

## COMPUTER-BASED TESTING INFORMATION

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Thank you for participating in computer-based testing (CBT) for the Pennsylvania bar examination. Your cooperation during the administration of CBT regarding any unforeseen events is paramount to ensure the continued success of the program. The site supervisor is the final authority regarding any issues, including CBT problems, that may arise during the bar examination. Through your participation, you agree to follow procedures as directed.

No technical assistance will be provided in the event of a laptop or software problem. If you experience a malfunction with your laptop or software, for any reason, you will be required to handwrite the remainder of your examination. Should you be instructed to handwrite, you must do so immediately and without distraction to others.

You will not be permitted to make up any lost time due to the failure of your laptop, the CBT software, or your failure to immediately comply with the instruction to handwrite. Should such a malfunction occur, you must notify a proctor who will provide handwriting answer books for you to continue. You should start handwriting your exam answer from the point you stopped typing.

Your CBT answer files must be uploaded after the examination is completed for the day. If you need help to save any of your answer files, a CBT technician can assist you after the testing session has ended. If you are told that your laptop can no longer be used for CBT due to technical issues, you should place it in the top corner of your table area. Thank you in advance for your understanding and cooperation.

### **Prior to Arrival at Examination Site -**

1. Make sure that you have properly downloaded and registered the CBT software, following the instructions you received via electronic notification. If you have not received these instructions, please contact the Board office at 717-231-3350 option 5.
2. You **must** disable all screensavers and/or hibernation features on your laptop and, if possible, set all volume controls to the lowest possible setting.
3. You **must** remove all external media such as DVDs, CDs, USB memory drives, etc.

**Arrival at Examination Site** - Each CBT applicant's seat will have a power source within reach. Once you have located your assigned seat, you should immediately begin setting up your laptop, and begin the boot-up process. You are not permitted to view any study materials on your laptop in the exam room. At each seat will also be instructions. These instructions detail the process for initializing and closing both the CBT program and the exam answer files. If you have any problems with the initialization process, keep your hand raised so that a CBT technician may find you.

**Any CBT applicant who is not seated with their laptop at the "Red Stop Sign" screen before instructions start, will be required to handwrite the entire examination. This includes, but is not limited to, situations where the applicant arrives late for any reason or experiences a laptop malfunction.**

**Recording Answers** – Your answer to each question should be in a separate screen. Look for the question label at the top of the screen. **Do not put all your answers in the same screen.**

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**Completion of Examination Session (AM or PM) Prior to Time Being Called** - If you complete your answers before the 10-minute announcement is given for the end of the session, and want to turn in your materials, follow the post-examination instructions to save and exit the program. Once you close your exam, you may not re-enter the exam file. After the saving process is complete, raise your hand and a proctor will collect your test materials. At this time, you may leave the examination room.

If you leave early, you **may not** turn off, disassemble or make any other modifications to your laptop other than following the process for saving and backing up your essay answers. **Your laptop must remain in the room and remain on from boot-up until the end of the PM session.** You must return to the examination room after all applicants have been dismissed and retrieve your laptop.

**Completion of Examination Session After Time is Called (AM or PM)** - Each applicant should follow the post-examination instructions on the seat handout and exit the program. If you have difficulty saving your answer file to your laptop, remain in the examination room after other applicants are dismissed, and a CBT Technician can assist you. CBT technicians will not assist you during closing instruction announcements.

**Lunch Period:**

1. **Dismissal** - Once all your test materials have been collected, you will be dismissed for lunch. If you are having difficulty saving your answer file to your laptop, remain in your seat after dismissal and a CBT technician will assist you.
2. **Return** - Upon admission to the examination room after lunch, you may launch the CBT software for the afternoon session. The same rules for the morning session apply in the afternoon. Your laptop must be on the “Red Stop Sign” screen before instructions start. If you have any problems, please notify a proctor immediately who will provide you with answer books to handwrite the afternoon session.

**Post Examination** - Your answer files **must be uploaded** to the secure web server **by 11 p.m. Tuesday** if you are testing on the standard schedule. Your hard drive will contain an encrypted version of your CBT answer files that will be used in the event of a catastrophic failure. Reformatting your hard drive will delete these files and will render your examination invalid. **If you want to reformat your laptop, do not do so until after examination results have been released in April for the February examination or October for the July examination.** If the Board has any problems accessing your answers, staff will contact you to access your laptop for analysis of the encrypted version of answer files on your hard drive.

**Wednesday – MBE** - You will sit in your assigned seat. **DO NOT** bring your laptop if you are testing on the standard schedule. You will not be permitted to bring it into the examination room.

The Board of Law Examiners and its staff have worked very hard to ensure the success of the CBT program, and again, we want to thank you for taking the time to read all of the detailed instructions and documents that have been provided to you. We look forward to receiving your feedback and, as always, are open to any suggestions you may have for improving CBT and the bar examination process. Thank you.