

EXAMINATION ADMINISTRATION INSTRUCTIONS

TO: ALL JULY 2002 CALIFORNIA BAR EXAMINATION APPLICANTS

SCHEDULE OF THE EXAMINATION

The General Bar Examination will be administered on Tuesday, Wednesday and Thursday, July 30, 31 and August 1, 2002. The Attorneys' Examination will be administered on Tuesday and Thursday, July 30 and August 1, 2002. There will be morning and afternoon sessions on each day; each session will be a maximum of three hours duration. Instructions for the morning sessions will commence promptly at 8:45 a.m., and all applicants should be seated no later than 8:40 a.m. Instructions for applicants assigned to laptop test centers will begin at 8:30 a.m. Plan to arrive at least twenty minutes early to locate your assigned section or room. Instructions for the afternoon sessions will begin promptly at 1:45 p.m., and all applicants should be seated no later than 1:40 p.m.

DESCRIPTION OF THE EXAMINATION

The General Bar Examination consists of two sections: the written section, consisting of six essays and two Performance Tests (PT), and the 200-item Multistate Bar Examination (MBE). An applicant can earn up to 100 raw points on each of the six essays and up to 200 raw points on each PT. Scaled MBE scores are reported on a 2000-point scale, and scores on the written portion of the examination are scaled to the MBE and reported on a 2000-point scale. The written examination is 65% of the total, the MBE is 35% of the total, and the passing score on the examination is 1440.

The Attorneys' Examination consists of the six essays and two performance tests from the General Bar Examination. An applicant can earn up to 100 raw points on each essay and up to 200 raw points on each PT. Written scores are scaled to the MBE, and the passing score is 1440.

The Committee of Bar Examiners (Committee) is the sole judge of the validity of the examination and at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee. Should the Committee at any time determine that an insufficient test product is available upon which to base a valid pass/fail decision, the Committee may require the applicant to present his/her self for re-testing at a place and time designated by the Committee. Although it is impossible to guarantee each applicant an examination absolutely free of distraction or incident, the Committee's staff and proctors exert their best efforts to keep each examination site free of disturbance. The Committee cannot take responsibility for events and conditions outside of the examination sites, such as traffic, parking or noise, which impede any applicant's arrival or performance at a site.

ATTORNEYS' EXAMINATION/ GENERAL BAR EXAMINATION

If you are an attorney who has been approved to take the Attorneys' Examination (2-day examination), the words "2-Day Exam" should be printed on your admittance ticket. If those words are not printed on your admittance ticket, you are scheduled to take the 3-day General Bar Examination. Request to change from the 2-day examination to the 3-day examination or vice versa, cannot be honored after the final filing deadline for applications.

GENERAL INSTRUCTIONS

1. All extraneous objects including but not limited to programmable and/or **digital watches**, handbags, briefcases, backpacks, baseball type caps, cellular phones, pagers and cameras **are not permitted** into the examination area. (An extra typewriter is not an extraneous object.)

If such items are brought to the test center, you will be required to leave them at your own risk outside of the examination area. Small plastic bags will be provided for carrying prescriptions, medication, hygiene items (i.e. eye solution and feminine necessities) and other necessities into the examining area.

You may not have any books, briefcases, notes, outlines or other material on your person at your seating space or otherwise available during the examination. If you are suspected of having violated Committee examination rules by having such materials, you will be charged in accordance with Rule XII of the *Rules Regulating Admission to Practice Law in California (Rules)*. The Committee does not accept any responsibility for the loss of personal property, including typewriters and computers.

2. Admittance cards are mailed to eligible applicants beginning **four weeks** prior to the administration of the examination. It contains your application number and your registration number. You must show your card to the proctor when you enter the test center and keep it in your possession throughout the examination. If you are typing, please bring it with you to the inspection on Monday.

3. All applicants are assigned to particular rooms in particular test centers. Before entering, check your admittance card to be certain you are at the correct room and at the correct test center. Signs will be posted showing seating assignment by examination application numbers. You must occupy the same seating space throughout the examination.

4. Upon arrival at your seating space, you will find an identification badge that will serve as your identification credential during the administration of the examination. You must fasten the badge to the front of your clothing (e.g. shirt, blouse, jacket, etc.) so that it easily may be seen by the proctors. You will be told to relocate it if the identification badge is not placed in the appropriate area. Leave the badge at the seating space at the end of each session. At the conclusion of the examination, you may take the badge with you.

5. At some time during the administration of the examination, fingerprints and a handwriting sample will be required. If you refuse to provide the required fingerprints and handwriting sample, you will not be certified for admission to practice law in California.

6. At some time during the examination you will be asked to show a photograph identification card (Driver's License, California Identification Card, passport or an employment badge with a photograph). You must have a photograph identification card on your person at all times during the examination.

7. During the examination you will be asked to enter your application number in large bold figures in the upper right hand corner stub of each of your answer book covers. Do so whether or not you write in a particular book. You should print your name on the appropriate line of each book cover stub, and write your usual signature on the line provided. Do not put your name, initials, number or other identifying marks elsewhere on or in the answer books. The tab containing your name, signature and number will be removed after the examination is completed. The answer books will not thereafter be identified by the Committee until the grading process is completed.

8. You are not allowed to make notes from memory prior to the start of the examination session. Scratch paper will be distributed with the essay and performance test questions. No scratch paper is permitted during the MBE. You are permitted to bring in and use paper clips, highlighters (not on your answers) and a ruler. No correction fluid or "post-its" are permitted.

9. There is a separate answer book for each question in the examination, numbered to correspond to the number of the question. Please be certain that you answer Question No. 1 in Book No. 1, etc. Each book goes to a different reader. Consequently, an answer written in a wrong book might be overlooked, and you may not receive credit for it.

10. Answer books will be provide for written answers. If you need additional paper, you may obtain white, ruled paper and/or scratch paper from the proctor. Nothing written on scratch paper will be accepted or graded.

11. Write as legibly as possible. You are to write your essay answers with a black/blue ink pen, black/blue ball

point or black/blue felt tip pen. Essay answers written in pencil are not acceptable; however, you must use pencil for the MBE. Bring several sharpened pencils for the MBE session. No sharpeners will be available.

12. Wall clocks will not be provided. The examination is electronically timed, and the official time is kept by the announcer. One (1) hour, five (5) minute and thirty (30) second warnings will be given for each examination session.

13. Remain alert to the passage of time. Timing devices brought into the examination test centers are to be used solely for the determination of the passage of time. They **must be absolutely silent**, and are not to exceed the dimension of 5½" x 2½" x 1". Timing devices that are programmable and /or that make noise, including clocks that beep, and disturb other applicants are not permitted and will be confiscated by the proctors.

14. It is your responsibility to turn in your examination answers to the proctors. Any applicant who leaves a test center with his or her answers will not be able to have such answers graded.

15. All answers to the MBE must be placed on the answer sheet provided. Applicants who do not comply with this requirement will not be granted extra time to transfer answers. Only answers marked on the answer sheet will be graded.

16. At the end of each session, remain seated until dismissed. Place all of your answer books in numerical order whether or not you have written in them and a proctor will collect them.

17. Your examination questions and used scratch paper may not be taken out of the examination room. After completing your examination, place all examination questions and used scratch paper in the envelope provided by the Committee and your proctor will collect it from you.

18. Please note that extra time is not granted to any individual applicant for any reason, except as noted below. This includes but is not limited to writing your name and application number on test book covers, and the question and page number on each additional answer page. If you attempt to write anything, including your name and application number, you will be subject to the same penalty that is imposed upon those who continue to write or type in examination answer books or mark upon answer sheets after a "Stop Writing" or "Stop Typing" announcement has been made.

19. Applicants using word processors, typewriters, or computers must be familiar with the operation of their machines.

20. Writing or typing of answers must be completed when time is called. Applicants who continue to write or type after time is called will be cited and may be referred to the Committee under the procedures established by Rule XII, of the *Rules*. Printing of examination answers using approved word processors may be completed after time is called under the procedures announced before each session of the written portion of the examination. Those applicants who elect to print their examination answers after time has been called will be required to print their examination answers immediately after the session has concluded, which may occur during the lunch break after the morning session.

21. The use of any material or equipment for the purpose of sound suppression during the administration of the examination other than "earplugs" or plastic material normally associated with the sport of swimming and for the general purpose of blocking the entry of liquids into the ear must be granted through the testing accommodation petition process.

22. You are not permitted to bring beverages and/or food into the examination rooms.

23. Smoking is not permitted in the test centers. Applicants will not be allowed to leave the secured area during the examination session to find a place to smoke.

24. If you have completed the examination session or for some other reason are leaving your seating space, please be considerate of others who are still engaged in answering examination questions and who may be subject to being disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area. Your cooperation in keeping noise and distractions to a minimum is essential to the maintenance of proper examination conditions, and your fellow examinees will be grateful for it.

25. If you leave the examination room during the examination session, take your admittance card with you. **If you leave the secured examination area during the examination session, you will not be permitted to return for the purpose of completing your examination answers.**

26. The proctors' chief function is to proctor the examination; however, if summoned, the proctors will attempt to assist with any problems that may arise.

27. You may bring a pillow into the test center during the examination for the purpose of placement on your chair. The pillow must not exceed the dimensions of 20" X 26" X 6" and can not have a pillow case or other type of cover. All pillows are subject to inspection. Pillows not within the Committee's specifications or those that create a distraction to other examinees will be removed from the examination room. You are also permitted to bring medication, inhalers, wrist/back supports and eye drops, which will be subject to inspection by staff prior to entry into the test center.

28. Baseball type caps are **not** allowed into the examination room. If one is worn or carried into the examination area, you will be asked to remove it to outside the examination room.

29. Rest rooms and water will be available during the examination at each test center. It is recommended that you use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. You may, of course, use the facilities at any time during the examination, but extra time will not be granted for this purpose.

30. If there is an emergency of any kind, please remain seated and you will be given instructions on how to proceed.

DO NOT GRADE POLICY

During administration of the examination, an applicant may request that his or her examination answers not be graded. Each such request shall be granted and the applicant shall not be deemed to have attempted the examination if the applicant has made the request on a form provided by the Committee and if the completed form is received by the staff administering the examination at or before the time the requesting applicant has completed the examination to which the request pertains. A request that an applicant's examination answers not be graded submitted after conclusion of the examination or which otherwise does not comply with these procedures, will not be granted.

ELIGIBILITY FOR ADMISSION

If you are successful on this examination, you will have completed one of several requirements for admission outlined in the *Rules*. Applicants who have questions regarding their status or the other requirements for admission should contact the State Bar's Office of Admissions in writing.

MORAL CHARACTER

The *Rules* require the screening of each applicant's background before the Committee may recommend that he or she be admitted to practice. This screening is initiated by the filing of the Application for Determination of Moral Character. The processing of these applications takes approximately 180 days and sometimes longer. If you

have not already filed an application for Determination of Moral Character, application materials can be obtained through the State Bar's Office of Admissions. Expedited processing of applications is not available.

FURTHER COMMUNICATION

All inquiries should be submitted in writing. If you need to contact the office by telephone, however, the following numbers are provided:

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information/Examination Information	(213) 765-1550	(415) 538-2300
Information Services	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

CALIFORNIA BAR EXAMINATION RESULTS THROUGH THE INTERNET

The Committee will provide access to the pass list from the July 2002 California Bar Examination through the Internet on the State Bar's Home Page.

Results from the examination will be mailed to applicants on Friday, November 22, 2002.

Beginning Friday, November 22, at 6:00 p.m., results will be available to applicants through the Internet. To access your results, **you will need your Registration Number and Application Number as shown on your admittance card and ID badge.**

The State Bar's Home Page address is:

<http://www.calbar.ca.gov>

Please keep your admittance card and/or ID badge because your registration number and application number will not be provided to you over the telephone due to the confidential nature of the information.

As of Sunday, November 24, at 6:00 a.m., the pass list will be available to the general public on the State Bar's home page through the Internet.

Beginning Monday, November 25, at 8:45 a.m., pass list information will be available over the telephone through the State Bar's Los Angeles and San Francisco Admissions offices. Pass lists will also be available for viewing in both offices.