

Fall 2009 Exams with Laptop Option

Aviation Law	Walden
Bankruptcy	Zywicki
Business Associations	Bradford
Business Associations	Verret
Communications Law	Sockett
Constitutional Law	Rao
Constitutional Law	Somin
Constitutional Law	Lund
Contracts I	Wright
Contracts I	Zywicki
Contracts I	Boardman
Copyrights	Newman
Copyrights	Chiang
Corporate Tax	Brock
Criminal Procedure	Lerner
Criminal Procedure	O'Neill
Design Patent Law	McCabe/Hamilton
Econ Fdtns - Lgl Studies	Cowen
Employment Law	Hutchison
Employment Law	Kordek
Evidence	Parker
Habeas Corpus	Mitchell
Health Law & Policy	Goldberg
Immigration Law	Perry
Income Tax	Chorvat
Income Tax	Holmes
Insurance Law	Boardman
International Law	Feighery
International Law	Rabkin
Local Government Law	Schleicher
National Security Law	Sales
Patent Law I	Chiang
Privacy and Info Security	Ledig
Products Liability	Bernstein
Professional Responsibility	Hayward
Professional Responsibility	Rosenblum
Property	Eagle
Property	Mossoff
Property	Alvare
Real Estate Finance	Boyack
Secured Finance	Gorman
Sports and Antitrust Law	Kelly
Torts	Claeys
Torts	Krauss
Torts	Vermont
Trademark Law	Hudis
Unfair Trade	Pahl
Virginia Practice	Costello
Virginia Practice	Wooldridge

If your exam(s) appear on this list and you are interested in electing the laptop option, please proceed to the general information and instructions that follow. The enrollment period for laptop use opens on November 23, 2009 and remains open through December 21, 2009.

LAPTOP USERS WAIVER FORM

DUE IN RECORDS OFFICE BY: December 2, 2009

The option of using a laptop computer with ExamSoft software for examinations is extended to you as a convenience and a privilege. You assume all risk of equipment and equipment power failure. If there is a problem with your laptop and no exam answers can be recovered, the Director, Student Academic Affairs has the final decision about how to handle your case.

You are responsible for the connection from your laptop to our power supply and network. You should have a back-up battery for your laptop if possible. You must have a working network card and Ethernet cable or wireless card. It is recommended that you arrive early for your exams to select an eligible color-coded seating and set up your computer, as the exam will begin on time. **The Law School does not currently support the use of this software on older Macintosh computers that do not have Windows XP, Vista or Widows 7 installed.**

There will be no technical support available to individual students during an exam. It is your responsibility to be proficient in using your laptop and familiarizing yourself with the software. **If your computer malfunctions, you will have two options: 1) shut down your computer and reboot (1 time only); 2) shut down your computer and handwrite the remainder of your exam.** You cannot delay the start of an exam if you have computer problems. You will not be given additional time if your computer malfunctions.

At the completion of an examination, students save their exam answer files and upload the exam answer files to a secure server through the laptop's internet connection. The exam software also saves the exam answers in an encrypted format on the laptop's hard drive. The paper examination question booklet should be returned to the Law Records Office. Students should safeguard their laptop hard drives until grades for their courses have been issued in case a printing problem arises and we need to retrieve exam answers from the hard drive.

Use of laptops for exams is at the discretion of individual faculty. Submission of this waiver does not obligate a student to use a laptop computer for every exam but laptop use will be prohibited for any exam if the student does not have a signed waiver on file.

Any attempt to tamper with the security features of this program will be considered an Honor Code violation and will be reported.

I certify that I have read the above information and understand the directions and policies for using the ExamSoft software. I acknowledge that there will be no individual technical support provided during my exams. **I plan to use my laptop for my law school exams.**

Print Name: _____ GMU Email address _____

Signed: _____ Date: _____

LAPTOP USE – EXAMSOFT SOFTWARE

During the Fall 2009 exam period, students enrolled in specific courses will be given the option of taking their final exam on their personal laptop by installing exam software product for PCs called ExamSoft SofTest. **The Law School does not currently support the use of this software on Mac computers, with the exception of MacBook and MacBook Pro systems running Windows XP (w/ Service Pack 2), Vista or Windows 7 installed as a separate partition using Boot Camp Assistant. NOTE: Apple has included Boot Camp Assistant in the Leopard operating system. For more information, see <http://support.apple.com/kb/HT1461>.**

This software allows students to type their exam answers for closed-computer exams while preventing access to the computer hard drive or outside sources. For open-computer exams, the software allows access to other files and programs outside SofTest but still automatically saves the typed answers in an encrypted format. Also, open exams do not allow the user to copy-and-paste text from another program into SofTest. The software frequently backs up the entire exam file. At the completion of the exam, the SofTest program will automatically upload the exam answer file to a secure server using the Internet.

The SofTest download, registration and download of templates will remain open throughout the exam period. All Students interested in using their laptop for exams should download the latest version of SofTest at the start of each academic year. You will, however, be required to turn in the Waiver Form by the December 2nd deadline. You should allow yourself enough time to complete the registration and download process well before your first exam since exams will start on time. Follow the attached instructions for downloading ExamSoft software and exam files onto your laptop and plan to attend one of the information sessions offered by the library staff. You will receive an email with the dates and times of the sessions.

If you decide to use EXAMSOFT on your laptop for one or more exams **YOU MUST COMPLETE 4 STEPS before your exam:**

1.) Download the ExamSoft software from: www.examssoft.com/masonlaw

Select the “Exam Taker” tab, and complete all steps to create a new account, then download and install the software. You must download the latest version, even if you have previously used Examsoft for exams.

2.) Register to use SofTest.

After installing SofTest, launch the software and enter your user ID and password to register. After registering SofTest, you will receive a registration confirmation email from support@examssoft.com and the registration number along with the registration date will be recorded. Additionally, when SofTest is launched, the Start Window will indicate that your “Registration” is “Complete”. You may also visit www.examssoft.com/masonlaw and select “Exam Takers,” then “Confirm Reservation.”

3.) Download your blank exam file(s).

Next, you need to download a blank exam file for EACH ExamSoft exam you will be taking. After registering the software, you should see a dialog box asking you to download exams. Click “Yes” to proceed and then click “Download Exam Files.” Use your ExamSoft ID and password to log in and leave the “download password” field

blank. Choose all the exams you want to download (press the <CTRL> key to select multiple items).

All the files are downloaded to this directory:C:\Program\Files\ExamSoft\SofTest\exams.

If you want to test all aspects of the software, download “MockTestFall2009” which you can take ten times. This simulates all aspects of a closed computer exam with SofTest. No password is needed for this exam. Note: these files do not contain exam questions but are blank templates. You will not be able to open an exam until you are given the password to take it on the day of the exam.

4) Print, complete and sign the waiver form and submit to Law Records Office.

Completing only some of these steps will not qualify you to take your exams on your laptop. If you do not complete ALL 4 STEPS of the registration process, you will have to hand-write your exams. If you have any questions or problems with registration, contact ExamSoft technical support at support@examsoft.com or call toll-free 866-429-8889.

What Must I do on Exam Day?

- Bring your laptop, power cord, battery and Ethernet cable (if you plan to plug in to the wired network instead of using the wireless network).
- Arrive to the exam room at least 15 minutes early, plug your computer into a power outlet, turn on the computer and launch your browser in order to make sure that you can get an Internet connection. **The exam will begin promptly at the scheduled time.**
- Follow the instructions provided on exam day to begin launching SofTest.
- Exams will not be delayed or suspended due to computer problems. No administrative relief will be granted for incorrect use of the software.
- Any attempt to disable or tamper with SofTest’s security features will be considered a violation of the Honor Code. It is your responsibility to familiarize yourself with your equipment and the software prior to the start of your exam.
- **NOTE: THERE WILL BE NO TECHNICAL SUPPORT DURING THE EXAM.**

After completing the exam:

- At the completion of the examination, you should follow the instructions you will receive on exam day to exit the SofTest software and upload the exam answer files to a secure server through the laptop’s Internet connection.
- If you receive the following error message: “*SofTest has found answer files for upload but you are not currently connected to the Internet,*” wait several seconds and then click Yes. Continue clicking Yes until the file successfully uploads.

- You should receive an email confirmation from ExamSoft for each exam that you successfully upload.
- Do not uninstall SofTest until you receive your exam score(s) at the end of the semester.

Power Management

During extended periods of non-use, some computers may go into sleep or hibernate mode which can sometimes be difficult to exit during an exam. To adjust your Power Management settings, navigate to the Control Panel (Start/Settings/Control Panel Windows 2000 – Start Control Panel Windows XP) and select ‘Power Options’. Change the settings as listed below.

- Power Schemes – All options should be set to ‘Never’.
- Hibernate – This feature should NOT be enabled.

You may reset to the desired settings after your exam.

EXAMSOFT TECHNICAL REQUIREMENTS/FEATURES:

ExamSoft SofTest requires a laptop computer with:

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB
- Drives = 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 cannot be used in Virtual operating systems.
- Software = Internet Explorer 6.0 or greater
- Internet Access for SofTest Installation, Exam Download and Upload
- AOL Users - Version 6.0 or higher required
- Screen Resolution must be 1024x768 or higher

Apple Macintosh Users:

- MacBook or MacBook Pro with Intel Core 2 Duo processor.
- **Windows XP (w/ Service Pack 2), Vista or Windows 7 installed as a separate partition using Boot Camp Assistant. NOTE: Apple has included Boot Camp Assistant in the Leopard operating system. For more information, see <http://support.apple.com/kb/HT1461> .**

Note: The use of older, non-Intel Macs running the Mac OS X is prohibited. In addition, the use of Windows emulators like Parallels, Virtual PC, or VMware is also prohibited.

ExamSoft SofTest Features:

Cut & Paste within document

Spell check

Word Count

Character Count

Timer

Undo capability (up to 50 previous actions)

Auto-save every 60 seconds

Upload via wired or wireless internet connection