

## **April 2015 Exam Information**

ExamSoft can be used on virtually any modern computer (*i.e.* purchased within the last 5 years). Specific system requirements are noted below. If you have questions about whether your laptop is compatible with ExamSoft, you can bring it to the library for a tech consultation. Gian Medves has generously volunteered to set up a meeting with any student with questions or concerns. You can contact Gian at [gian.medves@utoronto.ca](mailto:gian.medves@utoronto.ca). Please note that no requests for using a Faculty computer (either space in the computer lab or use of a laptop) will be granted without a tech consultation verifying need.

**\*\*\*\*\*Friday, March 13 by 3:00 pm** is the deadline to register to handwrite your exams. If you miss this deadline, you will be registered to write your exams using computer software.

### **EXAM WRITING OPTIONS**

- A. Write exams on your own laptop using ExamSoft;  
Or
- B. Writing exams by hand.

### **Overview of Requirements for Each Option**

#### **Option A: Writing exams on a laptop**

This requires having a laptop that meets the minimum requirements for the ExamSoft software (see below).

##### **Windows:**

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, and Windows 8. Only genuine, U.S.-English versions of Windows Operating Systems are supported.
- ExamSoft does not support Tablet or Convertible devices other than Surface Pro 1, 2 & 3. See below for those Minimum System Requirements.
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available memory.
- Internet connection for SofTest Download, Registration, Exam Download and Upload.
- Screen Resolution must be 1024x768 or higher.
- Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments.
- Administrator level account permissions ([Instructions](#))

##### **MAC:**

- Operating System: OS X 10.6 (Snow Leopard), OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks) and 10.10 (Yosemite). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available memory
- Server version of Mac OS X is not supported
- Internet connection for SofTest Download, Registration, Exam Download and Upload. Internet connection for SofTest Download, Registration, Exam Download and Upload.
- Administrator level account permissions ([Instructions](#))

If you are choosing **Option A:**

No pre-notification is required. Students planning to type their exams on their laptops need not do anything further—all students are automatically registered to use ExamSoft.

If you are choosing **Option B**, please follow these directions:

Students who wish to write by hand must opt out of the automatic registration. Please fill out the **Request for Typing Examinations Form** which is available at <http://www.law.utoronto.ca/academic-programs/academic-handbook/use-computers-examinations>. Report to the pre-assigned room as indicated on the final exam schedules which will be posted in mid-March.

**Important notes:**

**1. Students who require special accommodation** (*i.e.* students with a physical, sensory, or learning disability, broken dominant arm, etc.) must request accommodation through the Office of Accessibility Services. The link to Accessibility Services is: <http://www.accessibility.utoronto.ca/Home.htm>

It is important that you make an appointment with Accessibility Services as soon as possible in order to put accommodations in place.

The **deadline** to register with Test and Exam Services to write second term tests/exams is **Sunday, March 8, 2015**. Please visit the Test and Exam Services website for more information: <http://osm.utoronto.ca/tes/>

**2.** There may be a limited amount of space in the computer lab, or a limited number of laptops to borrow for students who do not have computers. Students who wish to request the use of a Faculty computer must send their requests, including the reasons for their request to [sara.faherty@utoronto.ca](mailto:sara.faherty@utoronto.ca) by **March 13, 2014**.

**3.** Your login information is the same as the one used for the December examination. General information about ExamSoft can be found at: <http://support.examsoft.com/ics/support/kbanswer.asp?deptID=15194&task=knowledge&questionID=171>

**4.** Take home exams can be written using ExamSoft, provided you are registered for ExamSoft for your other exams. If you are handwriting your exams, or if all your other courses require papers, you are *not* registered with ExamSoft. In that case, you may pick up your take home exams at the Records Office and submit the exam at the Records Office, or email it *via* [assignments.law@utoronto.ca](mailto:assignments.law@utoronto.ca).

Please do not hesitate to email or visit us if you have any questions about the information above, and best of luck on your exams!

--The Records Office,

Siobhan MacLean  
Vannessa Sears  
Karen Williamson