

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^a 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, APRIL 21, 2008**. 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 the laptop.

All students are advised that they must retain the laptop computer for two weeks after the end of the exam period, i.e., until **FRIDAY, MAY 23, 2008**. 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;
- 2.) Download and install the exam software on your laptop;
- 3.) Register the SofTest software; and
- 4.) Complete and upload a mock exam

^aStudents 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.

You must complete step #1 by **2:00pm MONDAY, APRIL 21, 2008**. The remaining steps must be completed before the start of Spring 2008 exams (Tuesday April 29, 2008).

Only students who have successfully completed these tasks will be able to use a laptop for their Spring 2008 final exams.

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:** 450 MHz Pentium III or Industry Equivalent
- **RAM/Memory:** 256 MB
- **Hard Drive:** 50 MB of free space
- **Operating System:** 32-bit Versions of Windows 2000, XP or Vista
- **Internet Access** for SofTest Installation, Exam Download and Upload
- **Screen Resolution** must be 1024x768 or higher
- **For MACs** you must be running Windows through Apple's Boot Camp software

Please note for MACs that the exam software only runs on the Leopard Operating System (OS) running Boot Camp with a valid Windows installation. It will not run in the native MAC OS.

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 20 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.
Please note that if your exam allows open notes, you will have to bring a hard copy of your notes to the exam room, as you will not be able to access your hard drive during the exam.
3. Bring your power cord. Laptop users will be required to plug their computers into outlets and may **NOT** rely on battery power.
4. Boot your computer. Set the volume on your laptop to MUTE so that your laptop will not disrupt others.
5. Close down ALL software applications, including Microsoft Word, leaving only your Desktop.
6. Double-click on the laptop exam software icon located on the Desktop.
7. If reading time is given, you will type "Start" 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.
8. 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.
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 will not be given if the reboot fixes your problem.
10. If the problem persists or the computer doesn't reboot, go to the front of the room and notify the proctor. The proctor will complete a form and note the time of the crash. (**See**

Appendix A) and you will continue your exam using blue book(s). 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.

Please note that the exam software automatically backs up your answer(s) every 60 seconds. This printout will contain your answer within 59 second of when your computer crashed.

11. 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.

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.

Laptop Exam "Laptop Crash" Form (APPENDIX A)

Date of Exam: _____ Student Exam ID: _____
Student Name: _____ Professor Name: _____
Course Title: _____ Exam Start Time: _____ AM/PM
Length of Exam: _____ Hours _____ Minutes Time of Crash: _____ AM/PM

INSTRUCTIONS:

Please answer the questions below in order to provide us more information about your laptop.

Checklist	YES	NO
1.) Was a reboot attempted before the proctor was notified?	_____	_____
2.) Is your Anti-Virus software up to date and your laptop free of viruses?	_____	_____
3.) Is your Anti-Spyware software up to date and your laptop free of SpyWare?	_____	_____

Student Signature: _____

After filling out this form please give the student the necessary number of Blue Books to continue their exam. Please then go to the Dean's Suite and have them notify the IT office that you need assistance. Students can begin where they left off or start the next question while waiting for the IT Staff.

The IT staff will attempt to recover the work the student has already completed and print out a hard copy that will be delivered to the exam room, as soon as possible.

Exam Room Proctor Signature: _____