

Notice

Computer testing for the essay portion of the Tennessee Bar Examination will continue with the February 2012 sitting, but at the Nashville testing location ONLY.

There will be no limit on the number that may take it with a laptop and you may register to take it in **Nashville ONLY**. Please read all of the instructions carefully. Do not sign up for computer testing unless you are absolutely sure that you will be sitting for the exam.

Taking the exam on a laptop will involve an additional fee of \$125.00 **paid to Extegrity, Inc.** At the time of on-line registration. This is a NON-REFUNDABLE fee.

IMPORTANT

The registration for laptop testing and release of liability form must accompany the full and complete application for the February 2012 bar exam. Submitting only the laptop forms does not constitute filing with the Tennessee Board of Law Examiners for the February 2012 bar examination. You must also follow the How to apply instructions whether you are a first time taker in Tennessee or a re-take applicant. There will be NO waiver of the deadline.

If special accommodations are required to take the exam, contact the Board of Law Examiners office before submitting these forms to take the essay exam by laptop.

Attention: Those applicants requesting **special accommodations** that include a laptop and extra time must contact the Board of Law Examiners office before signing up to take the essay exam by computer. Please contact our office for your specific needs.

NOTICE CONCERNING COMPUTERIZED TESTING
FEBRUARY 2012 TENNESSEE BAR EXAMINATION

The Tennessee Board of Bar Examiners will offer computerized testing for the essay portion of the February 2012 examination. Applicants who are interested in participating should view:

1. Instructions to Applicants Participating in Laptop Testing for the February 2012 Tennessee bar examination;
2. Laptop Testing Form; and
3. Release of Liability Form.

In the event you agree to participate in laptop testing, you are responsible for reading and complying with all instructions contained within the above-referenced instructions. In order to participate in the program, you must also return the above-referenced Release of Liability Form and Laptop Testing Form, no later than December 15, 2011.

Please read the materials carefully to ensure that you are able to comply with all of the requirements before making a final decision whether to participate. In the event you will participate in laptop testing for the February 2012 Tennessee bar examination, you must:

- a. Review the Instructions to Applicants Participating in Laptop Testing for the February 2012 Tennessee bar examination;
- b. Review and complete the Laptop Testing Form, which must be received by the Board's office NO LATER THAN December 15, 2011, in order for you to participate in laptop testing;
- c. Review and complete the Release of Liability Form, which must be received by the Board NO LATER THAN December 15, 2011, in order for you to participate in laptop testing; and
- d. Go to www.exam4.com BETWEEN January 3, 2012 and January 13, 2012 to register with Extegrity and download the required software and pay the required fee. You will only be allowed to register between these dates. If you do not register during this time period, you will not be eligible to participate in laptop testing for the February 2012 exam. There will be no extension/waiver of time for laptop registration.

Please note that you will be required to report to the examination room for registration and laptop setup between 8:30 and 8:45 am on February 28, 2012. Failure to report at the assigned time will preclude appropriate computer set-up prior to the exam. Therefore, any laptop applicant who does not report during the required time period will be required to take the exam manually. Proper identification will be required as it is for all applicants.

INSTRUCTIONS TO APPLICANTS PARTICIPATING IN LAPTOP TESTING FOR THE FEBRUARY 2012 TENNESSEE BAR EXAMINATION

The following instructions apply to applicants participating in Laptop Testing for the February 2012 Tennessee bar examination. Applicants participating in the program will be responsible for complying with all instructions contained herein, as well as any oral instructions provided during the exam.

- In order to be eligible to participate in the program, you must return the Laptop Testing Form and Release of Liability Form to the Board no later than December 15, 2011.
- You MUST provide your own laptop with a USB port and power cord.
- You will be required to download, install and verify the operation of the February 2012 Tennessee bar examination version of the Exam4 software between January 3, 2012 and January 13, 2012, 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 \$125.00 exam software license fee charged by Extegrity/Exam4 (non-refundable) and paid directly to them at the time of on-line registration.

NOTE: Previously installed versions of Exam4 used during law school or on prior bar examinations will not be permitted - you must install the February 2012 version approved by the Tennessee Board of Law Examiners.

- System Requirements:

Your laptop MUST meet the following specifications:

1. Must be running Microsoft Windows 7 or Microsoft Windows Vista, or Apple Macintosh OS X 10.5 Leopard or Apple Macintosh OS X 10.6 Snow Leopard or Apple Macintosh OS X 10.7 Lion. These must be native to the computer, not within a virtual operation system.
2. Must have a working USB port on your computer.
3. Must have 10 MB free hard disk space, and minimum 800x600 screen resolution.
4. Must be able to download the software from the Internet and install it on your laptop.
5. Must have a fully charged battery on the day of the exam.

- 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;
 2. ensuring computer is free from 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. Applicants should enter an Exam ID and then type random material in the answer section until they 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 Tennessee bar examination.
- Electrical hookups will be provided in the laptop testing area. You are not permitted to take the bar exam using your laptop battery, although it must be fully charged on the day of the exam.
- Should your laptop malfunction on the day of the examination, you will be required to handwrite your examination answers in answer booklets for the remainder of the exam. 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:

While using 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;
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 extremely familiar with all functions.

The software limits access to anything other than the word processing function provided by the software, 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 by on-site Exam4 staff, and provided to the Bar Examiners for grading.
- Laptop users will be tested in a separate area of the main testing site in each city. Laptop applicants will not be permitted to leave the examination room early if they finish any session prior to the thirty 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 testing site for registration and laptop setup between 8:30 and 8:45 am on Tuesday, February 28, 2012. Proper identification will be required as noted in the general Instructions to Applicants for the February 2012 Tennessee 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 may 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 Tennessee bar examination.
- If you withdraw from taking the essay by laptop computer and wish to write the exam, please notify the Board of Law Examiners in writing no later than January 15, 2012.

LAPTOP TESTING FORM
This Form Must Be Returned by December 15, 2011
Please **PRINT LEGIBLY**

Nashville testing site ONLY

Name: _____

*Address: _____

Telephone: _____ Social Security #: _____

E-mail: _____

Have you used a laptop to take exams during law school or on any other bar examination?

Yes No If yes, please provide the name of the school or the jurisdiction where the bar exam was taken: _____

Have you used Exam4 software during law school or on any other bar examination?

Yes No If yes, please provide the name of the school or the jurisdiction where the bar exam was taken: _____

Make of Laptop: _____ Version of Windows/Mac: _____

I have read the Instructions to Applicants Participating in Laptop Testing for the February 2012 Tennessee Bar Examination, and wish to participate in laptop testing for the February exam.

I hereby agree that I will abide by the instructions and policies set forth in the Instructions to Applicants Participating in Laptop Testing for the February 2012 Tennessee Bar Examination. I understand that if I decide to write the essay exam and wish to withdraw my request to use a laptop computer, I am to notify the Executive Director no later than January 15, 2012.

Print name of applicant

Signature of applicant

Date

*Changes of contact information must be reported in writing to the Board ASAP.

Release of Liability Form

I have requested to take the essay portion of the Tennessee bar examination by laptop rather than writing the answers by hand. I fully understand that the use of electronic technology in completing my answers to the essay portion of the examination carries with it some risks, such as power failure, computer failure, etc. However, I have decided that the convenience of typing answers outweighs any risks that might result from a malfunction or power failure, e.g., loss of material or delays that could adversely affect the quality of my answers.

Since this decision is my decision and is voluntary in nature, I hereby release the Tennessee Board of Law Examiners, Extegrity and/or Exam4, their respective officers, directors, employees, agents and affiliates, and any other person, fund or entity related to either of them from any liability it may have relating to my having taken the bar examination by laptop. Through my signature on this document, it is my intention that this release be sufficient grounds to have any suit related to problems resulting from my taking the essay portion of the bar examination by laptop summarily dismissed.

In the unlikely event that there would be a problem such as a malfunction or power loss it is my understanding that I would be provided the opportunity to use the remaining time to write my answers by hand. However, I fully understand that in no event would I be permitted extra time or be given any other concessions to complete the examination. I also understand that every attempt will be made to retrieve my answers from my laptop up to the point of any malfunction, but the Board of Law Examiners, Extegrity and/or Exam 4 will not be held liable in the event such retrieval is not achieved.

Applicant name (print)

Applicant signature

Date

STATE OF _____
COUNTY OF _____

Subscribed and sworn to or affirmed before me this _____ day of _____, 20__.

Notary Public

My commission expires _____

Seal or stamp must be affixed to each original