



**UNIVERSITY OF BRITISH COLUMBIA**  
**FACULTY OF LAW | AT ALLARD HALL**

**Policies for Using the ExamSoft Computerized Exam Process  
on Personal Laptop Computers for UBC Law Exams**

As of February 22, 2012

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## **I. INTRODUCTION**

The University of British Columbia Faculty of Law is offering, as a service to our students, the ExamSoft computerized exam process for students to use their personal laptop computers to complete their exams. The ExamSoft computerized exam process is optional. UBC Law cannot guarantee that students will be able to use ExamSoft on any given exam. Information gathered from other Canadian law schools indicates that there is no discernible difference in grades between students who type their exam answers and students who hand-write them.

## II. DEFINITIONS

Campus Wide Login and Password:	The login and password that UBC students use to access the UBC wireless network and the UBC Student Service Centre (SSC).
Exam Code:	The individual student's UBC Faculty of Law anonymous grading code. A new Exam Code is assigned to each student each term, whether exams are hand-written or typed, by the UBC Faculty of Law. The Exam Code is the only student identifier that instructors will see when reading and marking exam answers. The Exam Code may be picked up from Allard Hall Reception up to two weeks prior to exams.
Exam Password:	The UBC Faculty of Law password assigned to open a specific exam in SofTest. All students will use the same Exam Password when accessing the same exam in SofTest. Students will be given this password at their exam.
ExamSoft Password:	The student's personal ExamSoft password, created by ExamSoft, for accessing the ExamSoft secure website and SofTest. Students are able to change their own ExamSoft generated password. For security reasons, students should <b>NOT</b> change this password to their UBC Campus-wide Login (CWL) password.
ExamSoft:	The vendor of the ExamSoft computerized exam process.
ID#:	The student's UBC Student Number.
SofTest:	SofTest is the program developed by ExamSoft that enables students to take their exams on their personal laptop computers.

### III. FACULTY OF LAW COMPUTERIZED EXAM RULES AND PROCEDURES

#### THE ONLINE EXAM CONSENT FORM

1. Any student opting for the ExamSoft computerized exam process must complete an online exam consent form (Appendix A) through the Student Service Centre website (<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>) giving the UBC Faculty of Law permission to release some identifying information about the student to ExamSoft, the vendor of the computerized exam software, SofTest. The information that will need to be released to ExamSoft is student name, UBC student number, e-mail address, exam code, hardware used, IP address, and the courses in which the student is registered for the term. This information is required by ExamSoft in order to create accounts for students to access the ExamSoft secure website; to identify, manage and store the exams and exam answers for each student on the ExamSoft server; and to enforce exam security.
2. Students who do not complete an online exam consent form by the deadline specified for the exam period will not be able to opt to use the ExamSoft computerized exam process for that exam period. However, those students will have the option to complete the online exam consent form to opt to use the ExamSoft computerized exam process for the next term's exam period.
3. Once a student has completed an online exam consent form, it is valid for the student's entire UBC Law student career unless the student changes his or her consent status to opt out of the online testing service.

#### THE EXAM

4. All students, whether typing exam answers on laptop or hand-writing exam answers, will be provided with hard copy exam questions and exam booklets, and students who opt not to use the ExamSoft computerized exam process must hand-write their answers in the exam booklets.
5. Exam questions will not be stored in SofTest. Students using SofTest will read the exam questions from a hard copy of the exam. SofTest will only be used by students to type their exam answers.
6. While attempts will be made to have students writing exams by laptop do so in a separate room from those writing by hand, both groups may have to complete their exams in the same room.
7. Students who have opted to use the ExamSoft computerized exam process but decide on exam day to write their exam by hand instead will be allowed to do so.
8. Students writing their exams through the Access and Diversity office should not expect to be able to use ExamSoft. The Faculty of Law will coordinate with the Access and Diversity Office with regard to the approved exam accommodations for students with disabilities on a case-by-case basis.
9. Students who do not take the time to become familiar with their laptop computer, SofTest, or with word processing functions, should consider handwriting their exams.

10. Commencement of the exam will not be delayed due to a laptop hardware problem.
11. The use of SofTest's spell-check option will not be an option for students doing computerized exams since students writing by hand will not have a similar option.
12. The Faculty of Law will not be able to provide loaner laptops to students, so students may wish to explore laptop rental options elsewhere.

### **BRING TO THE EXAM**

13. Students must bring:
  - a. their wifi-enabled laptop, power cord, extension cord, fully charged laptop battery, Campus Wide Login and Password (to access the UBC wireless network), UBC student number, ExamSoft password, and UBC Law Exam Code to their exams.
  - b. their own pens, pencils, erasers and earplugs to their exams, whether using ExamSoft or not.
  - c. hardcopies of any materials that they will need for their open book exams since the ExamSoft computerized exam process blocks access to all other applications while it is running.

### **ACADEMIC RULES**

14. Students writing exams by hand and those writing their exams using the ExamSoft computerized exam process will be given the same amount of time to complete an exam, as is the practice at other Canadian law schools using ExamSoft.
15. The same grading rules and practices will be used for grading both computerized exam answers and hand-written exam answers, as is the practice at other Canadian law schools using ExamSoft.
16. Any intentional attempt to disable or tamper with SofTest's security features will be considered a form of academic misconduct as defined in the UBC Academic Calendar (see UBC Policies and Regulations regarding Student Conduct and Discipline at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0>). It is your responsibility to familiarize yourself with your equipment and the SofTest software and instructions provided by ExamSoft on its website prior to the start of your exam. Please allow yourself sufficient time to become familiar with your laptop and the application.

## IV. EXAMSOFT AND TECHNICAL REQUIREMENTS

The vendor of the computerized exam software is ExamSoft, and the examination software is SofTest. The ExamSoft computerized exam process is the same computerized exam process being used by the law schools at the University of Alberta, the University of Manitoba, Queen's University, the University of Saskatchewan, the University of Toronto, and York University, as well as numerous U.S. schools and the New York bar admissions.

**General information about ExamSoft and SofTest can be found at the ExamSoft website at:**

[http://www.examsoft.com/main/index.php?option=com\\_content&view=article&id=52&Itemid=24](http://www.examsoft.com/main/index.php?option=com_content&view=article&id=52&Itemid=24)

**The following information is shared with permission of ExamSoft Worldwide, Inc.**

### **Who is ExamSoft?**

**ExamSoft Worldwide, Inc.** is a software company specializing in computerized assessment and exam administrative programs.

### **What is SofTest from ExamSoft?**

**SofTest** is an assessment program developed and licensed by **ExamSoft** that enables exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam. ExamSoft's solution is an Internet-based exam delivery option. Using **SofTest**, you will *download* your exam(s) prior to or on exam day and *upload* your answer(s) after the exam via the Internet. **You WILL NOT require Internet connectivity during your exam(s). You WILL require Internet connectivity to download your exam(s) and upload your answer(s).**

### **Will SofTest work on my computer?**

SofTest operates on any PC running Windows XP, Windows Vista and Windows 7. A native Mac version of SofTest is available as well. SofTest is not compatible with any virtual machine software such as VMware Fusion or Parallels. The minimum recommended system requirements are:

#### **Windows:**

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB MB
- Hard Drive = 50 MB of free space
- Operating System = 32-bit Versions of Windows XP, Windows Vista and Windows 7 and 64-bit Versions of Windows Vista and Windows 7
- Software = Internet Browser
- Minimum Screen Resolution = 1024x768
- Internet Connection: An Internet connection is required to download SofTest

#### **MAC:**

- CPU = Intel processor.
- RAM = 512 MB.
- Drives = 50 MB or higher free disk space.
- Operating System = MAC OS X 10.5.8 or 10.6 (Leopard or Snow Leopard) and Mac OS X 10.7 (Lion).

- SofTest may not be used in virtual operating systems.
- Software = Internet browser. Internet connection for SofTest installations, Exam Download and Upload.
- Administrator account.

### **How reliable is SofTest?**

SofTest has a considerable number of safety features to ensure that answers typed into SofTest cannot be lost. They include:

- An AutoSave feature that automatically saves your exam every sixty seconds.
- Multiple encrypted backup copies of the exam answer file are saved.
- The ability to undo up to 50 of the previous actions per essay question window.

## V. REGISTERING EXAMSOFT, INSTALLING SOFTEST

### What is the Registration Process?

Once you have completed the online exam consent form, the Faculty of Law has uploaded your information to ExamSoft, and ExamSoft has e-mailed you an ExamSoft password, you can begin the SofTest download and registration process.

The Registration Process involves the 3-steps needed to acquire SofTest. They begin on our ExamSoft Custom Home Page located at [www.examssoft.com/UBClaw](http://www.examssoft.com/UBClaw) and they are as follows:

**Step 1: Log In** – Enter your ID# (UBC Student Number) and ExamSoft password.

**Step 2: Download SofTest** – Downloading SofTest takes minutes on high-speed Internet connections.

**Step 3: Reboot & register SofTest** – Once rebooted you will be prompted to register, you will be notified on-screen that you have completed the process, and you will also receive email confirmation. **Note that you must register SofTest prior to the day of your exam** or you must hand-write your exam. If you have any questions or issues with registration, contact ExamSoft technical support at [support@examssoft.com](mailto:support@examssoft.com) or call toll-free 866.429.8889.

Your ExamSoft password can be changed on ExamSoft's website.

### Can I practice using SofTest before the exam?

Yes. You have two options:

- 1. UBC Law Mock exam:** After registering SofTest, launch the program by double-clicking the SofTest icon on your Windows Desktop. Click "DOWNLOAD EXAM FILES", enter your ID (UBC Student Number) and ExamSoft password, choose Mock Exam from the dropdown menu and click download. After the file is downloaded click the "LAUNCH SOFTEST" button, select the Mock Exam from the dropdown menu and click start to begin the exam. This enables you to familiarize yourself with the SofTest exam environment. The mock exam can be saved and uploaded.
- 2. Practice exam (built into SofTest):** After registering SofTest, launch the program by double-clicking the SofTest icon on your Windows Desktop. Click the "LAUNCH SOFTEST" button. On the SofTest Start Window, select the "Practice Exam" button. Click "Yes" to take the Practice Exam and then "Yes" again to take it in secure mode. This enables you to familiarize yourself with the SofTest exam environment. You may use the Practice Exam as many times as you wish. Note that the Practice Exam *cannot* be saved, and cannot be used until SofTest is registered, but can be printed *during* the exam.

### If I use SofTest this academic year, will I have to perform all of these steps again next academic year?

Yes! You will need to return to the the UBC Law ExamSoft Custom Home Page to download and register the latest version of SofTest.

## VI. STEPS FOR WRITING COMPUTERIZED EXAMS

### A. PRIOR TO EXAM DAY

#### What Should I do Prior to Exam Day?

- If you have not already done so, register SofTest on the computer you intend to use prior to your first examday.
- Ensure: (1) that your computer meets the specifications listed in Part IV, (2) that there is 50 MB or more of free hard drive space, (3) that your computer is virus free, and (4) that your computer is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk *or* Disk Cleanup), (4) that you are able to access UBC's wireless network.
- Once you have installed and registered SofTest, familiarize yourself with the software by taking the Mock Exam or utilizing the built-in Practice Exam.
- Prior to your first exam day for each term's exam period, download to your laptop the list of exams that you will be taking for the for the term.

#### Downloading an Exam File

1. Establish an Internet connection.
  2. Double-click the SofTest icon.
  3. Click the "Download Exam Files" button.
  4. Enter your ID# (UBC Student Number) and ExamSoft password. Then click "Next". Click on the name(s) of the exam(s) to be downloaded.
  5. Click the "Download" button. You will see a box pop up informing you that you have successfully downloaded your exam file. (You will not be able to open the exams at this time. You will be able to open your exams when you are given the Exam Password at the day and time of your exam sitting.) Click the "Close" button when finished.
- Locate your A/C – battery power indicator light on your laptop to determine which light indicates you are running on A/C power (i.e. power from a wall outlet).
  - Ensure that your battery has at least 20 minutes of charge in it prior to the exam in the event there is a temporary power outage.
  - If you encounter issues in your use of SofTest, visit <http://support.examssoft.com>

### B. ON EXAM DAY

#### What Must I do on Exam Day?

- Bring your power cord, battery (in the event of power loss), and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those as well. You should also bring a pen in case you have to hand-write your exam answers.
- You will need your UBC Campus Wide Login and Password (for accessing the UBC wireless network), ID# (UBC Student Number), ExamSoft password, and Exam Code (UBC Law anonymous grading code).
- Arrive to the exam room at least 15 minutes early, plug your computer into a power outlet, turn on the computer and follow the instructions provided.

- Immediately before SofTest launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
- Exams will not be delayed or suspended due to computer problems.
- During the exam, use care when highlighting and deleting.
- Students who do not take the time to become familiar with their laptop computer or with word processing functions, should consider hand-writing their exams. No administrative relief will be granted for incorrect use of the software.



**FOLLOW THESE SOFTEST EXAM INSTRUCTIONS TO TAKE YOUR EXAM:**

**THE EXAM INVIGILATOR WILL GIVE YOU A HARD COPY OF THE EXAM QUESTIONS AND EXAM ANSWER BOOKLETS, AND THE EXAM PASSWORD.**


**1) Computer Setup**

- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Turn on your computer and make sure your power indicator light shows that your computer is receiving power.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop.


**2) Launching SofTest**


- a. **FIRST:** Double-click the  icon on your Windows Desktop. (or single-click the  icon from the Applications folder or Dock on your Mac.)

- b. **SECOND:** Click the  button.

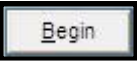
- c. **THIRD:** Select your exam from the  drop-down list. Text should appear in the "Exam Name" field. If it does *not*, notify the exam invigilator (your instructor or the TA).

- d. **FOURTH:** If not already there, enter your Exam Code (UBC Law anonymous grading code) in the Exam Code field and enter the Exam password provided by the exam invigilator (your instructor or the TA). **(If your Exam Code is missing, to unlock the ID field in SofTest Launcher, click Ctrl+F8 (Win) or Command+F8 (Mac).)**



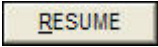
- e. **FIFTH:** Click . The computer will reboot into SofTest's secure mode for Windows. (SofTest does not require a reboot for Mac laptops.)

- f. **SIXTH:** Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with RED  SIGNS appears.

**g. SEVENTH: When instructed by the exam invigilator (your instructor or the TA),**

type 'begin' and click the  button. Follow the invigilator's instructions regarding when to turn over the hard copy exam questions and begin typing.

**3) Functions and Formatting**

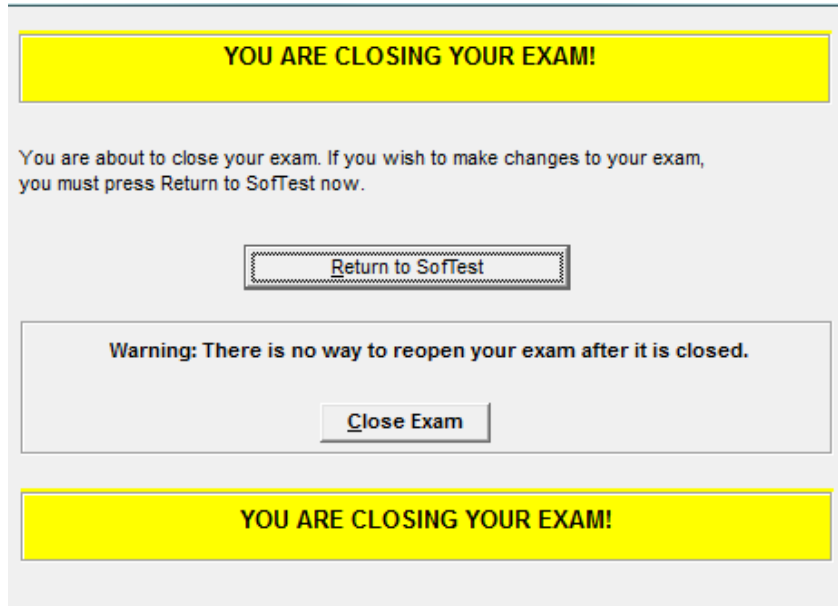
- SofTest automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- SofTest automatically backs-up and saves to your hard drive every minute.
- Compose your answers in SofTest corresponding to the questions in the hard copy exam. For example, type your answer to Question 1 in the screen for Question 1. If the exam instructs you to choose to answer only a certain number of the total number of questions in the exam, proceed to the question number screen for the question you are answering. Additionally, in order to clarify which question you are answering, you may type the number of the question that you are answering above your answers in the SofTest screen.
- Proceed to the next screen to type the answer to the next question by clicking the blue forward arrow  at the top left of the screen. Review previous answers by clicking the blue back arrow .
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. washroom break), block your screen by selecting 'View' then 'Hide Exam' in the SofTest menu.
- If your computer freezes, follow the "Computer Freezes" instructions below.
  - a. Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
  - b. Restart your computer.
  - c. When the 'SofTest Exam Restart' window appears, select the  button. You will be returned to within 59 seconds of where you left off.

**4) Exiting SofTest and Uploading Your Answers to ExamSoft**

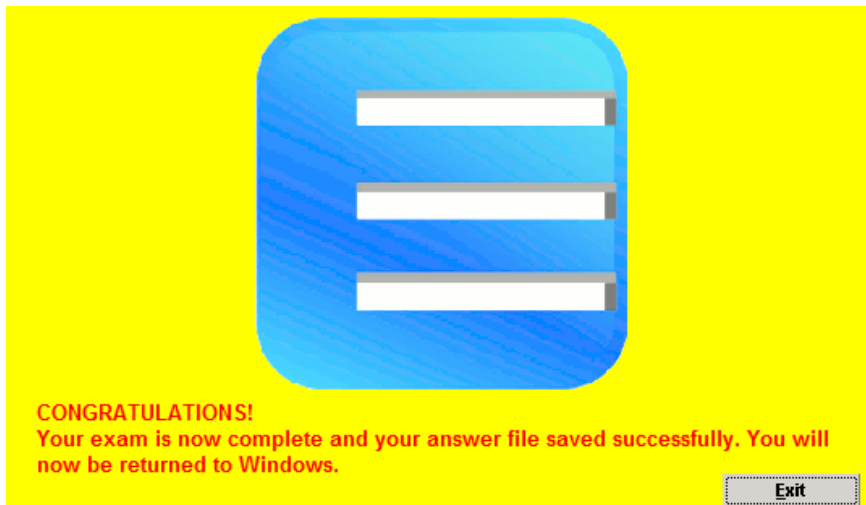
When you have finished writing the exam, either before or when the invigilator informs the class that it is time to stop writing, you must exit SofTest. Follow these instructions to exit out of SofTest...

- a. Click the  button or select '**File**' or '**Actions**' then '**Exit and Save**'.

- b. Click the  button.

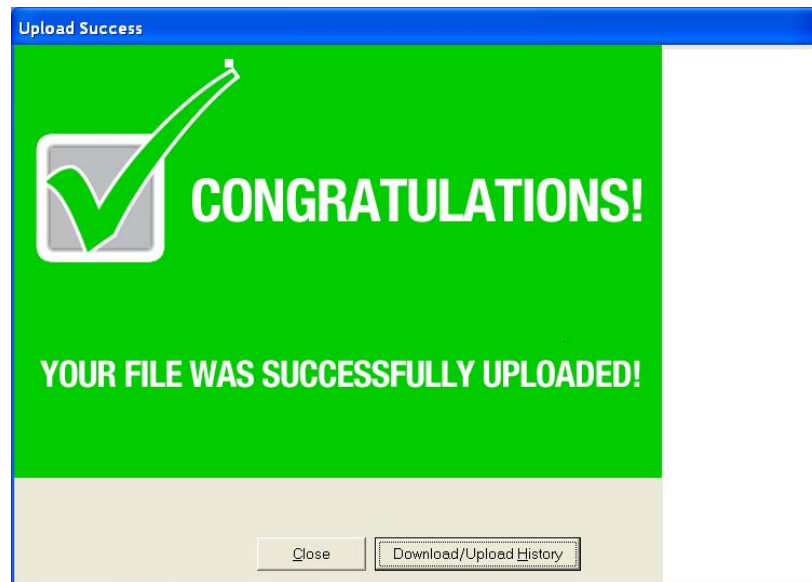


- c. On the yellow window, click the  button.



- d. Follow the instructions on your screen to reboot your computer back into Windows.
- e. When your computer reboots into Windows, your answer file will automatically upload **once you establish an Internet connection**. Mac laptops will upload immediately after exiting that exam, as no reboot is required. Note that you **MUST** upload your answer file immediately after exiting your exam. If you experience any difficulties uploading your answers, you MUST report this to the invigilator AFTER the invigilator informs the class that it is time to stop writing.

- f. You will see a green window congratulating you for successfully uploading your exam answer file, and you will receive an e-mail from ExamSoft confirming that you have successfully uploaded your exam answer file and that it has been received.



- g. ALL STUDENTS MUST TURN IN ALL HARDCOPY EXAM ANSWER BOOKLETS, USED OR UNUSED, TO THE INVIGILATOR BEFORE LEAVING THE ROOM.

#### 5) Technical Difficulties Writing the Exam

- a. If you experience technical difficulties at the very beginning or during an exam, you may quietly attempt to solve your problem/reboot your computer BY YOURSELF. You are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. DO NOT INFORM THE INVIGILATOR OR DISRUPT THE OTHER STUDENTS WHILE DOING SO. You will NOT BE GIVEN ANY EXTRA TIME to complete the exam. If your attempt to solve the problem is unsuccessful, or if you choose not to make such an attempt, you MUST begin hand-writing your exam answers immediately.
- b. When you have finished writing the exam, you should upload the computerized exam answers that you completed in SofTest and submit the hard copy answers to the invigilator.

#### 6) Technical Difficulties Uploading the Exam

If you experience any difficulty uploading your exam answers, you must wait QUIETLY until the exam period is over and the invigilator has instructed students that it is time to stop typing, then inform the invigilator about the problem. The invigilator will accompany you with your laptop to the Director, Student Academic Services, after all other students have completed uploading their exams and all exam answer booklets have been collected. The Director, Student Academic Services, will then contact Faculty of Law IT support staff to have them copy your exam answer file, and the Director will upload your exam answer file to ExamSoft.

#### 7) Miscellaneous Notices

- ExamSoft and the UBC Faculty of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of the UBC Faculty of Law. Their removal will be reported to the Director, Student Academic Services.

- Any examinee who continues typing or writing after the "STOP TYPING" announcement is made will be reported to the Director, Student Academic Services.

**C. AFTER EXAM DAY**

Because SofTest's security features saves an encrypted back-up of your exam onto your hard drive, do not uninstall SofTest until you are absolutely sure that any SofTest back-ups will never be needed. It is strongly recommended that you leave SofTest installed until you have received all of your final grades for the entire academic year.

## VII. EXAMSOFT EXAM INVIGILATOR INSTRUCTIONS

**Invigilator Notes:** Bracketed items in *italics* that should not be read out loud.

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### Exam Commencement

1. [*Give all students, whether doing computerized exams or hand-writing exams, hard copy exam questions and exam answer booklets.*]


2. [*Give students the Exam Password*]

Please launch SofTest, select the exam, enter the Exam Password, and press 'Start'



[*Students' laptops will reboot. Wait until that is finished, they have logged back onto their desktops, and they are at the exam screen.*]

3. Everyone should now be looking at the last Notice window which contains the red stop signs. If you are not, please raise your hand.

4. Please type 'begin' where instructed and click the  button, then you may turnover the hard copy exam questions and begin typing. [*The exam screen should immediately open so that they can begin typing.*]

5. Technical Difficulties Writing the Exam

- a. [*If a student experiences technical difficulties at the very beginning or during an exam, the student may quietly attempt to solve the problem/reboot the computer BY HIM OR HERSELF. Students are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. STUDENTS SHOULD NOT INFORM THE INVIGILATOR OR DISRUPT THE OTHER STUDENTS WHILE DOING SO. Students will NOT BE GIVEN ANY EXTRA TIME to complete the exam. If the student's attempt to solve the problem is unsuccessful, or if the student chooses not to make such an attempt, the student MUST begin hand-writing the exam answers immediately.*]
- b. [*When the student has finished writing the exam, the student should upload the computerized exam answers that were completed in SofTest and submit the hard copy answers to the invigilator.*]

### Closing a SofTest Exam

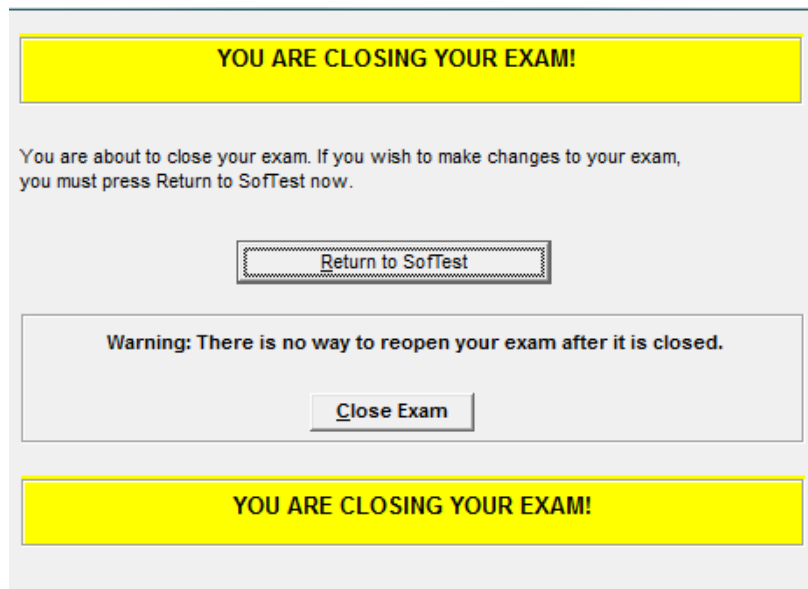
1. STOP TYPING.



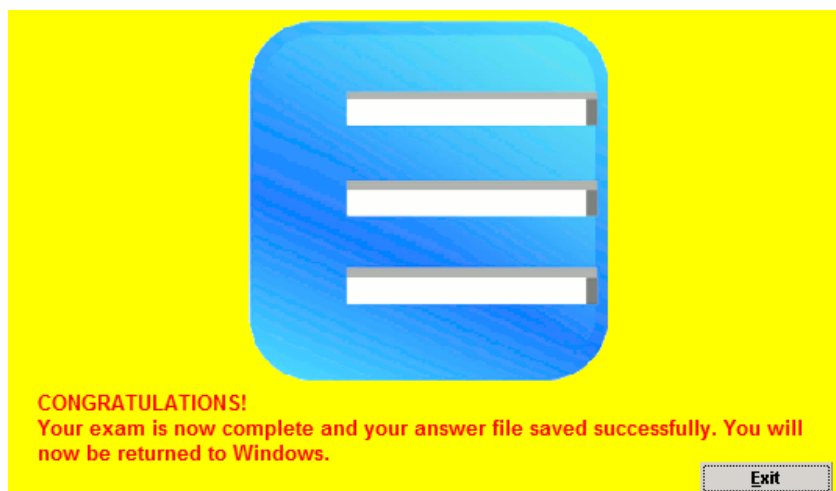
2. Click the Exit & Save Button

*[or they can Click the **File** menu in the upper left corner of the screen. Select **Save & Exit** for Windows or **Close** for Mac.]*

3. Click the **Close Exam** button. *[Wait 10-15 seconds]*



4. You should now be at the yellow final exit screen. Click the Exit button.



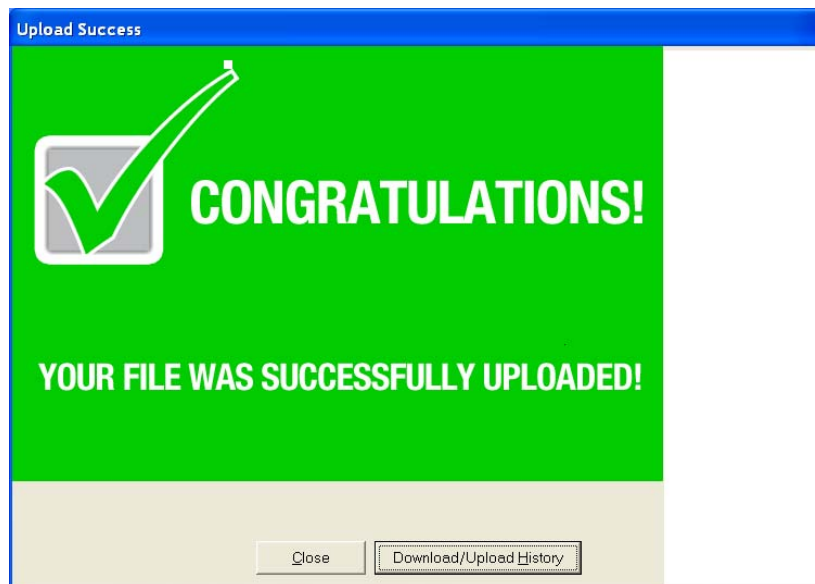
5. Upload your answer files. *[They should reboot to the operating system and SofTest will auto-upload their answer files. They must be connected to the internet to upload their exam answer file to ExamSoft, so if they are not already logged into the UBC wireless*

network, then they will need to do so. Then they should click the Upload Now button in the ExamSoft message box.]

6. [Difficulties Uploading the Exam:

*If a student experiences any difficulty uploading the exam answers, the student must wait QUIETLY until the exam period is over and the invigilator has instructed students that it is time to stop typing, then inform the invigilator about the problem. The invigilator will accompany the student with the student's laptop to the Director, Student Academic Services, after all other students have completed uploading their exams and all exam answer booklets have been collected. The Director, Student Academic Services, will then contact Faculty of Law IT support staff to have them copy the student's exam answer file, and the Director will upload the exam answer file to ExamSoft.]*

7. When you see a message congratulating you for successfully uploading your answer file, click the Close button and you may leave.



8. PLEASE RETURN ALL EXAM ANSWER BOOKLETS, USED OR UNUSED, BEFORE YOU LEAVE THE ROOM.
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## Power Outage Instructions

### Power Outage Initial Announcement

1. [Note the time.]
2. You may continue to type your exam for up to 5 minutes of the power outage. If the power fails to return within five minutes, we will exit SofTest collectively and begin handwriting the exam.

3. [*If the power does not return within five minutes, announce:*]
  - i. Please stop typing.
  - ii. We are going to close SofTest now so you may begin hand-writing the remainder of your exam.
  - iii. There should be sufficient power in your battery to perform a proper shut down of the program. [*Follow the "Closing a SofTest Exam" steps from above.*]
  - iv. If your computer runs out of power and does not complete the shut down, please tell me. Arrangements will be made to retrieve the encrypted backup of your exam from your hard drive.
  - v. Once everyone has completed the exiting and uploading process, have all of the students begin hand-writing at the same time.



## 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.