

# Laptop Exams Policies and Procedures

## *The University of Iowa College of Law*

The University of Iowa College of Law has adopted software that allows students to take final exams in selected courses using personal laptop computers<sup>a</sup> rather than writing in the conventional blue books. Course participation is determined by the instructor for each class. All participating students are required to adhere to the following policies and procedures. No exceptions to these policies and procedures are to be made without the express, written consent of the College Registrar or IT Director.

### I. Eligible Exams

All students in a participating class must purchase the software required to use their personal laptops for final exams by **2:00pm MONDAY, NOVEMBER 21, 2011**. A list of these classes can be found on the web at:

<http://www.law.uiowa.edu/documents/LaptopExamParticCourses.pdf>

### II. General Notice and Disclaimers

Students electing to use their personal laptop computers accept the possibility that software or hardware problems may occur that will prevent them from completing the exam with their laptop.

All students are advised that they must retain the laptop computer for two weeks after the end of the exam period. This is of particular concern to students who elect to borrow or rent a laptop. If the exam cannot be printed from the uploaded copy of your exam, the encrypted version of the exam must be accessed from the laptop hard drive.

***It is your responsibility to familiarize yourself with your equipment, the exam software and the instructions provided prior to the start of your exam. Please allow yourself sufficient time to become familiar with your laptop and the software. Participating students accept all risks associated with the exam process.***

### III. Online Registration to Participate

If you wish to use your personal laptop to complete your examination, you must:

- 1.) Purchase a license for the software at the ISBA Bookstore in Room 218 of the Law School before the deadline;
- 2.) Download and install the exam software on your laptop;
- 3.) Register the SofTest software;
- 4.) Download your exam templates; and
- 5.) Complete and upload a mock exam

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<sup>a</sup>Students must provide their own personal laptop. Students who do not have their own personal laptop may elect to borrow one from a friend or rent one.

Only students who have successfully completed these tasks will be able to use a laptop for their Spring 2011 final exams.

You must complete step #1 by **2:00pm, MONDAY NOVEMBER 21, 2011**. The remaining steps must be completed before the start of your first final examination.

If you miss the November 21<sup>st</sup> deadline you will be allowed to purchase the software however you will be assessed a \$25.00 late fee. This means any software purchases made after the November 21<sup>st</sup> deadline will be \$50.00. The last day to purchase the exam software with the late fee is Monday December 5, 2011. **There will be no exceptions to the December 5<sup>th</sup> deadline.**

#### **IV. Software Download**

Students will only be allowed to use their laptops if they have the required software installed. If the student has not properly installed and tested the software, the student will not be allowed to use a laptop for his/her final exam. Additional technical requirements may be found on the Law College web site.

**DO NOT** attempt to disable or tamper with the security features of the exam software. Such attempts will be considered a violation of the College of Law's exam protocol.

**DO** keep your anti-virus software up to date, especially before final exams. If your computer is infected with the virus it can cause the exam software to malfunction.

The personal laptops **MUST** meet the following minimum requirements:

- **CPU:** 1 GHz Pentium III or Industry Equivalent
- **RAM/Memory:** 1 GB
- **Hard Drive:** 50 MB of free space
- **Operating System:** English 32-bit versions of Windows XP, 32-bit and 64-bit versions of Windows Vista and Windows 7 (*SofTest may not be used in virtual operating systems*)
- **Internet Access** for SofTest Installation, Exam Download and Upload
- **Screen Resolution** must be 1024x768 or higher
- **Administrator** level account permissions

Please note for Mac laptops that ExamSoft now provides a Mac client. In order to use SofTest on your Apple Macbook or Macbook Pro natively, you must have:

- **CPU:** Intel processor
- **RAM/Memory:** 512 MB
- **Drives:** 50 MB or higher free disk space
- **Operating System** = MAC OS X 10.5.8 or higher (Leopard, Snow Leopard or Lion).  
*SofTest may not be used in virtual operating systems*
- **Internet Access** for SofTest Installation, Exam Download and Upload
- **Administrator** level account permissions

## V. Rescheduling of Exams

All rescheduling must be coordinated with the Registrar's Office and will be subject to the College of Law exam protocol.

When you purchase the exam software you will automatically be signed up for the laptop exam option for all your courses that are offering this option

Any student who later decides to take one or more exams with standard blue books must notify the College Registrar as soon as possible **BEFORE** the exam starts.

## VI. Accommodations

Students requesting an accommodation (ESL, disability, etc...) for final exams should follow the directions outlined in the exams memo distributed to all students.

## VII. On the Day of the Exam

1. Laptop users must report to the exam room **at least 15 minutes before the scheduled time** of the exam in order to perform the required set up. Software must be opened within 10 minutes prior to the start of the exam. The starting time of the exam will not be delayed, nor will the ending time be extended. The actual time you have to complete the exam is the same as for others who are not using laptops for that exam.
2. Proctors will supply a hard copy of the exam questions, scratch paper and scantron forms as per the exam instructions.
3. If your exam allows open notes, you must bring all notes and outlines to the exam in hard copy format, as you will not be able to access your hard drive during the exam.
  - a. Laptops are only permitted in exams offering the laptop exam option.
  - b. You will not be allowed to use a second laptop or other electronic device to access your notes during the exam.
4. For two part exams your laptop must remain in the exam room during the break. If you finish early you may leave the room but you must leave your laptop in the exam room.
  - a. You may not check email or otherwise access the Internet or files on your laptop during the break.
5. Bring your power cord. Laptop users are required to plug their computers into a power outlet and may **NOT** rely on battery power.
6. Boot your computer. Close all software applications, including Microsoft Word, leaving only your Desktop.
7. Double-click on the laptop exam software icon located on the Desktop.

8. If reading time is given, you will type “Begin” when the proctor indicates the exam has begun but you **CANNOT** type until the proctor indicates the reading time has expired and the writing time has begun.
9. In the event that a software or hardware malfunction (“crash”) occurs, please first attempt a reboot. You will be returned to within 59 seconds of where you left off. Extra time is not given for computer malfunctions.
  - a. If the problem persists or the computer doesn’t reboot, go to the front of the room and notify the proctor. The proctor will provide you with blue books for use in completing your exam answers.
  - b. If requested by you, the IT staff will be contacted to pick up your laptop and they will return with a hard copy of any exam answer(s) you have already typed.
    - i. *Please note that the exam software automatically backs up your answer(s) every 60 seconds. This printout will contain your answer within 59 seconds of when your computer crashed.*
10. The time allotted for the exam is kept by the Proctor not by the exam software. While the software is equipped with a “Time Elapsed” counter this is strictly for reference only and not to be used to determine the end of an exam.
11. Once time has been called you will immediately exit the exam software. Once the file has been successfully saved on the c:\ drive, a window informing you that the exam was successfully saved to the c:\ drive will be displayed.

### **VIII. Submitting Your Exam File**

Once time has been called to stop typing (or you have completed the exam early) and you have exited the exam software program, you must upload your exam. Please upload your exam file immediately. If you have any trouble uploading your file please see the technical support staff at the upload station in the lobby. **The upload must be completed within two hours of the end of the exam, including Saturdays.** Exam questions and scratch paper will be turned in to the proctor prior to leaving the classroom.

### **IX. Software Updates and Service Packs**

From time to time, the exam software vendors will issue service packs and updates. Some of these are mandatory and you will be notified by a message in the Docket, via email, and/or by an announcement in class if any updates or service packs are required.

Also, in general Microsoft releases Windows updates the second Tuesday of each month. This schedule sometimes occurs during final exams. Please take time to make sure you have all the latest Windows updates installed so you aren’t prompted to do so before the exam begins. Windows Update can delay SofTest from starting until the updates are complete.

Instructions can be found on the laptop exam website:

<http://www.law.uiowa.edu/students/exams/laptops.php>

