This memo sets out information on the use of computers for the **December 2015** examination period.

*****Friday, October 30 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. 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 = 2GHz Intel® Core™/Celeron™ or equivalent x86 processor
- 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
- SofTest does ***not*** support tablet PCs

MAC:
- CPU = Intel processor
- RAM = 2 GB
- Hard Drive = 1 GB of free disk space
- Operating System = 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.
- OS X 10.11 (El Capitan) and server versions of MAC OS X are ***not*** currently supported*
- SofTest may not be used in virtual operating systems
- Software = Internet connection for SofTest installations, Exam Download and Upload
- Administrator level account permissions

NB, ExamSoft expects to be compatible with El Capitan by December. In the past their forecasts have been very reliable. We will notify students when we receive confirmation. If you have not upgraded to El Capitan yet we would encourage you to refrain from doing so until you hear from us.

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 mid-November.

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 first term tests/exams is **Sunday, November 8, 2015.** Please visit the Test and Exam Services website for more information: http://www.ace.utoronto.ca/tes/register.html

2. Students who do not have a laptop or who have a concern about using their laptop for exams must contact the Records Office by **October 30, 2015**. Alternate arrangements will be made for these students on a case-by-case basis.