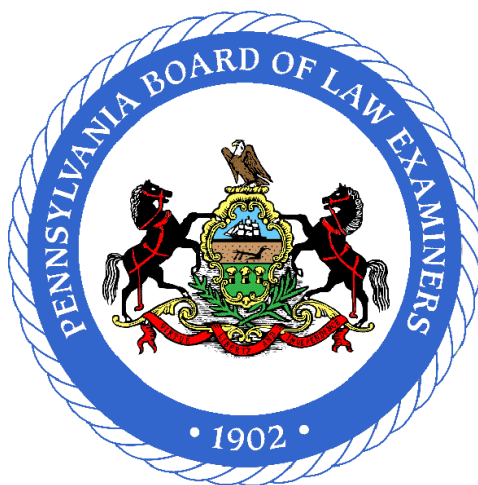


# **Computer-Based-Testing (CBT) Information**



**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.**

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	i
CBT OVERVIEW AND BASIC PROCEDURES .....	1
FREQUENTLY ASKED QUESTIONS.....	2
<b>QUESTIONS ON SIGNING UP FOR CBT .....</b>	<b>2</b>
How do I sign up for CBT? .....	2
How can I verify that I have requested CBT? .....	2
Did I pay for CBT when I requested it? .....	2
Can I still sign up for CBT after I have submitted my application for the bar examination?.....	2
<b>QUESTIONS ABOUT EXAMSOFT AND THE SOFTWARE .....</b>	<b>2</b>
What is ExamSoft?.....	2
What is Exemplify™? .....	2
How reliable is Exemplify? .....	2
Can Exemplify accommodate third-party screen-reading or speech-to-text software? .....	3
<b>TECHNICAL QUESTIONS.....</b>	<b>3</b>
How can I contact ExamSoft for support?.....	3
What are the minimum system requirements for using Exemplify? .....	3
Does it matter what type of laptop I use (i.e. make\model)?.....	3
Do I need any external media to save my answers (i.e. a flash drive)? .....	3
Can I use an external mouse or keyboard? .....	3
Will spelling or grammar checking be enabled?.....	3
Can I use more than one laptop for the examination (a backup laptop scenario)? .....	3
<b>QUESTIONS ON REGISTERING YOUR LAPTOP, YOUR ID, AND YOUR ENVIRONMENT FOR REMOTE CBT.....</b>	<b>3</b>
What is the Exemplify registration process?.....	3
What email address will be used for notifications? .....	3
When will I receive notice that I can download and register the software?.....	4
How can I check to make sure I have registered successfully? .....	4
Do I have to register before the day of the examination? .....	4
<b>PRE-EXAMINATION TESTING QUESTIONS.....</b>	<b>4</b>
What is a mock exam? .....	4
How do I get a copy of the mock exam? .....	4
How will I know if my mock exam answer file was returned?.....	4
May I practice with the software by taking multiple mock exams? .....	4
Can I re-download Exemplify prior to the exam if I have technical issues? .....	4
<b>EXAMINATION DAY QUESTIONS .....</b>	<b>4</b>
Will technical help be available on the day of the examination? .....	4
What if I have not successfully downloaded the software and exam files by the examination date?.....	4
Will the MEE\MPT questions appear on my screen at the time of the examination?.....	5
Can I take the Multistate Bar Examination (MBE) on my laptop? .....	5
<b>POST-EXAMINATION QUESTIONS .....</b>	<b>5</b>
Will Internet access be provided at the test site? .....	5
When do I have to upload my examination answers? .....	5
How long does exam file upload take? .....	5
Should I call the Board office after the examination to check on my answer files?.....	5
CHECKLIST FOR LAPTOP USERS.....	6

## 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 Exemplify®, developed by [ExamSoft Worldwide, Inc.](#) (ExamSoft), in order to participate in CBT. The software prevents a test taker from accessing any program other than Exemplify 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 Exemplify 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](#).**

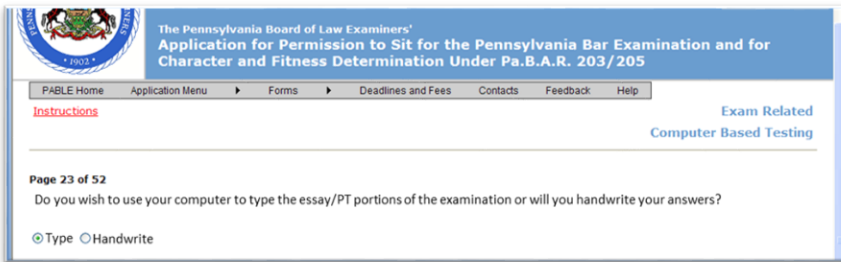
## FREQUENTLY ASKED QUESTIONS

### QUESTIONS ON SIGNING UP FOR CBT

#### How do I sign up for CBT?

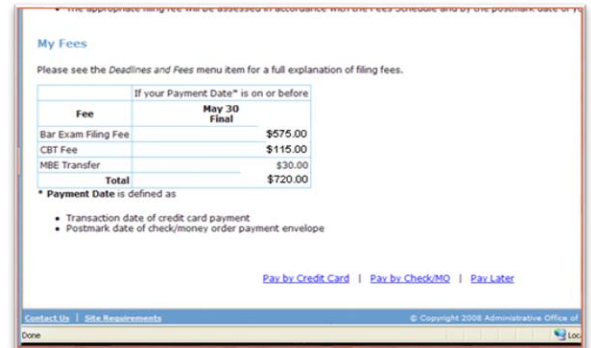
You should select "Type" in the online application for CBT (see **Figure 1**). When this option is selected, an additional fee is required (see **Figure 2**). Applicants may pay for CBT by credit card with other bar fees at the time they submit their application. Those that pay for their application 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](http://www.pabarexam.org/bar_exam_information/cbtfees.htm)



The screenshot shows the PABLE website interface. At the top, it says "The Pennsylvania Board of Law Examiners' Application for Permission to Sit for the Pennsylvania Bar Examination and for Character and Fitness Determination Under Pa.B.A.R. 203/205". Below this is a navigation menu with "PABLE Home", "Application Menu", "Forms", "Deadlines and Fees", "Contacts", "Feedback", and "Help". The main content area is titled "Exam Related Computer Based Testing" and contains the question: "Do you wish to use your computer to type the essay/PT portions of the examination or will you handwrite your answers?". There are two radio buttons: "Type" (which is selected) and "Handwrite".

**Figure 1**



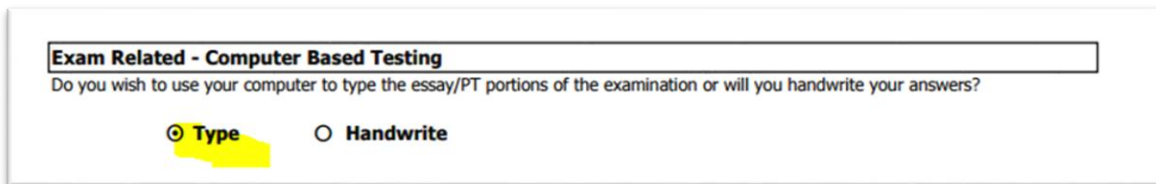
The screenshot shows a "My Fees" page with a table of fees. The table has two columns: "Fee" and "Amount". The fees listed are: Bar Exam Filing Fee (\$575.00), CBT Fee (\$115.00), and MBE Transfer (\$30.00). The total is \$720.00. Below the table, it says "Payment Date is defined as" and lists two options: "Transaction date of credit card payment" and "Postmark date of check/money order payment envelope". At the bottom, there are links for "Pay by Credit Card", "Pay by Check/MO", and "Pay Later".

Fee	Amount
Bar Exam Filing Fee	\$575.00
CBT Fee	\$115.00
MBE Transfer	\$30.00
<b>Total</b>	<b>\$720.00</b>

**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**).



The screenshot shows a close-up of the application form. The title is "Exam Related - Computer Based Testing". Below the title is the question: "Do you wish to use your computer to type the essay/PT portions of the examination or will you handwrite your answers?". There are two radio buttons: "Type" (which is selected and highlighted in yellow) and "Handwrite".

**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](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 Exemplify™?

Exemplify 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 Exemplify?

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.

## [Table of Contents](#)

### **Can Exemplify accommodate third-party screen-reading or speech-to-text software?**

Currently, Exemplify 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.examssoft.com/s/>
3. Exemplify Use for Bar Exam Applicants: <https://bar.examssoft.com>

### **What are the minimum system requirements for using Exemplify?**

Exemplify works on devices with specific versions of the Windows or Macintosh operating systems. Please consult the latest minimum system requirements for Exemplify 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 mouse and/or keyboard.

### **Will spelling or grammar checking be enabled?**

Spelling checking is enabled on the PA Bar edition of Exemplify. 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 it is in optimal operating condition. If you have problems with Exemplify prior to the examination, [contact ExamSoft](#).

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

### **What is the Exemplify registration process?**

The Exemplify registration process includes downloading and installing the necessary Exemplify 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.

## [Table of Contents](#)



Figure 4

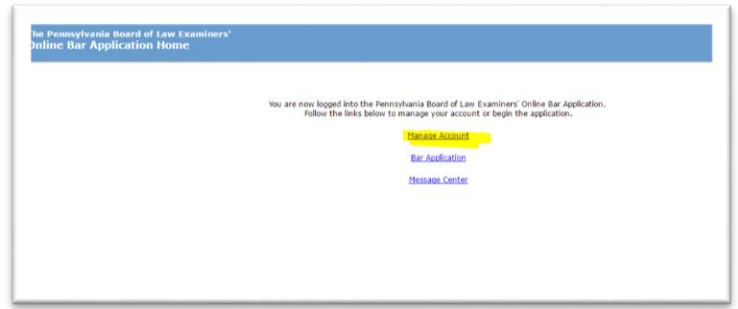


Figure 5

### **When will I receive notice that I can download and register the software?**

You will receive electronic notice from [pabaroffice@pabarexam.org](mailto: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**

### **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.

## [Table of Contents](#)

### **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.

## **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 (hotel, Internet Caf  s, wireless hotspots, etc.) and upload your answer files by 11 p.m. each day of a CBT exam. However, if you ARE able to establish an Internet connection at the test site, there is NO penalty for uploading the answers immediately following any testing session.

### **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](#).

## 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 software 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 Exemplify 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.