



**THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

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EXAMINATION ADMINISTRATION RULES, POLICIES AND PROCEDURES

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (*Admissions Rules*). Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room (such as cell phones), writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, will result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for whatever action it deems appropriate.

Applicants cannot wear hats, caps, hoods or any other type of headwear during the examination. The Committee, however, will consider petitions filed by applicants seeking exemptions from the policy that would permit them to wear headwear due to their religious beliefs while in a secure examination test center. Such requests must be submitted on the Committee's form, which is available online under "Forms" on the Admissions' portion of the State Bar's website, and filed no later than the final deadline for filing testing accommodations petitions. Upon arrival at the test center, applicants must be prepared to show a letter from the Committee that permits them to bring the headwear into the examination room and the headwear may be subject to inspection.

During the essay and Performance Test sessions of the California Bar Examination and the essay and multiple-choice sessions of the First-Year Law Students' Examination, only the following items are allowed in the examination room without prior approval; all items are subject to inspection:

1. The admittance ticket with no writing on it;
2. Pencils and pens (written session only);
3. Silent analog watches, non-digital timers and clocks measuring 4" x 4" or smaller;
4. Rulers;
5. Paper clips;
6. Pen-style highlighters (must not be used on answers);
7. Inhalers;

8. Disability-related items that have been approved through the testing accommodations petition process;
9. Eyeglasses (no cases or sunglasses);
10. Foam ear plugs (must not be connected);
11. Feminine hygiene items;
12. Prescription medication;
13. Diabetes-related equipment (does not include food or drinks);
14. Eye drops in single-use vials;
15. Government-issued ID;
16. Cash (must not have writing on it), credit/debit cards that might be needed for the lunch break (wallets may not be brought into the test center); and
17. Keys.

Applicants may also bring:

1. Back Support;
2. Orthopedic cushion;
3. A standard-size pillow without a case;
4. One bookstand;
5. One foot rest;
6. Splints and braces;
7. Crutches;
8. Wheelchairs;
9. Casts;
10. Hearing aids;
11. TENS units; and
12. Laptop accessories: separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than 4" and solid color mouse pad with no writing on it (written sessions only).

During the MBE sessions, the items listed above are allowed in the examination room, except for pens, rulers, paper clips, highlighters, back supports, orthopedic cushions, pillows, bookstands or foot rests. In addition, applicants must bring their own pencils (several sharpened pencils are recommended; mechanical pencils are not permitted). Pencil sharpeners and separate erasers will not be allowed into the examination room.

If items not listed above are brought into the examination room either intentionally or inadvertently, they will be confiscated, you will receive a Chapter 6 Notice and, possibly, additional sanctions imposed by the Committee. In accordance with the Committee's policies, you will receive a score of zero for any session during which you are found to have brought an unauthorized electronic device, such as a cell phone or activity tracker devices (like a Fitbit), into the examination room, as well as any additional sanctions the Committee may impose.

Applicants who wish to bring items into an examination test center that are not listed above (for either the written or MBE sessions) must file a petition for testing accommodations using the Committee's forms in conformance with the Committee's policies and deadlines. (This includes back support, pillows and foot rests during the MBE sessions.) Permission to use specific items will not be granted as a matter of convenience or preference. **Applicants cannot bring wallets, tissues, cough drops/throat lozenges, gum, candy, or other food or drinks into the examination room**, unless specifically granted permission to do so through the testing accommodations petition process. Water and tissues will be available nearby.

START TIMES

First-Year Law Students' Examination: Applicants using laptop computers must be seated no later than 7:20 a.m. All applicants must be seated no later than 7:30 a.m. The examination will begin immediately following the instructions.

California Bar Examination: Applicants using laptop computers must be seated no later than 8:20 a.m. All applicants must be seated no later than 8:30 a.m. The examination will begin immediately following the instructions.

Applicants with disabilities granted accommodations to take the examination that include extended time may have different start times, which will be communicated in the Testing Accommodations Notice provided to such applicants in advance of administration of an examination.

LATE ARRIVALS TO TEST CENTER

Applicants who arrive at the test center after one hour of testing has elapsed will not be permitted to enter the test center.

EXAMINATION ATTENDANCE POLICY

If an applicant does not attend a required, scheduled examination session, the applicant will not be permitted to attend any remaining examination session(s). Applicants must make a good faith attempt to complete each portion of the examination for which they are present.

An applicant's attempt to circumvent security procedures may lead to voiding the applicant's attendance at a session and the prohibition to attend any remaining examination session(s). Applicants taking the Attorneys' Examination are excused from the Wednesday sessions and will be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

TEST CENTER ENVIRONMENT

While every effort will be made to keep the environment of the test center comfortable and quiet, there are times when events or conditions occur beyond the control of the Committee. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment; applicants should be prepared for either warm or cold temperatures. Efforts will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. You should come prepared to accommodate noises, such as those made by other applicants taking the examination, proctors carrying out their duties, people entering/exiting the examination room, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs, in the form specified earlier, are strongly recommended.

EXAMINATION TEST CENTERS

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.

Applicants must select the test center in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the date of receipt of **complete** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, applicants will be assigned to the closest available test center.

If after filing the application form, applicants are granted testing accommodations, in most cases but not all, they will be assigned to a testing accommodations test center in the general area of their first choice. Notice of the test center to which they have been assigned will be forwarded with the letter advising them of the testing accommodations that have been granted.

GENERAL INSTRUCTIONS FOR THE EXAMINATION

1. After an applicant has been found eligible to take an examination, he/she will receive an admittance ticket, which contains the applicant's application number and file number. The applicant should not write anything on the ticket and all applicants are required to show their tickets to the proctor when they enter the test center. Applicants must keep it in their possession throughout the duration of the examination.
2. If items other than those allowed are brought to the test center, applicants will be required to leave them at their own risk outside of the examination area. The Committee assumes no responsibility for the safekeeping of items that applicants bring to the test

center. Applicants are not permitted access to those items while the examination is in session.

3. Applicants should bring any permitted personal items, e.g., prescription medication, foam ear plugs, pens, etc., into the examination area in a small, clear plastic bag. Larger items, such as pillows, do not need to fit into the clear plastic bag that holds their smaller items.
4. All applicants are assigned to particular rooms in particular test centers. Signs will be posted showing seating assignment by examination application numbers. Applicants must occupy the same seating space throughout the examination.
5. Upon arrival at their seats, applicants will find an identification badge that will be their identification credential during administration of the examination and which applicants may be required to show at any time. The badge must be fastened so it can be easily seen by the proctors. Applicants will be told to relocate the badge if it is not placed appropriately. Applicants at standard test centers must leave the badge at their seat during the lunch break.
6. At some time during administration of the examination, applicants will be required to provide their fingerprints. If an applicant refuses to provide the required fingerprints, a Chapter 6 Notice will be issued to him/her, in accordance with the policies and procedures established by the Committee.
7. At some point during the examination, applicants will be asked to show a government-issued ID card that has their photograph (Driver's License, California Identification Card or Passport) for the purpose of verification of identity. Applicants must carry this photograph ID card at all times during the examination.
8. At the beginning of each Essay and Performance Test session of the examination, applicants will be instructed to write their applicant numbers, names, and signatures in the upper right hand tab of each of their answer book covers. Applicants must not write notes, answers, time schedules or make any marks on the inside or outside of their answer book covers. Prior to grading, the tab containing their personal information will be removed after a code number has been assigned and labeled on each answer cover and tab. Thereafter, answers are identified by code number only; nothing about an individual applicant is known to the Graders.
9. Applicants are not allowed to make notes from memory prior to the start of the examination session. If applicants are using their laptop computer, they may not access any notes or other documents on their computer after they have entered the secure examining area. Scratch paper will be distributed for the essay and PT sessions of the examination. Scratch paper is not permitted during the Multistate Bar Examination (MBE) portion of the examination. Applicants must not make notes on their Admittance Tickets.
10. There is a separate answer book for each written question of the examination, which is numbered to correspond to the number of the question. Applicants' handwriting their answers must be certain that their answers to Question No. 1 are in the book for Question No. 1, etc. Answers written in a wrong book or typed in the wrong answer

window while using SofTest, or more than one answer is typed in a text box screen while using SofTest require special handling and the grading of an applicant's answer could be delayed as a result.

11. If applicants need additional scratch paper or lined paper to write their answers during the examination, they should raise their hands and a proctor will provide them with what they need. Nothing written on scratch paper or answer book covers will be graded.
12. If applicants are handwriting, they should do so as legibly as possible. Ballpoint pens, with blue or black ink, must be used to write their answers. Answers written in pencil are not acceptable. Only non-mechanical pencils may be used for the MBE and multiple-choice portions of the examinations. Neither highlighters nor white-out may be used on applicants' answers.
13. All answers to the MBE portion of the examination must be marked on the answer sheets provided. If applicants have circled their answers in the question booklet, extra time to transfer answers to the answer sheet will not be granted. Only answers marked on the answer sheets will be scored.
14. Examination questions and used scratch paper may not be taken out of the examination room. After completing each session of the examination, all examination questions and used scratch paper must be placed in the envelope designated for that purpose.
15. If applicants handwrite their examination answers, it is their responsibility to turn in their written examination answers to the proctors. If an applicant leaves a test center with his/her answers, the answers will not be graded.
16. The examination is electronically timed and the official time is kept by the announcer. Applicants are encouraged to keep track of their own time; wall clocks are not provided. During the instructions at the beginning of each session, applicants will be advised of the courtesy time warnings that will be given. Any failure on the part of the announcer to give the planned warnings will not affect the outcome of the examination or the grading process.
17. Timing devices, i.e., watches and clocks, brought into the examination test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be absolutely silent and cannot be larger than 4" x 4". Timing devices that are programmable and/or that make noise are not permitted. If found, they will be confiscated, and the applicant will receive a Chapter 6 Notice.
18. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If an applicant attempts to write anything after time has been called, he/she will receive a Chapter 6 Notice.
19. Restrooms and water will be available at each test center. Applicants should use the facilities before taking their seats so they do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. Applicants will not be permitted to use the restroom or leave their seats during the last several minutes of the examination (5 to 15 minutes depending on the session). After time is called, applicants

will not be permitted to use the restroom or leave their seats until all materials are collected and inventoried. If an applicant fails to remain seated after being advised to do so or while the examination materials are collected and inventoried, he/she will receive a Chapter 6 Notice.

20. If an applicant leaves his/her seat for any reason, he/she should be considerate of others who are taking the examination. The scraping of chairs, heavy footsteps, or conversation just outside the examination area disturbs others.
21. If an applicant leaves the secured examination area during the examination session, he/she will not be permitted to return for the purpose of completing his/her examination answers.
22. At laptop computer test centers, laptop computers may not be disconnected from electrical outlets or removed from the examination hall while the examination is in session, even if the applicant has completed the examination for that session. Applicants must wait until the examination session has concluded and applicants are dismissed before retrieving their computer.
23. The proctors' chief function is to proctor the examination; however, if asked, the proctors will attempt to assist with any problems that may arise.
24. If there is an emergency of any kind, applicants should remain seated and wait for instructions on how to proceed.

LAPTOP COMPUTER USERS

After applicants have been advised that they may print their admittance ticket from their Status Screen, they may initiate and complete the certification process with ExamSoft. The required security software must be downloaded onto their computers and the certification process must be completed prior to the first day of the examination. The Laptop Computer Program Bulletin for each examination, which is found on the State Bar's website, contains the details for participation in the program. Technical assistance will not be available at the test centers. Applicants must be prepared to handwrite their examination answers if the electricity, electrical outlets, software or their computers are not working.

If applicants use laptop computers to take the examination, it is their responsibility to timely upload their exam files containing their answers. For the First-Year Law Students' Examination, there is one (1) exam file containing answers to four (4) essay questions. For the California Bar Examination, there are four (4) exam files (1 for each of the four written sessions of the examination) which contain answers to the six (6) essay questions and two (2) Performance Tests. All exam files must be uploaded in accordance with the published procedures, instructions and deadlines. If applicants fail to upload their answer files by the published deadline, a deduction of ten scaled points will be taken from their total written scaled score. If applicants fail to upload their answer files within two (2) weeks of the published deadline, they will be given a grade of zero (0) for each answer not uploaded timely.