

Pennsylvania Board of Law Examiners
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DO NOT BRING THIS PACKET TO THE EXAMINATION SITE

Pennsylvania Bar Examination Rules/Restrictions for Applicants

IT IS IMPERATIVE THAT APPLICANTS REVIEW AND FOLLOW THESE RULES AND RESTRICTIONS.

An applicant who is found to have violated or attempted to violate any rule or restriction established by the Board related to taking the bar examination may be disqualified from the examination per PA Bar Admission Rule 207(b). Applicants will be automatically disqualified if they are found to be cheating, as described in PA Bar Admission Rule 207(a).

The Executive Director or her designated staff member will be the final authority on any issues regarding rules, restrictions, policies, procedures or seat assignments during the administration of the bar examination.

As an applicant, you agree that if you are approached by a representative of the Board of Law Examiners, you will answer the representative's questions and/or surrender any materials that the representative requests.

The Board and its staff have taken every measure to ensure a smooth exam administration. We thank you for taking the time to read all of the detailed instructions and documents that have been provided to you and for your cooperation in our effort to create an orderly, quiet, and secure test environment. Thank you.

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GENERAL INFORMATION

A.) ARRIVAL & PERSONAL BELONGINGS

You must report to the examination site specified on your ticket. Upon arrival, go to your designated bag storage area. For main testing, this area will open at 7:45 a.m. Remove the items you are permitted to bring into the exam room from your storage bag, store the bag, and have your admission ticket in your hand so you are ready for entry into the examination room at your assigned time. Your assigned time for entry into the exam room is on the schedule on the ticket. You must have a printed, hard copy of your admission ticket.

Candidates testing with accommodations (NTA) report to area separate from main testing. If you have NTA, carefully review your NTA letter, the schedule on your ticket, and the map and instructions included with your ticket to learn when and where to check in and to store your bags.

Applicants must leave all personal items that are not permitted into the exam room (computer bags, mobile phones, wallets/purses, etc.) in the bag storage area. Turn off your mobile phone before storing it in your bag. Please leave all valuables at home, in your car, or hotel room safe. The Board of Law Examiners is not responsible for lost/stolen or damaged personal items.

Applicants will not need to bring information to login to their Exemplify account. The password to enter the software will be provided at the exam. Similarly, your NCBE number will be printed on your ticket.

C.) ENTER EXAM ROOM

Once you enter the examination room, you must report to your assigned seat. Identify the row that includes your seat number. Your seat number is the Application Examination Number on your ticket. Look at the table labels at each seat and walk down the row to find your assigned seat.

Upon finding your seat, place your official government-issued photo ID and ticket on the table for proctors to see. If you are a CBT applicant, follow the instruction sheet on your table to launch Exemplify. Do not go beyond the screen with a red STOP sign. Remain in your seat and wait for further instructions. Please remember to remain quiet during this time so that others may hear instructions.

D.) TESTING CONDITIONS

The Board of Law Examiners will do its best to provide appropriate testing conditions. However, problems may arise, out of our control, such as issues related to heating/cooling, lighting, noise from other users of the facility or health issues of other applicants. The Board cannot guarantee a noise or distraction-free examination. Applicants are encouraged to use the earplugs provided by the Board, and should, in all cases, continue testing unless directed otherwise by the Site Supervisor. Should you have concerns about the testing conditions, convey them to a proctor and ask that it be brought to the attention of Board staff. We will attempt to resolve the situation, if possible.

E.) COMFORT AND CONSIDERATION

The temperature in the examination room will be set to accommodate most people; however, everyone is comfortable at different temperatures. Therefore, dress accordingly (layers of clothing are recommended). Bulky clothing items will be inspected by board staff, and applicants may not wear outdoor coats. In consideration of other applicants, refrain from wearing body fragrances such as perfumes, after shaves, etc. during testing. Additionally, to avoid disruption of other applicants, please walk (DO NOT RUN) quietly to/from the restrooms and when leaving the examination room.

F.) LUNCH

Applicants are encouraged to bring a packed lunch. You must store it in the designated bag storage area.

G.) ITEMS PROVIDED BY THE BOARD

- (1) The Board will provide a set of earplugs to each applicant on each day of testing. Applicants may not bring their own.
- (2) Proctors will be able to provide tissues, cough drops, and writing implements, upon request.
- (3) The Board will provide an assortment of feminine hygiene products in the restroom.

APPLICANTS MUST:

- (1) Sit for all sessions of the exam administration, and make a good faith effort to answer each part of the examination to qualify for an exam score. Failure to show for a session will result in being prohibited from attending additional sessions.
- (2) Report to your assigned section and seat for all sessions on time. If you are late for any reason, it will be documented for character and fitness and you will not be permitted to make up the lost time.
- (3) Have your admission ticket and valid (not expired) government-issued photo identification (e.g. state driver's license, passport or military identification) visible during the examination.
- (4) Have black ballpoint or roller pens for the MEE and MPT and sharpened soft lead (No.1 or No. 2) pencils for the MBE. **(Highlighters and pens are not permitted during the MBE.)** Pencil sharpeners will not be available. Personal pencil sharpeners are also not permitted. Bring a few sharpened pencils.
- (5) Wear soft-soled shoes or sneakers. Do not wear flip-flops, shoes or boots that can create noise and disturb other test takers when walking to and from the restroom.

APPLICANTS MAY HAVE IN THE EXAM ROOM:

- (1) A computer registered for Computer Based Testing (CBT), an external keyboard and mouse, and power cord.
- (2) A drink in a completely resealable, clear, plastic container (e.g. Aquafina water bottle). The sealed drink must be kept on the floor near the applicant and only retrieved when necessary. (Insulated coffee cups, glass or metal containers, Styrofoam, plastic and paper cups are **not** permitted.)
- (3) Small, clear, plastic bag(s) (no larger than 7" x 8" quart-size) to hold permitted items. (Do not put your ticket in one of these.)
- (4) Cash, credit cards, and keys/faub (no wallets), provided they are in a small, clear, plastic bag upon entry into the exam room (not in pockets).
- (5) Individual tablets of medicine in a small, clear, plastic bag.
- (6) Tissues and feminine hygiene products.
- (7) A lumbar cushion.
- (8) Sanitizing wipes.
- (9) A face mask that covers nose/mouth. You will need to lower the mask to confirm your identity.

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APPLICANTS MAY NOT HAVE:

- (1) Any items in the exam room other than those specifically permitted, including medicine bottles, eye drops, lotion, lip balm, food, candy, gum, mobile phones, headsets or headphones of any kind, or watches of any kind. **Additionally, your pockets must be empty.**
- (2) Any electronic, Bluetooth/Internet-capable devices in the examination room with the exception of the registered CBT computer & associated mouse/keyboard. This includes, but is not limited to: **fitness trackers**, smartwatches/glasses, media players, timers, e-cigarettes or vaping devices.
- (3) Any separate or detachable erasers, **mechanical pencils**, erasable ink pens, felt tip pens, white-out or liquid paper, individual hand-held pencil sharpeners, book holders or stands in the exam room.
- (4) Weapons of any kind.
- (5) Written material or scratch paper in the exam room. (Prohibited written material includes this information packet; bring only your ADMISSION TICKET) On Tuesday, the Board will provide scratch paper booklets. Applicants may not write on the exam table surfaces. Personal laptop stickers do not have to be removed, but proctors may cover them with blank, removable stickers if they cause a disruption or include potential exam related content.

APPLICANTS ARE PROHIBITED FROM:

- (1) Wearing outdoor coats, hats, hoods, head coverings, or anything that covers the ears, during the examination, except for religious reasons. Notify the board office in advance, regarding religious headwear. Scarves or headbands may not cover an applicant's ears.
- (2) Smoking or using any tobacco or tobacco substitute products in the examination rooms, lobby area, hallways and/or restrooms.
- (3) Leaving the examination room during the last 10 minutes of any session. You must remain seated and may not use the restroom during the last 10 minutes of the test session.
- (4) Removing any question book, answer book, answer sheet, or scratch paper from the examination room.
- (5) Looking at another applicant's test booklet, scratch paper or answer sheet.
- (6) Communicating with another applicant or external source during the exam or giving, receiving, or seeking assistance or information while taking the exam.
- (7) Using any device to share, exchange, or obtain information, including picture or image taking.
- (8) Using unauthorized aids in taking the exam.
- (9) Creating a disturbance.
- (10) Beginning the exam or writing any information relating to the exam prior to the instruction to begin testing or continuing to work on the exam after the instruction to stop testing.

QUICK REFERENCE

<u>Permitted In Exam Room</u> Individual tablets of medicine (in baggie) Tissues Pencils Highlighters (MPT/MEE testing only) Pens (MPT/MEE testing only) Feminine hygiene products Lumbar cushion Beverage in a resealable, clear, plastic bottle (access/store on floor only) Sanitizing wipes (store on floor under table) Eyeglass cases (store on floor under table) Cash/Credit cards/Keys (in baggie—NOT pockets) A face mask of CDC recommendation A computer registered for CBT and associated mouse & keyboard (MPT/MEE testing only)	<u>Not Permitted In Exam Room</u> Watches or timers of any kind Hats/hoods Pencil sharpeners Medicine bottles, eye drops, lip balm, lotion White-Out or liquid paper Any paper other than Admission Ticket Separate or detachable erasers Mechanical pencils, felt tip pens, erasable ink pens Gum, candy or eating during the exam Mobile phones Headphones Books/Study materials Electronic or Bluetooth devices E-cigarettes, vaping devices, tobacco or tobacco substitute products Book holders or stands
<u>Medical Requests (requires prior approval)</u> Medical devices—(e.g. inhalers, diabetic equipment) Unwrapped food items	<u>Prohibited in exam room during MBE testing</u> Highlighters Pens Scratch paper
<u>Bag Storage Area (inaccessible during testing)</u> Storage bag Outdoor coat Wallet Lunch Extra face masks/hand sanitizer	<u>Not Permitted</u> Weapons Smoking or using any tobacco or tobacco substitute products