THE COLORADO OFFICE OF ATTORNEY ADMISSIONS (OAA)

JULY 2025 COLORADO BAR EXAMINATION
LAPTOP USE REQUIREMENTS AND INSTRUCTIONS

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: ILG Exam360.

Prohibited items:
You are permitted to bring one peripheral mouse, keyboard, mouse pad, and laptop cooling pad; these peripheral devices may be corded or wireless. Other peripheral devices and/or accessories are not permitted unless they have been pre-approved as a testing accommodation.

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

External monitors are prohibited.

Email account:
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.)* Be certain your spam filters are set to accept emails from *@csc.state.co.us and *@colorado.ilgexam360.com.

Software Installation/Registration:
Software installation/registration is accomplished through an ILG Exam360 website specifically created for the Colorado Bar Examination. The website address is: ILG Exam360.

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

● **Laptop Registration opens: Tuesday, June 3, 2025**
● **Laptop Registration closes: Tuesday, July 1, 2025**

Laptop Setup:
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 the Messaging Center in your online application account. 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 online admissions application reflects your test method as computer**. If your account indicates you are handwriting the exam, notify the office of the error <u>immediately</u>. Failure to notify OAA of any test method error will result in an examinee handwriting the exam. Changes to test method will not be made after the laptop registration close date. Test method changes will be made in accordance with deadlines posted in the "Test Method 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. Remove any and all prior downloads before installing the newest version.**

7. **MANDATORY READING**: Before beginning the installation/registration process, review the FAQs on your ILG Exam360 user homepage ILG Exam360 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.

8. 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) will result in you handwriting the exam. 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.

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. 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.

12. If you have not received an email notice regarding your ILG Exam360 account information by **June 6, 2025**, contact the Office of Attorney Admissions using the Messaging Center in your online application account. Check your Spam/junk mail folders often.

13. 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 closure day for approval from ILG:

    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.

Exam Day:
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. DO NOT enter the password until instructed to do so by OAA staff. This password will differ from the password used to log into the software. ILG technicians will be onsite for day one of the exam to assist with issues that may arise with your computer during testing; please address any technically issues you encounter with the ILG software prior to coming to the exam in order to alleviate stress during your testing time. No additional time is granted for technical issues; you may have to handwrite the exam if your encounter computer technical issues that cannot be resolved.

Tips for Exam Day:
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. **Spell check is an included feature of the testing software.**

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.

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.

ILG Tech Support:
If needed, there are three ways to contact ILG Exam360 technical support:

- Call the support center at 833-ILG-SUPP (833.454.7877);
- Return to your ILG Exam360 user homepage and click the Technical Support button in the lower right corner; or
- 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 technical assistance.**