

Overview

The July 28, 2020 bar exam will be administered using Exemplify, a secure testing software, provided by ExamSoft. In order to safeguard exam integrity for remote exams, Exemplify will be updated to include ExamID and ExamMonitor tools that provide identity verification via facial recognition and video/audio recording with artificial intelligence and human review. Examinees must strictly adhere to all deadlines and instructions outlined below in order to complete their registration for and take the exam. The deadlines cannot and will not be extended for any reason. Any failure to meet any of these deadlines will result in you not being able to take the Michigan bar exam.

Deadlines

Pre-Exam Day Deadlines

1. Examsoft Registration Open Date: June 25, 2020
2. Examsoft Registration Close Date and Mock Exam Upload Deadline: July 15, 2020
3. Exam Files Download Open Date: July 21, 2020
4. Exam Files Download Close Date: July 27, 2020 at 11:59 p.m.
5. Deadline for Software & Exam File Re-Installs: July 27, 2020 at 5 p.m.

Exam Day Deadlines

1. **Password Release:** **On July 28, 2020, prior to beginning each module, the passwords for each module will be posted at <https://www.examssoft.com/mibar>.** The password for module one will be posted at 7:55 a.m. Applicants should begin the check-in and log-in process early in the event they experience any difficulties and require assistance from ExamSoft or further identification verification from the Board. Passwords for modules two through five will be posted five minutes before each session.
2. **Exam Schedule:** All applicants will begin the exam modules at the same time, irrespective of the time zone in which the applicants are taking the exam. The exam is set for Eastern Time. Applicants testing in other time zones must plan accordingly. Applicants are expected to be logged in and ready at the beginning of each designated module.

The exam modules are limited to one hour consisting of three questions for those testing under standard conditions. Each module will automatically shut down 60 minutes after the applicant begins the exam, or after the amount of time specified for each applicant testing with accommodations.

Applicants who are not able to verify their identity and/or begin the exam within the starting window period will not be allowed to access that module of the exam. Applicants who experience a computer malfunction and are only able to partially complete the module will have the answers graded for the questions they completed. Applicants who are able to resolve any computer issues will be allowed to take the subsequent modules.

Once a module begins, you must remain in your seat with your face in view of the camera while testing.

3. July 28, 2020 Bar Exam Remote Testing Module Times

Module 1: 8:30 a.m.-9:30 a.m.

Break 9:30 a.m.-10:00 a.m.

Module 2: 10:00 a.m. – 11:00 a.m.

Break 11:00 a.m. – 11:15 a.m.

Module 3: 11:15 a.m. – 12:15 p.m.

Lunch break 12:15 to 1:15 p.m.

Module 4: 1:15 p.m. – 2:15 p.m.

Break 2:15 p.m. - 2:30 p.m.

Module 5: 2:30 p.m. - 3:30 p.m.

- Should applicants experience technical difficulties, the Board has built in a short start window for applicants to contact ExamSoft for assistance at 1-866-429-8889, ext. 1 or to resolve any issues that do not require ExamSoft support. Applicants utilizing the start window will still test for 60 minutes, however, will have a shorter break prior to starting the next module.
- The software will automatically shut down after an applicant is in the module for 60 minutes. ExamSoft has a silent alarm timer that starts counting down at the five minute marker and appears at the top of the screen in yellow. Applicants can set two optional alarm timers. In the practice exam, one of the questions will walk applicants through how to set these two additional timers.
- For the first module, the password will be available July 28 at 7:55 a.m. to allow applicants experiencing any difficulties time to contact the ExamSoft help line and resolve any issues. Passwords for the second through fifth module will be posted on the ExamSoft site five minutes before each module is set to begin.

Answer Files Upload Deadline: Answer and video/audio files should be uploaded immediately after the exam. **The deadline to upload is July 29, 2020 at 5 p.m.**

Pre-exam checklist

STEP 1: Register and download Exemplify and a mock exam.

- Visit www.examsoft.com/mibar from the laptop you will be using on exam day and review the minimum system requirements for your laptop.
- Login under the 'Exam Takers' section with your assigned ID and password that will be emailed to you on the day the registration opens.
- Follow on-screen instructions to make a payment.
- Click 'Download' and follow the on-screen prompts to launch the installer. Once completed, open Exemplify.
- Enter the Institution ID 'mibar', then click 'Next'.
- Enter the same assigned ID and password to register Exemplify. Click 'Sign In'.

- Select Mock Exam under My Exams and click Download Exam.

STEP 2: Take and upload the MANDATORY mock exam

Before starting any exam, including the mandatory mock exam:

- Ensure you are connected to internet and your laptop is plugged into the power and your battery is fully charged in case of power failure.
 - Ensure there is no one else in the room.
 - If using a laptop, disconnect external cameras and microphones - use built-in resources only. If using a PC that is not equipped with built-in camera or microphone, connect one external camera and one external microphone prior to launching Examplify. You may not use virtual camera software with ExamID or ExamMonitor.
 - **IMPORTANT NOTE:** Before you take your baseline photo, confirm you are in a well-lit area and the light on your face is brighter than the light in back of you. Ensure you have a light on in front of you and not behind, increase brightness on your device and ensure you do not have your back to a window that would create a shadow on your face.
 - Remove all textbooks, notes, papers and other materials from your workspace.
 - Turn off your cell phone, music, TV.
 - Remove headphones/earbuds/earplugs.
 - Use the bathroom before you begin the exam as you will not be able to get up during the exam module.
1. Launch Examplify and select the Mock Exam under 'My Exams' on the left side.
 2. Enter 'mock123' in the exam password field and click 'Enter'.
 3. You may be prompted to close any open programs and disable your antivirus program.
 4. Biometric Consent - you must consent to ExamSoft capturing your biometric information (i.e., taking your picture). ***This is a requirement for you to access your exam.***
 5. Webcam / Microphone Access - Before starting a mock exam, you will be asked to allow access to your webcam and microphone. ***This is a requirement for you to access your exam.***
 6. Facial Recognition – the software will take your picture to verify your identity for each exam module - no photo ID is required on the day of the exam and you should not hold up your id by your face when logging in. The Board will have the previously provided government id to them for comparison and further verification purposes.
 7. Read each Exam Notice window carefully and click the 'Next' button in the bottom right to advance.
 8. On the Stop Sign screen, click 'Continue', then click the checkbox and select 'Start Exam'.
 9. Video recording will begin automatically, including both webcam and screen capture throughout your entire exam. Use of the software is your consent to video and audio recording.

To avoid being flagged by the validation and proctoring software, be sure to follow these best practices:

- Ensure that you have privacy for the entire exam – you are not allowed to interact with other people or receive any outside assistance. You must test in a room alone.
- Remain focused on the exam. Per the May 27, 2020 Bar Examination Initial Information document, you are not allowed to have your phone, books, notes, study aids, scratch paper or any foreign objects in your work area.
- Do not read exam questions out loud.
- Do not use your mobile phone at any time.
- Do not get up from your computer for any reason until each module is complete. Your face must remain in view of the camera while testing.

10. Get familiar with Exemplify and its features by typing a paragraph in each question window and use available formatting options. During your actual exam, answer each question in the appropriately numbered window. Do NOT type all answers into one window. To navigate between questions, use the 'Next' button at the bottom right or click the question number on the left-hand pane.
11. TECHNICAL ISSUES - most issues during an exam (e.g. a freeze, etc.) can be resolved by rebooting the device (DO NOT attempt to repair by exiting the exam as you cannot reenter.) Turn off your device (press and hold power button). Wait 5 seconds then restart your device. Once Exemplify restarts, it will return to within 59 seconds of where you left off in the exam. You will be required to close your exam if you have been out of your exam for more than 10 minutes.
12. SUBMITTING EXAM: The exam will close automatically once you reach the time limit or you may click on 'Finish' on the last question to submit your exam if you finish before the time limit. On the blue screen, click the checkbox then click the 'Submit Exam' button. Exemplify will automatically upload your answer file along with the video recording to be proctored. Keep your computer connected to the internet with Exemplify until you verify that the upload is complete. If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet. You will receive a green 'Upload Complete' screen and a confirmation email.

STEP 2B: Take and upload the practice exam to become familiar with the features.

To help you become familiar with using the features of Exemplify, you may take the practice exam up to five times. You will receive an email confirmation each time you upload it. The practice exam will be available at the time you download the exam files to be used on the day of the exam. The password for the practice exam is mock123.

STEP 3: Download exam files required to use on the exam day. This must be completed between July 21 and July 27, 2020:

1. Launch Exemplify.
2. Under 'My Exams' select each exam file from the list on the left side and click 'Download Exam' (If this exam is not showing in the list, click 'Refresh Exam List' at the bottom). The download progress will begin to show; if you see 'Exam File Downloaded' under exam name, the download was successful.
3. Confirm that the following exam files have been downloaded (those testing with accommodations will be sent their exam files names separately prior to July 21):
 - a. MI_Bar_Module1_2020_R
 - b. MI_Bar_Module2_2020_R
 - c. MI_Bar_Module3_2020_R
 - d. MI_Bar_Module4_2020_R
 - e. MI_Bar_Module5_2020_R

Exam Day Instructions

Exam Day instructions and exam passwords will be posted at <http://www.examssoft.com/mibar>. The password for Module One will be posted at 7:55 a.m. on July 28 and the passwords for modules two through five will be posted five minutes prior to the beginning of each module.

The first module begins at 8:30 a.m. on July 28 (see schedule above). Applicants are expected to be logged on and ready to begin testing by 8:30 a.m. Applicants should log in early so anyone experiencing difficulty has

time to correct any issues and/or contact the ExamSoft helpline if assistance is needed at (866) 429-8889, ext. 1.

Applicants having trouble verifying their identity are to contact the Board of Law Examiners at (517) 373-4452 to verify their identity and receive a resume code.

Need Help?

If you have any questions, visit ExamSoft's support resource page at www.examssoft.com/support or call the ExamSoft support team at (866) 429-8889, ext. 1. If you have issues or questions about exam setup, please review the following online resources:

[Camera and Microphone Rights](#)

[ExamID and ExamMonitor Permission Setup for Windows users](#)

[ExamID and ExamMonitor Permission Setup for MAC users](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[Exemplify with ExamID and ExamMonitor](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[ExamID and ExamMonitor: Being prompted for a resume code](#)