



**Duquesne University
School of Law**

TO: Law Students
FROM: Law School Registrar
SUBJECT: EXAMS – LAPTOP USER TUNE UP Sessions
DATE: November 5, 2009

Software Secure, Inc. has upgraded its software for PC and MAC users who wish to use their laptops during the Fall 2009 semester examination period.

***All Laptop Users must install the new exam software!**

Mr. Milan Komljenovic, Manager of Information Technology, and Manson Seto, Application and Information Specialist, will explain the exam software and process for laptop users. They will also explain how you should complete the practice exam using your six-digit exam number.

NOTICE: In preparation for your December exams, please review the following information:

1. **Mandatory Computer Tune Up Sessions**

*All PC and MAC users must attend one of the tune-up sessions stated below.

Monday	November 16	Room 204	1:30-2:30pm
Monday	November 16	Room 204	5:00-5:55pm
Tuesday	November 17	Room 303	10:00-11:00am
Tuesday	November 17	Room 303	11:00-Noon
Tuesday	November 17	Room 311	4:00-5:55pm (walk in day)
Wednesday	November 18	Room 204	3:00-4:00pm
Wednesday	November 18	Room 308	4:45-5:55pm
Thursday	November 19	Room 204	5:00-5:55pm
Friday	November 20	Room 204	11:00-Noon

2. **Mandatory Practice Exam**

*The practice exam must be taken on your laptop between Friday, November 20, 2009 at 5:00 pm to Monday, November 30, 2009 at 7:00 am.

You must complete the practice exam. If you do not complete the practice exam, your examinations and your account will be disabled for the Fall 2009 semester. Any student whose account is disabled must write your exam using bluebooks during the entire examination period.

3. **Six-Digit Student Examination Number**

*You **must use your six-digit examination number** for the online practice exam, midterms and final exams for Fall 2009.

All students must pick up your Fall 2009 semester examination number during any of the following dates and times:

*Monday, November 9, 2009 – 9:00- Noon 2:00-6:00pm
*Tuesday, November 10, 2009 – 9:00-Noon 2:00-6:00pm
*Wednesday, November 11, 2009 – 9:00-Noon 2:00-6:00pm

IMPORTANT!

*You must carry your examination number with you for all your exams during the examination period.

*The Registrar's office will not have a copy of your examination number in the office nor provide you with a new number.

REMINDER!

*If you wish to review your Fall 2009 exams in the Spring 2010, you must provide the Main Office and/or your professors with your Fall 2009 exam number! No Exceptions!

*We suggest that you place your exam number in your cell phone, on your computer desk top, etc.

*You may review the following website for more information regarding the examination period. http://www.LawLib.duq.edu/exams/dcli_examIntro.html

Thank you.