

## Using A Computer To Take The Colorado Bar Examination

In order to take the MEE/MPT using your laptop computer you must register and install testing software from ILG Technologies, LLC (ILG Technologies). Minimum system requirements are set forth on the ILG Exam360 web site at: <https://colorado.ilgexam360.com/home.action>.

Wireless devices of any kind are prohibited. You are permitted to bring one **corded** peripheral mouse. Other peripheral devices and/or accessories such as a keyboard, laptop covers, mouse pads and cooling fans are not permitted unless you have a documented ADA disability and you have been pre-approved for accommodations. All peripheral devices approved for use during the exam **must be corded**.

Your laptop cover must be free of labels, stickers, photos, etc.

You must have an active email account. The Office of Attorney Admissions will not attempt to reach you if your email notices bounce or auto-reply "out of office." For software installation and registration, you must have Internet connectivity on the computer you plan to use on exam day. *(You will not be connecting to the Internet during the exam.)*

Software installation/registration is accomplished through an ILG Exam360 website specifically created for the Colorado Bar Examination. The website address is: <https://colorado.ilgexam360.com/home.action>.

Installation/registration must be completed during the active registration period noted below. **If you fail to complete the software installation and all the required steps prior to the registration closing date you will be required to handwrite the exam.**

- **Laptop Registration begins: Tuesday, January 8, 2019 (10:00 a.m. MST)**
- **Laptop Registration closes: Tuesday, February 12, 2019 (11:59 p.m. MST)**

### How the Process Works:

1. Submit an application to take the Colorado Bar Exam by the applicable filing deadline and select the computer option for taking the exam. **Include an active and accurate email address through which you will receive and send communications.** The email address you use when creating your application account profile will also be used for all communications relative to ILG Exam360 laptop registration.
2. All installation/registration instructions, notices and software updates will be conveyed **only** via the email address you provided when you created your application account and submitted your application. Be certain your spam filters are set to accept emails from \*@csc.state.co.us and \*@colorado.ilgexam360.com.
3. **If your email address changes after you have filed your bar application you must:**
  - a. Record the change in your CiviCore bar application account profile, **and**
  - b. Notify the Office of Attorney Admissions, via email at [bleinfo@csc.state.co.us](mailto:bleinfo@csc.state.co.us). Please note in the subject line, "Email Address Change."
4. After your application is processed you will receive a system generated notice informing you to check your application account and verify the accuracy of your seating and test method (computer or writing). The notice will also inform you of other application/admission requirements that must be met.

5. **Verify that your account reflects your test method as computer. If your account indicates you are handwriting the exam, notify the office of the error immediately. Failure to notify this office of any seating assignment error will result in handwriting the exam. Corrections to seating will not be made after the laptop registration close date. Changes to seating will be made in accordance with deadlines posted in the "Seat Change Request" notice posted on our website at:**  
<http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.
6. Shortly before registration opens, you will be notified by email with the instructions for registering your laptop, downloading the software and completing the required registration steps. A new account is created each time you file an application to take the exam on computer and the **newest version of the software must be downloaded for each subsequent exam administration**.
7. Allow approximately 30-45 minutes to complete the software download and laptop registration process. During this process, you will be required to complete a Trial Exam. Failure to complete and upload the Trial Exam (the final step of the download/registration process) may result in malfunction of the software on exam day. You have the option to take an unlimited number of Trial Exams; therefore, you can use the Trial Exam function when writing your practice essays.
8. If you have not received an email notice regarding your ILG Exam360 account information by **January 11, 2019**, contact the Office of Attorney Admissions at [bleinfo@csc.state.co.us](mailto:bleinfo@csc.state.co.us). Check your Spam/junk mail folders often.
9. Complete ALL steps of the registration/installation process during the registration period even if you may have previously used ILG Exam360 for law school exams or previous bar examinations. **The current exam version must be installed.**
10. **Only one download** of the software is permitted. Do not install the software on a computer you do not intend to use for the exam. The software cannot be copied from one computer to another.
11. If you complete the download/registration process and subsequently find it necessary to use a different computer complete one of the following tasks **prior to the laptop registration deadline** for approval:
  - a. Call the support center at 833-ILG-SUPP (833.454.7877);
  - b. Return to your ILG Exam360 user homepage and click the Technical Support button in the lower right corner; or
  - c. While in the ILG Exam360 software, click the "My Account" tab in the upper right corner and click on the Technical Support Request button.
12. Upon your arrival on exam day, you will be provided with a Pre-Exam Computer Instruction sheet. Immediately upon locating your assigned seat, follow the instructions in the handout to set-up your computer. The instruction sheet will include a unique password needed to launch the testing software on exam day. This password will differ from the password used to log into the software.
13. A character counter is displayed on each screen. **MEE** answers are limited to **5000** characters. **MPT** answers are limited to **12000** characters. Spaces are counted as one character, returns are not counted.
14. Spell check is an included feature of the testing software.

### **Avoiding Computer Problems on Exam Day:**

1. **MANDATORY READING:** Before beginning the installation/registration process, review the FAQs on your ILG Exam360 user homepage <https://colorado.ilgexam360.com/home.action> for details on minimum system requirements and to identify potential hardware/software conflicts that could disable your laptop prior to installation and during the exam.
2. **Know your equipment.** Equipment and operating systems vary; be familiar with the computer you plan to use on exam day. If you plan to purchase a new computer, do so well in advance of the active registration period.
3. **Borrowing a computer from another source is discouraged.** If you must borrow a computer from another source, such as your employer, law school or friend, be certain that all security and/or network settings have been disabled or set to allow software downloads and that any administrator access and/or login data, such as username and password have been provided to you. This information may be required to boot your computer and may be needed for site technicians to assist you in the event your equipment malfunctions during the exam.
4. **Disable Wi-Fi, anti-virus and spyware protection before you arrive at the exam site.** The exam facility's wireless network may disable the testing software, preventing you from using your computer to take the exam.
5. Once you have installed the testing software, **DO NOT upgrade or change your operating system** until after the bar examination. **Do not uninstall the testing software** until bar exam results have been announced.
6. If needed, there are three ways to contact ILG Exam360 technical support:
  - a. Call the support center at 833-ILG-SUPP (833.454.7877);
  - b. Return to your ILG Exam360 user homepage and click the Technical Support button in the lower right corner; or
  - c. While in the ILG Exam360 software, click the "My Account" tab in the upper right corner and click on the Technical Support Request button.

Contact support well ahead of the bar examination if you encounter difficulties. **Do not wait until the last minute to request assistance.**