

The University of Tulsa
College of Law

Policies for Use
of
Computers During Exams

Spring 2010

Version 4.4, revised 1/2010

Quick Start Guide:

- A. Read, understand, and comply with all relevant rules in the Student Handbook.
- B. Read, understand, and comply with *this* packet, "Policies for the Use of Computers During Exams."
- C. Determine whether any of your courses are ones in which computer-taken exams are allowed (consult the list posted at the front office).
- D. If so, decide whether you want to take the exam(s) on computer.
- E. By 2/15 at Noon: **Submit the online "Declaration of Intent to Take Exams Using a Computer" form; print and keep a copy of it for yourself. The Online form is at: <https://halley.utulsa.edu/law/examssoft>**
- F. If you are a first time user of Examssoft you must attend an orientation session. Please contact Daniel Bell (daniel-bell@utulsa.edu) to arrange a time before April 1, 2010.
- H. Read, understand, and comply with the "Prior to Exam Day" checklist.
- I. Read and understand the "On Exam Day" checklist in this document. You must comply with this section during the exam.

Understand that using a computer to take exams is a privilege, not a right. If you do not comply with these rules, you will be required to handwrite your exams. You may also be referred for disciplinary action if you violate these policies and rules.

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I. Introduction

Students enrolled at the TU College of Law are allowed to use computers to take certain exams, subject to very stringent rules and regulations. The purpose of this packet is to explain those rules and regulations, as well as to provide background about the hardware and software necessary to use this process.

You are responsible for reading and understanding this entire packet. Please be aware that these rules require you to complete certain steps FOR EACH AND EVERY SEMESTER in which you want to take an exam on computer. PLEASE NOTE THAT THE DEADLINES IN THIS PACKET CANNOT BE WAIVED. NO EXCEPTIONS will be made to these policies, except in cases of disability, and even then the student must demonstrate that the disability or the procedures for accommodating the disability make compliance with the deadlines impossible. Should a student fail to comply with these policies, the student will NOT be allowed to use a computer to take exams during the semester in question.

II. The Handbook Rules

The general rule regarding computer-taken exams is set forth in the University of Tulsa College of Law Student Handbook, Part F (College of Law Academic Policies), Appendix A (Examination Rules and Procedures), Part III. This packet does not replace or alter any of the rules spelled out in the Student Handbook. Rather, the purpose of this packet is to supplement those rules. For your general information, we have set forth the applicable rules below. Please note that reading this packet is not a substitute for reading and understanding the policies spelled out in the Student Handbook.

Procedures for Use of Typewriters and Computers

- 1. Except as allowed by this section, no typewriters or computers are permitted.**
- 2. No memory typewriters are permitted. Typewriters that do not have any memory function or capability are permitted.**
- 3. Computers are permitted only if:**
 - a. the professor has specifically designated that course as one in which exams may be taken on a computer, and**
 - b. the student complies with all rules and deadlines spelled out in the official "Policies for Use of Computers During Exams" packet, which is available from the front office. Some of these deadlines occur very early in the semester, so a student wishing to take an exam on**

computer is strongly advised to obtain and read the packet early in the semester. If a student misses a deadline, or otherwise does not comply with the rules, the student will not be allowed to take an exam on computer. **NO EXCEPTIONS** will be made to these policies. Exceptions to the established deadlines will be made only in cases of disability, and only when the disability or the procedures for accommodating the disability make compliance with the deadlines impossible.

4. Each semester, a specific room or rooms will be designated for the use of computers or typewriters. A student using a computer or typewriter to take an exam must do so in the designated room. Only students who are using a typewriter or computer to take their exams are permitted to use the designated room(s) during the examination period.
5. All students must provide their own typewriters or computers. Students are also responsible for providing any necessary accessories, including, but not limited to, a/c adaptor, batteries, extension cords, and wireless card.
6. Examsoft is loaded correctly and functioning.

III. Determining the Designated Courses

The default rule is that computers generally may *not* be used to take an exam. To change that default rule, a professor must specifically designate a particular course as one in which computer-taken exams are allowed. Each semester, the front office will post a list of courses offered that semester in which computer-taken exams will not be allowed. You must check this list to determine which, if any, of your courses allow the use of computers.

IV. Declaring Your Intention

If you wish to take your exam(s) using a computer, **each semester** you must read this packet and indicate you have read it by filling out the online form at <https://halley.utulsa.edu/law/examsoft>. We will assume that by filling out the form you intend to use your computer for exams; however, you always reserve the option to handwrite your exam in the assigned computer room. If you do not complete the online form and attend the mandatory Examsoft meeting (if applicable) however, you will not be allowed to use your computer during exams. The completed form must be submitted online by the deadlines set out below.

DEADLINES

- A. For Spring 2010: 12:00 p.m. (Noon) on Monday, 2/15/2010

V. Exam Software

The College of Law has contracted with Examssoft Worldwide to provide exam software. You will be required to install the latest version of this software on your computer in order to use your computer to take an exam. There are certain minimum requirements for your computer. These are described below. The Examssoft SofTest software will not run properly on non-compliant computers. You also need to bring whatever accessories are required to make your laptop function.

You alone are responsible for determining what components are required. You must also bring your own extension cord. The law school will provide power, but not all outlets are conveniently located. The law school will designate certain rooms for computer users. These rooms will be announced at the end of the semester. You are strongly encouraged to inspect these rooms prior to exam day.

For security reasons, the College of Law will not make available any computers for exam use. If you do not own a computer and wish to use one during exams, you may wish to make arrangements to borrow or lease one. However, studies show that people who do not use a computer on a regular basis are at a competitive disadvantage when they take exams on computer. We strongly suggest that you do not take an exam on computer if you are not familiar with your computer and Examssoft. If you wish to purchase a computer, we suggest you talk to the University financial aid office to determine whether you qualify for additional loans for such a purchase.

What is Examssoft/SofTest?

Examssoft's SofTest ("SofTest") gives students the ability to take an examination on a Windows computer by providing the instructor the ability to lock down all other Windows applications, thereby reducing the risk of violations of the student honor code. SofTest serves as a simplified word processor similar to Microsoft Word or Corel WordPerfect for essay responses, including a cut, copy, and paste feature, as well as the ability to undo the user's last action. When the exam is concluded SofTest uploads your exam to the Examssoft website. The uploaded file is downloaded and printed by the law school administrative staff and given to the professor for grading. Your exam number ensures anonymous grading.

Hardware and Software Requirements

The following table sets out the **minimum** requirements to run SofTest:

| | |
|-----|---|
| CPU | 1 GHz Pentium III or Industry Equivalent. |
| RAM | At least 1gb. |

| | |
|---------------------|--|
| Drives | 50 MB of free space |
| Wireless Card | Your laptop must be able to access the TU wireless network. |
| Operating System | <p>English language versions of Windows XP, Vista or Windows 7.</p> <p>Note - Windows 98 and Windows ME are <i>not</i> supported.</p> <p>Note for Macs: Apple brand computers may be used if they are running Examsoft under a version of Windows under Bootcamp. Please be aware that although we do allow the use of Intel based Macs with Bootcamp/Windows to take exams, the Law School Computing Department is unable to provide assistance with the installation of either Bootcamp or Windows on your Mac. <i>Note that running Examsoft using the software "Parallels," "VMWare Fusion," or any emulator or virtual machine is strictly prohibited and is a violation of the Student Honor Code.</i></p> |
| Software | You must have Internet Explorer 5.0 or greater installed |
| Internet Connection | You must be able to connect to the TU network. |

VI. Preparing Your Computer for Examsoft SofTest

This section explains the procedures for installing SofTest on your computer. The procedures set forth in this section are mandatory.

Download & Registration Steps - Mandatory Meeting

All *first time* users of Examsoft who intend to take their exams on computer MUST attend a training session. Please arrange with (daniel-bell@utulsa.edu) prior to April 1, 2010.

Registering with Examsoft, Installing SofTest and Choosing your Exams

1. Indicate your exam preferences by going to <https://halley.utulsa.edu/law/examsoft> - read the form and submit your preferences.
2. Download, install and register the latest version of Examsoft by following the instructions on the site at <http://www.examsoft.com/tulsalaw> (note – if you are a first time user of Examsoft this will not be available till 2/17/2010)

Start Examsoft, and take the “Practice Exam”. This is to ensure that Examsoft is working on your computer, and to familiarize you with Examsoft.

3. If you wish to confirm that you have successfully registered, you can log on to www.examsoft.com/tulsalaw and check your registration information.

You have now completed all the necessary steps to download and register Examsoft SofTest. If you are unable to complete the process, contact **Dan Bell at 631-5627 or the Computing Department at 631-3541 (computing@mail.law.utulsa.edu)** to schedule a meeting to determine if the problems can be resolved. *Note: You must make a good faith effort to complete all of the required steps on your own. While the TU College of Law computing resources department will attempt to help you once you have exhausted all efforts to complete the process on your own (including consulting the FAQ found on Examsoft’s website), they can do so only as their other responsibilities permit. Thus, they cannot guarantee they will be able to schedule a meeting with you in time to attempt to resolve your difficulties during the current semester.*

VII. Prior to Exam Day

- A. Ensure that your computer is in optimal condition:
 1. There is plenty of free hard drive space.
 2. Your PC is virus-free.
 3. We recommend that you run scandisk and that you defragment your hard disk prior to exam day. Look under Start|Programs|System Tools for these and other helpful utilities. If you have a large hard disk, you should allow plenty of time for these utilities to run.
 4. If you experience difficulties with your PC, please make an appointment with the computing department (computing@mail.law.utulsa.edu) to look at your computer.
 5. An announcement will be sent to tulaw-students that your ‘blank’ exam files will be available to download by mid November. Download your

exam files by starting SofTest and clicking, “Download Exam Files”.

- C. Make sure you are familiar with SofTest. SofTest comes with practice exams and you may run as many practice exams as you think necessary. To run a Practice Exam, enter a fictitious Student ID Number and a fictitious course name, and click the Practice button. The Practice Exam is designed to introduce you to SofTest and its features. Because of the security features of SofTest, you will not be able to print or save any data that is typed into the Practice Exam. In addition, the spell check feature is not available in practice mode. Whether or not spell check is available during the actual exam will depend on each individual faculty member.
- D. Just as with any law school exam, you will need to get your exam number **from the front office**. When you use SofTest on exam day you will be required to enter your exam number instead of your student ID number.
- E. An announcement that your blank exam files are available for download will be sent out approximately two weeks before exams. If you do not see the correct exams available for download immediately contact Dan Bell to determine your status (631-5627, daniel-bell@utulsa.edu).
- F. Make sure your laptop's battery is fully charged, installed in your laptop, and operational, even if you intend to use wall outlet power during the exam. There is always the possibility of a power outage or other accident that would cause a power interruption. Make sure you know where the A/C battery power indicator is on your laptop or laptop power adapter so you can verify during the exam which type of power you are using. It is strongly recommended that you plug your laptop into wall outlet power during the exam.
- G. Make sure you read and familiarize yourself with all the information set forth in the next section. The next section describes what happens on exam day. However, you will need to understand the information **prior to exam day** to allow yourself time to ask any questions or gather the necessary items.

VIII. On Exam Day

- A. Make sure that you bring to the Law School your computer and all necessary components, including an extension cord and battery and wireless card. If you normally use an external keyboard and mouse, be sure to bring those as well. If you wish to use earplugs, be sure to bring your own.
- B. Bring a pen, just in case.
- C. Remember that SofTest will prevent you from accessing **any** information that you

have stored on your hard drive. If the exam is open book, you must bring hard copy print-outs of any permissible information. If you have any questions about permissible information, you must ask your professor prior to exam day.

- D. Arrive at the designated computer exam room **at least** 25 minutes prior to the scheduled start of the exam. Report to the computer room proctor and then set up your computer. **DO NOT** launch SofTest until instructed to do so. **If you are not in your seat with your computer ready to launch SofTest at 25 minutes till the exam, you will not be allowed to take your exam using SofTest.**
- E. Approximately 20 minutes before the scheduled start of the exam, the proctor will walk you through the steps for launching SofTest. *Students arriving after the start of the setup will not be allowed to take the exam on computer.*
- F. At least five minutes prior to the scheduled exam start time, you **must** report to the exam room where students using bluebooks are to assemble, unless your Professor has told you differently. Take your seat while the professor or proctor takes roll and passes out the exam. When you return to the computer exam room, you may begin the SofTest exam.
- G. **Exams will not be delayed or suspended due to computer problems.**
- H. If you experience a computer problem, do not attempt to resolve the problem, **no matter how knowledgeable you are about computers. Immediately notify the computer exam room proctor. The proctor will give you a blue book to begin handwriting. Handwrite the rest of your exam until you finish or until time is called.** After the exam is concluded, computer support staff will attempt to recover the SofTest portion of your exam. The safety features of SofTest will, in all likelihood, allow computer support staff to recover the contents of your exam up to the last auto-save before the problem occurred. SofTest automatically saves your work to a hidden and encrypted area on your hard drive every 60 seconds.
- I. During the exam, use extreme care when highlighting and deleting, as well as using other functions that may significantly change a document. Remember that the current version of SofTest only allows the exam taker to undo his or her very last change to the exam.
- J. Students who do not take the time to become familiar with their computer or with word processing functions should handwrite their exams. **In no case will you receive any extra time or other consideration because of a computer problem or problem with SofTest.**
- K. The proctor will give you instructions for when you complete the exam. As part of these procedures, you will connect to the internet and upload your exam file. The proctor will arrange to print your exam and to return it to the professor in a way that preserves anonymous grading.

- L. *Any attempt to disable or tamper with SofTest's security features will be considered a violation of the student honor code. It is your responsibility to familiarize yourself with your equipment and the SofTest software and instructions provided by Examsoft on its web site prior to the start of your exam. Please allow yourself ample time to become familiar with your computer and the SofTest program. Commencement of the exam will not be delayed due to any problem with your computer.*

- L. *You assume all risk for the use of SofTest in taking your exam. While it is extremely rare, the possibility does exist that your exam may be irrecoverable.*

IX. After Exam Day

Because SofTest's security features saves an encrypted back-up of your exam onto your hard drive, do not uninstall SofTest until you are absolutely sure that any SofTest back-ups will never be needed. We strongly recommend that you leave SofTest installed until you have received all of your final grades for the entire academic year.