



**THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

TEST CENTER CHANGE REQUEST FORM

Please check the examination that you have applied to take:

- California Bar Examination
 First-Year Law Students' Examination

Date of Examination Administration: _____ / _____
 (Month) (Year)

Name _____ Registration No. or File No. _____

Address _____

City, State, Zip Code _____

Test center change requests must be received in the Los Angeles Office of Admissions no later than the deadline for test center changes that are published for each examination. If you did not initially select a laptop computer test center, but you are requesting to change to one, you must pay the laptop and late laptop request fees and include the signed Release of Liability – Laptop Computer Program form before your request will be processed.

Please indicate below your current test center name and the desired test center.

TEST CENTER NAME	CODE
FROM:	
TO:	

Signature: _____

Telephone: _____

Date: _____

OFFICE USE ONLY
Date Received: _____
Grant <input type="checkbox"/> Deny <input type="checkbox"/>
From: _____
To: _____
Signature: _____



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**180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2300
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RELEASE OF LIABILITY – LAPTOP COMPUTER PROGRAM

I _____, acknowledge that the Committee of Bar Examiners of The State Bar of California (Committee) is allowing examination applicants to use personal laptop computers with pre-installed SofTest software from ExamSoft (Software) to take examinations administered by the Committee. I understand that the use of personal laptop computers is offered by The State Bar of California (State Bar) as a convenience to me and that the State Bar does not warrant or guarantee said Software. I agree to bear sole responsibility for the use of said Software and I hereby release the State Bar (its Board of Trustees, officers, agents, representatives and employees, as the same may be constituted now and from time to time hereafter), including the Committee, from all liability, claims, damages, or demands for personal injury or property damage, arising from or related to my use of a personal laptop computer during the examination. I further acknowledge that the State Bar does not warrant or guarantee the Software, nor does it accept any liability in the event there is a technical or mechanical failure of the personal laptop computer and all associated equipment, Software and/or associated materials during administration of an examination, the uploading of my examination answers, or in the printing of my examination answers.

I will accept the use of SofTest under the provisions of the ExamSoft click license at the ExamSoft website and agree to be bound by its terms and conditions. By my election to use a personal laptop computer to take an examination administered by the Committee, I also agree to begin or continue the examination by handwriting in the event there is any malfunction or issue with the computer, Software, electrical system or such other items associated with administration of the examination; and, understand I will not receive a refund of the fees I paid to use my laptop computer if any of these events should occur. I agree: 1) that I will exit the exam file upon the conclusion of each examination session; 2) that I will not attempt to access my exam file(s) following the examination for the purpose of altering my answers; 3) that I will upload the exam file(s) that contain the examination answers, which I completed during the examination, by the published deadline; 4) that a deduction of ten scaled points will be taken from my total written scaled score if I fail to upload my answer file(s) by the published deadline; and, 5) that I will receive a grade of zero (0) for each answer not uploaded timely if I fail to upload my answer file(s) within two (2) weeks of the published deadline.

California Bar Examination First-Year Law Students' Examination

Date of Examination Administration: _____
(Month and Year)

Applicant Number: _____ File Number: _____

Applicant Name (please print): _____

Applicant Signature: _____

Date: _____