

DUQUESNE UNIVERSITY
SCHOOL OF LAW



MEMORANDUM

TO: LAW STUDENTS
FROM: REGISTRAR'S OFFICE
SUBJECT: LAPTOP EXAMS – SECURE EXAM SOFTWARE
DATE: APRIL 7, 2009

Software Secure, Inc. has updated its software for PC users for the 2009 Spring Semester.

*All PC users must download the new software version prior to completing the mandatory practice exam.

*All MAC users do not need to download the new software version prior to completing the mandatory practice exam.

If you do not complete the mandatory practice exam, you will be unable to use your laptop during your examinations and your account will be disabled for the 2009 Spring Semester. Any student whose account is disabled must use bluebooks during the entire examination period.

COMPUTER TUNE UP SESSIONS

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

*REFRESHER-Students who feel that they may need a tune up refresher before completing your practice exam may attend one of the sessions stated below.

The session dates and times are:

Monday	April 20	Room 203	12:40 to 1:15 pm
Monday	April 20	Room 203	5:00 to 6:00 pm
Tuesday	April 21 st	Room 203	12:30 to 1:15 pm
Wednesday	April 22 nd	Room 203	12:30 to 1:15 pm
Wednesday	April 22 nd	Room 204	1:20 to 2:00 pm
Wednesday	April 22 nd	Room 311	5:00 to 6:00 pm
Thursday	April 23 rd	Room 203	12:30 to 1:05 pm
Thursday	April 23 rd	Room 203	5:00 to 5:45 pm
Friday	April 24 th	Room 204	12:30 to 1:15 pm

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Mr. Milan Komljenovic, Manager of Information Technology, and Manson Seto, Application and Information Specialist, will explain the procedures to follow when updating the exam software and preparing to complete the practice exam.

STUDENT EXAMINATION NUMBERS

All students must pick up your 2009 Spring Semester examination number on one of the following dates:

- *Monday, April 20, 2009 – 11:00 to 6:00 pm
- *Tuesday, April 21, 2009 – 2:00 to 6:00 pm
- *Wednesday, April 22, 2009 – 9:00 to 6:00 pm

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

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

Reminder:

*If you wish to review your spring exams in the Summer or Fall 2009, you must provide the professors with your Spring 2009 examination number!!! No Exceptions!!!!

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

*Please review the following website for more information regarding the examination period.

http://www.LawLib.duq.edu/exams/dcli_examIntro.html