

## Valparaiso University School of Law

### Examsoft Policies

1. Law students must provide their own laptop, extension cord, and be connected to the Law School's wireless network.
2. Deadline by which students must install the software and complete the process of registering their computers with ExamSoft is three weeks prior to the first day of exams.
3. All students must complete an ExamSoft registration process by downloading, installing, and registering the SofTest software. Software is available at [www.examsoft.com/valpolaw](http://www.examsoft.com/valpolaw).
4. All students must complete a training session with ExamSoft Administrator Karen Koelemeyer.
5. The Law School's computer support staff and the Registrar's office will not be available to answer technical ExamSoft questions. Technical support is available through ExamSoft.
6. It is the students' responsibility to make sure their computers are in excellent condition and to be fully familiar with the equipment and SofTest program. Taking an exam on laptop is ultimately done at the student's own risk.
7. Any attempt to disable or tamper with the security features of ExamSoft will be treated as a violation of the HONOR CODE.
8. If it is found that a student cannot, for any reason, continue typing the exam using SofTest, he or she must hand write the remainder of the exam. The student should report immediately to the Exam Center (in Atrium).
9. On exam day students must arrive **at least 30 minutes prior** to exam time. Their laptops must be up-and-running with the SofTest software at least 15 minutes before the exam starts. If the software is not running, students will have to hand write their examination answers. Exams will not be delayed or suspended due to computer problems.
10. Once students have completed their exams they must turn their bluebooks (if any) and printed copy of the exam questions over to Karen Koelemeyer, ExamSoft Administrator.
11. Only the essay portion of exams will be administered on SofTest.
12. This program will NOT be offered for take-home exams.
13. Students who accidentally use the "Practice" mode to type their exam will receive a letter grade of "F" for the exam. Exams typed in the "practice mode" are not saved, printed or produced.
14. Use of SofTest for exams is at the professor's discretion.