using this software is a convenience and a privilege. Pepperdine University School of Law does not guarantee that this software will work on your laptop during the exam.

By downloading, installing, and registering ExamSoft's SofTest I agree to the above terms of use.