

IMPORTANT INFORMATION REGARDING THE USE OF COMPUTERS DURING EXAMINATIONS

MARCH 13, 2017

This memo sets out information on the use of computers for the **April 2017** examination period.

****Monday, March 27** is the deadline for students to advise the Records Office if they wish to change their handwriting/typing preference for this set of exams.**

Exam Writing Options

- A. Write exams on your own laptop using ExamSoft;
- or
- B. Write 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:

- SofTest *cannot* be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments. Only genuine versions of Windows Operating Systems are supported.
- CPU = 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 1 GB of free space
- Operating System = English editions of 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Software = Internet connection for SofTest Installation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Administrator level account permissions
- SofTest does **not** support tablet PCs

Mac:

- CPU = Intel processor
- RAM = 2 GB
- Hard Drive = 1 GB of free disk space
- Operating System = 10.9 (Mavericks), 10.10 (Yosemite), OS X (El Capitan) and OS X 10.12 (Sierra). Only genuine versions of Mac Operating Systems are supported.
- SofTest may not be used in virtual operating systems
- Software = Internet connection for SofTest installations, Exam Download and Upload
- Administrator level account permissions

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 ExamSoft registration. Please fill out the **Opt Out 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 late March.

Take-Home Exams

Take-home exams are also administered through ExamSoft. Unless otherwise specified, take-homes will be available for download from the first day of the exam period until the written work deadline. Your professor will let you know how many hours you have to write the exam (i.e. 24, 48 or 72 hours). All take home exams must be **submitted** by **April 20 at 10:00 AM**. Please plan accordingly so that you begin your exam with enough time in advance of this deadline.

Note: Take home exams will be available through the ExamSoft website, *not* the SofTest program which is used for in-class exams.

To take the exam through ExamSoft:

1. Log in at <http://examsoft.com/utorontolaw>
2. Click the Assignment Drop Box button
3. Click the Courses button
4. Click the course name
5. When you are ready to begin, click the Action – Download Instructions/Assignment button (blue rectangle)
6. Click the Download button in the pop-up window
7. Save the file locally on your computer
8. **Note: the timer will begin as soon as the file is downloaded**
9. You may use any word processor to type your exam answers. Unlike in-class exams, ExamSoft will not shut down other programs on your computer while you're working on the take-home.
10. Save your exam response as a PDF document and be sure to include the [written work cover page](#). JD students should submit under their pseudonym and grad students should submit under their real name.
11. When you are ready to submit your answers, follow step 1 to 4 above and then click the Action – Upload Assignment button (yellow rectangle).
12. If you have any trouble uploading your exam, please email your answers to assignments.law@utoronto.ca *immediately*.

If you do not wish to use ExamSoft, you may sign out a hard copy of the exam from the Records Office any weekday between 9am and 4pm during the exam period. You will then be required to email your answers to assignments.law@utoronto.ca within the given timeframe.

Important Notes:

- **Students who require 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 appropriate accommodations in place. Please visit the Test and Exam Services website for more information: <http://www.ace.utoronto.ca/tes/register.html>
- Students who do not have a laptop or who have a concern about using their laptop for exams must contact the Records Office by **March 29, 2017**. We will do our best to make alternate arrangements for these students on a case-by-case basis.