



THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS
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**INSTRUCTIONS FOR TESTING ACCOMMODATION APPLICANTS
PERMITTED TO USE A COMPUTER WITHOUT SOFTEST INSTALLED
DURING THE FIRST-YEAR LAW STUDENTS' EXAMINATION**

Applicants who have been granted permission to use a computer without SofTest installed to take the First-Year Law Students' Examination, must adhere to the following procedures in order to use it:

1. Report to the test center to which he/she has been assigned at 2:00 p.m. on the Monday prior to the beginning of the examination and set up his/her equipment for inspection by Office of Admissions staff.
2. Bring his/her own printer that is compatible, and has been tested, with the software that has been loaded onto the computer.
3. Only have software loaded on the computer that will allow it to operate and produce documents – all other software must be deleted from the hard drive. All text files must be eliminated from the word processing program hard drive directory. It is recommended that the applicant make a complete back-up of the hard drive before bringing the computer to the test center.

Following arrival at the test center, each applicant's equipment will be inspected by Office of Admissions' staff for purposes of ensuring that the computer does not contain unauthorized files or software. If such are found, the applicant will be given a limited amount of time in which to eliminate the files. Otherwise, the applicant will not be permitted to use that computer. After staff has determined that the computer is "clean", the computer must remain at the test center for the duration of the examination.

If diskettes will be used, two diskettes (one as the primary and the other as a reserve) must be brought to the test center and they will be checked to ensure that there are no existing files on them. They will then be sealed in an envelope for delivery to the applicant at the appropriate times during the examination. One sealed diskette will be given to the applicant prior to the start of each session of the examination during which the computer will be used.

Prior to the start of the examination, applicants will be permitted to turn on their machine, unseal the diskette, if they will be used during the examination, and begin the word processing program. It is recommended that applicants save their work on the hard disk and diskette at least every 10-15 minutes.

Typing of answers to questions administered as part of the First-Year Law Students' Examination must be completed when time is called. Applicants who continue to type after

time is called will be cited and may be referred to the Committee of Bar Examiners (Committee) under the procedures established by Rule XII, *Rules Regulating Admission to Practice Law in California*. Editing of examination answers after time is called is prohibited and if applicants are found to have done so they will be cited. Printing of examination answers using computers may be completed after time is called under procedures established by the Office of Admissions staff. Following the conclusion of each session, applicants' answers and used diskettes, if diskettes were used, will be collected. Prior to leaving the examination room, applicants must erase their examination answers from the hard drive of their computer.

The Committee accepts no responsibility for power failures, the mechanical failure of any computer or printer, or the malfunctioning of any software or diskettes. In the event of any problems that cannot be resolved within a reasonable amount of time, the applicant will be required to complete the examination by some other available authorized method.

Applicants using computers will be under constant supervision of proctors. If an applicant is found using assistance through unauthorized files or programs on the computer, this fact will be reported to the Committee for whatever action it may deem appropriate, such as nullification of the examination answers or considering such act in the moral character determination process.