



# UNIVERSITY OF BRITISH COLUMBIA

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## FACULTY OF LAW | AT ALLARD HALL

### Computerized Exam Writing

The Faculty of Law (the “Faculty”) is offering you the option of using a service provided by ExamSoft (the “Service”) to allow you to take your exams using your personal computer. Please read the following notice carefully.

**Registration** – In order to use the Service, you need to log into the ExamSoft webpage using a confidential ExamSoft student ID and password, which will be given to you several weeks before the exams. The first time you log in to the ExamSoft web site, you will be given instructions about how to download and register a copy of the testing software.

**Security** – The Service is a secure system and security measures are in place to prevent unauthorized access to information. If you believe that your account has been accessed without your permission, you must inform the Faculty of Law Director of Student Academic Services immediately. You are responsible for keeping your ExamSoft student ID and password confidential.

**Privacy** – The Service has been designed to protect your privacy. It will collect the following information about you: name, UBC student number, email address, school attended (UBC), courses/sections enrolled in or exams to be taken, hardware type owned or used, network location (IP address) and an exam code assigned to you by the Faculty (the “Personal Information”). The Faculty will have access to this Personal Information for the purpose of exam administration. By using the Service, you are consenting to the storage of your Personal Information and exam answers on the ExamSoft servers, which are located in the United States. For more information about how the Personal Information will be used and protected by ExamSoft, refer to the Privacy Policy on the ExamSoft website. The Faculty collects your Personal Information under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have questions about how the Faculty collects, uses and discloses your Personal Information, or if you have any other questions about the Service, you may contact the Director of Student Academic Services, UBC Faculty of Law.

**Opting Out** – The use of the Service is optional. If you would prefer to opt out or discontinue use of the Service, the Faculty will make arrangements for you to write your exams on paper. **Please indicate below whether you want to use the Service and return this form to the UBC Faculty of Law Student Services Office.**

Yes, I want to use the Online Testing Service. I will wait for my confidential ExamSoft student ID and password.

No, I do not want to use the Online Testing Service. I will do my exams on paper.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
UBC Student Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Degree Program (JD, Exchange, Visiting, LLM, etc.)

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Year (JD students only)